

	<p>policies and procedures ELECTRIC BOAT MANAGEMENT ASSOCIATION</p>	APPROVED	NUMBER 1-4
			ISSUE 4
	DATE April 7, 1989	PAGE 1 OF 3	
<p>SUBJECT</p> <p style="text-align: center;">CHANGES TO CONSTITUTION AND BYLAWS</p>			

PURPOSE

To define the method by which individual members of the Association may propose changes to the Constitution and Bylaws of the Electric Boat Management Association (EBMA).

AREAS AFFECTED

All EBMA members.

GENERAL

1. Constitution, Article VIII - Amendments, reads as follows:

Section 1. Amendments: The Constitution may be amended by a two-thirds vote of the members present and voting at any regular or special meeting of the organization or by a two-thirds majority vote as part of the annual election. Amendments must be proposed in writing to the board of Directors. Notification of vote on a proposed amendment must be given to the entire membership thirty (30) days in advance.

2. Bylaws, Article XI - Amendments:

Amendments: Amendments must be proposed in writing to the Board of Directors. Bylaws may be amended by the approval signature of eight of the eleven Board members, if the Board fails to approve or disapprove by a majority of eight within sixty (60) days of receipt of such proposal, then the vote shall go to the entire membership, who shall receive notification of the proposed amendment at least thirty (30) days in advance of their vote. Approval by two-thirds of the members present and voting at a regular or special meeting of the organization is then required.

PROCEDURE

1. Any member may propose a change to the Constitution and / or Bylaws. Such amendments are to be submitted on a form "Recommended Change to Constitution and Bylaws" (See sample on Page 3). Submittal may be made in person to any member of the Board of Directors or by mail to the EBMA Office.

For assistance in drafting proposed changes, contact any member of the Board of Directors.

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PROCEDURE (CON'T)

2. The Board of Directors will process each recommended change received by referral to appropriate standing committee for study. After review by the committee, the change will be put to a vote of the Board for endorsement or disagreement. The proposer will be notified of the Board's action.
3. If the proposer desires to pursue the change, he/she shall attend the next Board meeting with the proposed change. The Board will act in accordance with the Constitution and Bylaws then give notice to the Membership asking for a vote on a date at least thirty (30) days away.
4. The Board of Directors will normally review the Constitution and Bylaws once each year, with a target of presenting proposed changes for a Membership vote at the same meeting as the election of officers. The Board must act upon changes proposed by the Constitution and Bylaws Committee.

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CONSTITUTION/BYLAW
RECOMMENDED CHANGE FORM
 ELECTRIC BOAT MANAGEMENT ASSOCIATION

DATE OF PUBLICATION USED

REFER TO CONSTITUTION, ARTICLE

PAGE

CHANGE:

REFER TO BYLAWS, ARTICLE

PAGE

CHANGE:

SUBMITTED BY

TEL.

DATE