

3. Amendments to the Bylaws

The South Carolina Federation of NARFE Chapters bylaws may be amended as described below.

- Proposed amendments to the Federation bylaws may be initiated by any member of the Federation using the South Carolina Federation Resolution form. This form is available on the Federation website (www.scnarfe.org) and from the Bylaws and Guidelines Coordinator. When the form is prepared at the chapter level, the Chapter Action section is to be completed including the signatures of the Chapter President and the Chapter Secretary.
- The resolution form is to be submitted to the Bylaws and Guidelines Coordinator who will review it to verify all required areas have been completed, ensure there is no conflict with the National Bylaws and assign a resolution number and date. He/she will distribute copies of all resolutions forms to the Executive Board members. All resolutions forms containing proposed bylaws amendments approved by the Executive Board will be sent to the chapter Presidents by the Bylaws and Guidelines Coordinator at least 45 days prior to the Federation convention.
- During the Federation convention the Bylaws and Guidelines Coordinator will present each proposed amendment, briefly describing the rationale for the revision and inviting comments from the attendees. After all comments have been completed, each amendment will be voted upon. A two-thirds (2/3) vote of approval is required to adopt amendments that have been submitted at least 45 days prior to the convention. For amendments sent to the chapter Presidents less than 45 days before the convention a unanimous vote of the delegates is required for adoption.
- Proposed amendments failing to meet the 45 days deadline that receive less than a unanimous vote, but more than two-thirds (2/3) vote, shall be distributed by the Bylaws and Guidelines Coordinator, within 30 days following the convention, to all Federation chapters for ratification. Ratification by two-thirds (2/3) vote of the chapters, within 90 days after the convention, with each chapter having the number of votes equal to its convention delegates, shall validate the amendment.
- Resolutions to amend the bylaws will be accepted from the convention floor for debate and consideration provided that a majority of the delegates agree to the submission. Unanimous approval will be required for such amendments.
- In the event of an urgent need for a decision on an Executive Board approved proposed bylaws amendment that cannot wait until the forthcoming convention, the Bylaws and Guidelines Coordinator shall distribute the proposed amendment to all Federation chapters, with a stated deadline for ratification. Ratification by two-thirds (2/3) vote of the chapters, within the stated deadline, with each chapter having the number of votes equal to its convention delegates, shall validate the amendment.
- Amendments approved by the Federation membership shall be processed as described in the Bylaws and Guidelines Coordinator section of these *Operating Guidelines* and become effective upon approval by the National Secretary/Treasurer.

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