

REQUEST FOR CHANGE FORM



Date: _____ Region #: _____

Rule/Procedure _____ Article _____

Section _____ Page # _____

Present Wording:

Proposed Wording: _____

Reason for Change

(Optional) I give my permission for our Regional Director, his assistant or/and person designated by him to alter or change this request for change to best suit the needs of QMA. Yes No

Signature of Regional Director _____

Printed Name of Regional Director _____

RD 1	RD 2	RD 3	RD4	RD5	RD6	RD7	RD8	RD9	RD10	RD11	RD12	RD13
Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
PRESIDENT		VP	TREASURER			SECRETARY		TECH	SAFETY		PUB	
Y N		Y N	Y N			Y N		Y N	Y N		Y N	

- Procedure Outline
1. RFC is voted on by club members.
 2. Upon majority approval it is forward to the club president
 3. Club president forwards to Regional director by Aug 15th electronically or overnight
 4. The Regional BOD and club presidents will decide the RFC's to be submitted.
 5. The regional Director forwards to the National Secretary & Vice President electronically by Sept 15th, if mailed must be overnighted
 6. By signature of Regional Director, they are confirming that they have reviewed and followed the RFC procedure as published by QMA.
 7. Time Schedule for process as published in the QMA annual Calendar.
 8. All RFC's must be typed to be valid all hand written RFC's will be disallowed. Form must include page ,present wording,proposed wording, reason for change and solution to your RFC.