



## RFC Procedure

RFC form must be typed and submitted to your club president (remember you must state present rule or procedure, page # (if there is one) and what the **proposed wording or rule would be with a procedure or solution for that specific RFC**), club president will present at meeting for approval. All approved RFC by club must be submitted electronically sent to your regional director by **Aug 15<sup>th</sup> yearly**.

Regional Director's must send all RFC's from their region to their club presidents for club meeting approval.

The Regional Director must have a conference call or meeting with all club presidents and regional BOD, for final approval prior to **September 15<sup>th</sup> yearly**.

Regional Director's must send out all **RFC electronically** on or before September 15<sup>th</sup>, to the QMA Vice President and National Secretary. **If mailed must be overnighted to the QMA National Secretary.**

QMA Vice President and the National Secretary will compare received RFC'S and forward to the National President and they will put in order to be distributed.

**October 1<sup>st</sup> yearly** electronic copies of RFC's and Grand proposals will be sent to all National Board of Directors, Regional Directors, and Club Presidents and posted on the QMA website.

The clubs will review all received RFC's and vote on them at their club meeting to review at their regional meeting prior to the national meeting. Regional Directors will represent their region at the national meeting with region's decision on RFC's.

Majority rules, results will be printed in the national meeting minutes. All approved RFC's will be listed in the short sheet and include with the new rulebook.