

Bylaws Change Request Form Instructions: (PDF)

This form is a PDF document and cannot be saved on your computer once it is filled out. It will open in 'Adobe Reader', which is a free program, downloadable from <http://get.adobe.com/reader/>. When the form opens, click on the "sign" or "signatures" icon on the left or across the top; you can then add text to the document. You can tab from one field to the next. When you are done filling it out, you can print pages 2 & 3 to mail in, or you can scan the printed document into your computer, and send it electronically. The request form can be found on the AVVA web site, under Forms/Finance/Misc, All General Forms.

PERSON SUBMITTING THE REQUEST:

In the upper right corner area, fill out your name, the date, the state and chapter you are a member of, and your email address and phone number. It is important that the Bylaws chair has a means to contact you, should there be any questions or concerns about your request.

Fill in the Article number and the Section numbers of the bylaw that you are requesting to change.

EXAMPLE: Article #: VII Section # (s): VII 7.05 & 7.06 Other Sections Affected: VIII 8.05 (NOTE: the Bylaws use Roman Numerals, so you must use them here)

CURRENT LANGUAGE:

PROPOSED REVISIONS:

REVISED BYLAW:

In these boxes, you need to show what the current language is, then include your proposed changes, in order to show exactly what change you want in the place they will appear in the document, and then show how it will look once changed. You should be able to copy and paste if you are familiar with that function. Here is an example. You will want to "strike through" any words that you intend to take out, and add with ***Bold, Italic, Underlined Text***, any wording you want to add. EXAMPLE:

The National Membership Chair will verify that the requesting state meets the minimal membership requirements. After verification, the incorporation petition will be mailed to the State Representative.

The National Membership Chair will ~~verify~~ ***confirm*** that the requesting state meets the minimal membership requirements. After ~~verification,~~ ***confirmation,*** ~~the incorporation petition-~~ ***The Incorporation Packet*** will be mailed to the State Representative.

The National Membership Chair will confirm that the requesting state meets the minimal membership requirements. After confirmation, The Incorporation Packet will be mailed to the State Representative.

**** YOU CANNOT TYPE BELOW THE BOTTOM OF THE EXISTING SPACES **** If there is more text than will fit in the existing box you will have to create a separate second page. Once you have fully filled out this form, print a copy from page 2 through the last page to mail to the address below, or scan the printed copy into your computer, and send as an email attachment to:

Cecilia Essenmacher, Bylaws Chair
2594 Moonglow Drive.
Saginaw, MI 48603

OR: email as an attachment to: librnok@hotmail.com

You will be notified by the Bylaws Chair when your request has been received and what action has been, or will be taken.

ASSOCIATES OF VIETNAM VETERANS OF AMERICA, INC.

REQUEST FOR CHANGE – BYLAWS

(See instructions – page One)

Date: _____

Name: _____

State/Chapter: _____

Email/Phone: _____

Article #: _____ Section #(s): _____ Other Article(s) Affected: _____

CURRENT LANGUAGE

PROPOSED REVISIONS

REVISED BYLAW

CURRENT LANGUAGE	PROPOSED REVISIONS	REVISED BYLAW

JUSTIFICATION FOR CHANGE: (To be filled in by submitting party).

BYLAWS COMMITTEE USE ONLY:

COMMITTEE COMMENTS/RECOMMENDATIONS:

Recommend Passage as written:

("X" in appropriate box)

NO:

YES:

Recommend Passage With the Following Changes in Language: