



**NATIONAL ACTIVE AND RETIRED FEDERAL
EMPLOYEES ASSOCIATION**

**WASHINGTON STATE FEDERATION OF
CHAPTERS**

Proposed Bylaw/Standing Rule Amendment

Date: _____

1. Title of proposed change:

2. Bylaw article(s) and section(s) affected or Standing Rule number:

3. State the specific change proposed:

4. Provide a comparison of what is in the bylaws or standing rules now, with the adjustment proposed, and how it will look if adopted:

-4a: Current bylaws or standing rules:

-4b: If adopted:

5. Reason the change should be adopted:

6. Estimated cost:

Submitted by: _____ **Chapter** _____

Please read before completing WSFC Form 4!

1. Item 1, each proposed bylaw or resolution change must have only one title. It should be brief; just a few words showing the purpose of the proposal.
3. Item 2 should state specifically all articles with applicable sections and subsections (or standing rule number(s)) affected by the proposal.
4. Item 3 must state concisely what the proposed change will do.
5. Item 4 requires a comparison of the current bylaws or standing rules under 4a with the expected outcome under 4b. Keep to the point.
6. Item 5 allows you to say why adoption should be made. Keep to the point here, also.
7. Item 6, give an estimated cost such as new forms, additional travel, etc.

Submitting Proposed Bylaw/Standing Rule Amendments

This original, signed form(s) must be mailed or e-mailed to the Federation Secretary to be received not later than **60 calendar days prior** to the start of the annual convention.

The Federation Secretary will return to the originating chapter any forms not complying with these instructions, with an explanation of the reason for non-acceptance. Chapters are encouraged to submit their forms early so, if it is necessary to return them, they may be resubmitted before the 60 day deadline.

All forms should be typed or computer generated, if possible. The Microsoft Word format will be made available to any chapter officer upon request to the Federation Secretary and will be available at the WSFC web site (www.narfewa.net). Any document not typed or computer generated must be clearly printed in a dark ink so it may be reproduced.