**BYLAW CHANGE PROCEDURE**

**SECTION 1.** Purpose:

A. The purpose of the Bylaw change form is to give all members the opportunity to request a change, to add, or delete any Bylaw**.**

**SECTION 2.** Scope:

A. Any Board member of may utilize this form in order to make a change, to add, or to delete a Bylaw**.**

**SECTION 3.** Procedure:

A. Copies of the Bylaw changeform (sample shown on following page) shall be made available to all members.

B. This form shall be filled out completely and signed by the member. Anonymous

requests shall not be accepted. Any questions of the Bylaw changeform shall be answered by a Board Member.

C. After filling out the Bylaw changeform it shall be turned over to a Board Member, it shall then be signed and dated by the Board Member, both on the top half and at the bottom. The bottom portion shall then be cut off and retained by you.

1. The Board Member shall, at the next board meeting, bring to the attention of the entire board the fact that a request to change, add or delete a Bylawhas been made. A copy of the request will be given to each Board Member.
2. At the following Board meeting a decision shall be made on the request and the

results shall be given to the member making the request (in writing).

 BYLAW CHANGE REQUEST FORM

FOR THE CHISAGO LAKES HOCKEY ASSOCIATION

**SECTION I.**

 I wish to: (check one)

 \_\_\_\_ Change an existing Bylaw

 \_\_\_\_ Add a new Bylaw

 \_\_\_\_ Delete an existing Bylaw

**SECTION II.**

If you want to change or delete an existing Bylaw, list Bylaw Article and Section:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_

**SECTION III.**

Describe what you want to do and why, in detail. (Use additional paper if needed, numbering each additional page.)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION IV.**

 Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Your Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Board Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Board Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION V.**

 Action taken: (Use additional paper if necessary, numbering each additional page.)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-----------------------------------------------------------cut-here---------------------------------------------------------

**SECTION VI.**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSON MAKING REQUEST IS TO RETAIN SECTION VI.**