

# Submitting bylaw changes



**Judy  
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In this month's article, I'd like to remind branches and state associations that an online form is available for use when submitting proposed bylaw changes to the NALC Committee of Laws. Access to the online forms for submitting proposed bylaw changes

can be found at the bottom of the homepage on the NALC website, [nalc.org](http://nalc.org).

These forms should only be used once a proposed bylaw change has been voted on and approved, and the forms must be signed by a branch officer. Article 15 of the *National Constitution* sets forth rules that branches and state associations must follow to approve a change in their bylaws. (Article 15 is found on pages 51-52 in the *NALC Constitution*.)

The instructions for submitting branch or state bylaw changes to the Committee of Laws are also available on the website as an attachment to the forms. These forms were created to make the submission of bylaw changes easier for branches and state associations. The uniformity of the forms also assists the Committee of Laws when it reviews proposed bylaw changes for approval or disapproval, making the process more efficient. However, the forms are not mandatory.

**Wishing everyone a very safe and happy Fourth of July!**

*Form for Submitting  
Proposed By-law Changes to  
NALC National Committee of Laws*

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Branch No. \_\_\_\_\_ Date of First Reading/Notification: \_\_\_\_\_

Date of Branch Vote: \_\_\_\_\_

Article and Section No. of Proposed Change: \_\_\_\_\_

**CURRENT LANGUAGE**

**PROPOSED NEW LANGUAGE**

Branch Officer Title: \_\_\_\_\_ Signature \_\_\_\_\_

Branch Contact Person & Phone No. \_\_\_\_\_

**BRANCHES:**

Please submit a separate form for each change in article, section or subsection. Enclose two complete copies of your current by-laws.

**Mail completed form and two copies of current by-laws to:**  
Assistant Secretary-Treasurer  
National Association of Letter Carriers  
100 Indiana Avenue, NW  
Washington, DC 20001-2144

Above is an example of what the online form for submitting proposed bylaw changes looks like. Again, it can be found on the NALC website, [nalc.org](http://nalc.org), in PDF format. Complete instructions for submission also appear on the website.