

PREPARING A PROPOSED AMENDMENT TO THE DEPARTMENT AND/OR NATIONAL BY-LAWS

By-Laws: Any member in good standing, a Post, a District or a Department, may propose an amendment to the Department and/or National By-Laws; provided, however, before consideration it must be presented to the District and passed and then submitted to the Department. Immediately following a Department Convention, the passed proposed amendment(s) must be forwarded to National Headquarters.

Department Convention: Any Post, District may propose an amendment to the Department By-Laws; provided, however, before consideration at the Department Convention, the proposed amendment must have been forwarded, through channels and have been properly approved.

In order to meet Department By-Laws Article VII all By-Law amendments shall be typewritten, in quadruplicate and shall be in the hands of the Department Adjutant at least thirty (30) days prior to the convening of the Convention, so an appropriate copy for study thereof may be forwarded at least fifteen (15) days prior to the convening of the Convention, to the Committee Director concerned and to the Department Commander.

National Manual of Procedure and Ritual: Any Post, District or Department may propose an amendment to the Manual of Procedure or Ritual; provided, however, before consideration at the National Convention, the proposed amendment must have been forwarded, through channels and have been properly approved.

In order to meet National By-Laws/Manual of Procedure Article XIV requirements, to provide fifteen (15) day notice to all Posts of all amendments, the Adjutant General requests all amendments be forwarded to National Headquarters no later than five (5) working days following the close of the Department Convention.

Department and or National By-Law, Manual of Procedure or Ritual changes not in proper form, unclear as to meaning, or concerning matters clearly not within the scope and purpose of the Veterans of Foreign Wars cannot be considered by the Department and/or National Convention.

A proposed change to the Department and/or National By-Laws, Manual of Procedure or Ritual must be submitted as such, not as a resolution. Proposed amendments must be definite and specific as to the verbiage to be deleted or added. Use of the most recent amended copy of the Department and/or National By-Laws, Manual of Procedure and Ritual is encouraged, as proposed changes considered by the Convention delegates cannot be amended on the floor.

EXAMPLE 1

Proposed Amendment to the Department By-Laws proposed by Post and/or District _____.

Section 202 - By-Laws.

Amend Section 202, Department and/or National By-Laws by deleting the words "two-thirds (2/3)" in the first sentence of paragraph one, and inserting, in lieu thereof, the following:

"majority"

EXAMPLE 2

Proposed Amendment to National Manual of Procedure proposed by the Department of _____.

Section 518 – Officers: Duties and Obligations.

Amend Section 518, Manual of Procedure, by deleting paragraph (a) (1) d. in its entirety and inserting, in lieu thereof, the following:

“Plan and organize all social functions.”

EXAMPLE 3

Proposed Amendment to the National Ritual proposed by the Department of _____.

Amend the Ritual by deleting on page 48, in the last sentence of the Member’s Obligation, the words “and a citizen of our great republic.”

Further amend by placing a period after the word “comrade” in the same sentence.

If you require help composing a proposed change to the Department and/or National By-Laws , National Manual of Procedure or Ritual, please contact State Headquarters for advice and assistance in properly preparing a proposed amendment to be voted upon at the State Convention.