

**PREPARING PROPOSED AMENDMENT
TO THE
NATIONAL BY-LAWS, MANUAL OF PROCEDURE OR RITUAL**

By-Laws: Any member in good standing, a Post, a District, or a Department, may propose an amendment to the National By-Laws; provided, however, before consideration at the National Convention, the proposed amendment must be approved by a Department Convention. Immediately following a Department Convention, the proposed amendment(s) must be forwarded to National Headquarters.

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-Law/Manual of Procedure Article XIV requirements, to provide 15 day notice to all Posts of all amendments, the Adjutant General requests all amendments be forwarded to National Headquarters no later than 5 working days following the close of the Department Convention.

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 National Convention.

A proposed change to the 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 National By-Laws, Manual of Procedure and Ritual is encouraged, as proposed changes considered by convention delegates cannot be amended on the floor.

EXAMPLE 1

Proposed Amendment to National By-Laws proposed by Department of _____.

Section 202 – By-Laws.

Amend Section 202, 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 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 National Ritual proposed by 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 Bylaws, Manual of Procedure or Ritual, please contact Administrative Operations at National Headquarters for advice and assistance in properly preparing a proposed amendment to be voted upon by your department convention.