

BYLAW CHANGE PROCEDURE

SECTION 1. Purpose:

- A. The purpose of the Bylaw change form is to give all board members the opportunity to request a change, to add, or delete any Bylaw.

SECTION 2. Scope:

- A. Any Board member may utilize this form in order to make a change, to add, or to delete a Bylaw.

SECTION 3. Procedure:

- A. Copies of the Bylaw change form (sample shown on following page) shall be made available to all members.
- B. This form shall be filled out completely and signed by the requesting board member and one additional board member. *Anonymous requests shall not be accepted.*
- C. After filling out the Bylaw change form it shall be turned over to Secretary, it shall then be signed and dated by the Secretary, both on the top half and at the bottom. The bottom portion shall then be cut off and retained by you.
- D. The Secretary shall, at the next board meeting, bring to the attention of the entire board the fact that a request to change, add or delete a Bylaw has been made. A copy of the request will be given to each Board Member.
- E. At the following Board meeting a decision shall be made on the request.

BYLAW CHANGE REQUEST FORM

SECTION I.

I wish to: (check one)
 Change an existing Bylaw
 Add a new Bylaw
 Delete an existing Bylaw

SECTION II.

If you want to change or delete an existing Bylaw, list Bylaw Article and Section:

SECTION III.

Describe what you want to do and why, in detail. (Use additional paper if needed, numbering each additional page.)

SECTION IV.

Today's Date: _____ Your Name: _____

Your Signature: _____

Board Member Name: _____

Board Member Signature: _____

SECTION V.

Action taken: (Use additional paper if necessary, numbering each additional page.)

-----cut-here-----

SECTION VI.

Date: _____ Board Member Signature: _____

PERSON MAKING REQUEST IS TO RETAIN SECTION VI OF REQUEST FORM.