

## By-Law Change Request

RE 2017-01

All motions to amend By-Laws shall first be submitted to the By-Laws committee 2 weeks prior to the first meeting of the year. **Please complete all information to the best of your ability and submit to the Parliamentarian.** For help completing the form contact your Regional Executive or the NCCC Parliamentarian.

### Please complete the following information regarding the By-Law(s) you are submitting for change:

Article Number:	VII	Article Title:	Officers
Section Number:	2	Section Title:	National Officers
Sub-Section Letter:	E	Sub-Section Title:	Duties
Additional Title within Sub-Section (If applicable):	2 <sup>nd</sup> Vice President-Membership		

1. In the space below, please **write the entire By-Law(s) as it currently appears in the NCCC By-Laws.** Please **use red highlight** to **indicate the verbiage you would like to change:**

The 2<sup>nd</sup> Vice President-Membership shall be responsible for the acquisition of new members, to coordinate all membership applications and inform any applicants regarding organizational or administrative activities. The 2<sup>nd</sup> Vice President-Membership has overall responsibility for insuring availability and integrity of the NCCC Membership Database and coordinating the distribution of membership **cards**. The NCCC Membership Database will assign and maintain all club and membership numbers.

2. In the space below please **re-write the entire By-Law as it would appear if the change is approved.** Please **use green highlight** to **indicate where the proposed new verbiage would appear:**

The 2<sup>nd</sup> Vice President-Membership shall be responsible for the acquisition of new members, to coordinate all membership applications and inform any applicants regarding organizational or administrative activities. The 2<sup>nd</sup> Vice President-Membership has overall responsibility for insuring availability and integrity of the NCCC Membership Database and coordinating the distribution of membership **cards and materials**. The NCCC Membership Database will assign and maintain all club and membership numbers.

3. Please **state in detail**, why you think this By-Law should be changed:

2<sup>nd</sup> Vice President-Membership sends out more than just membership a card to both renewal and new members. This will authorize that activity and its additional mailing expenses. It also allows the VP to handle distribution if a Distribution Manager is not appointed.

4. If this By-Law change is approved, **how will it impact the organization?**

This brings the By-Law wording to match current operations.

5. If this By-Law change is approved, will it be necessary to **design any new forms, revise any currently used forms, or additional paperwork** to put this change into place? If so, **have you attached a sample?** Do you have any suggestions for the By-Laws Committee?

None

**6. Other comments:**

This also gives the VP authority over materials sent in the membership packets.

**7. Change Request Author Information:**

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<b>Region:</b>	Souteast	<b>Date Submitted:</b>	1/2/2017

**Thank you for completing the above information.** Your request will be reviewed at the next By-laws Committee meeting. A confirmation will be sent to you by the Parliamentarian upon receipt of your Change Request Form.

**By-Laws Committee Review Process (To be completed by Parliamentarian, RE and / or By-Laws Committee)**

<b><u>Date Request Received for Review:</u></b>		<b>By-Law Change Request Number issued:</b>	
<b><u>Date Request Reviewed by By-Laws Committee:</u></b>		<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Rejected</b> <input type="checkbox"/> <b>Further Action Required</b>	<b>If further action required, date Change Request returned to Author:</b>
<b><u>Comments:</u></b>			

