



REQUEST FOR CHANGE FORM (RFC)

Date: _____ Club Name: _____
 Rule/Procedure _____ Article _____
 Section _____ Page # _____

Present Wording:

Proposed Wording: _____

Reason for Change

(Optional) I give my permission for our Club President 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 Club President _____

Printed Name of Club President _____

Procedure Outline

1. Each club may submit RFCs approved by club member vote
2. Upon majority approval the RFCs are forwarded electronically to the QMA National Secretary and Vice President by Sept 15th
3. By signature of Club President, they are confirming that they have reviewed and followed the RFC procedure as published by QMA.
4. All RFC's must be typed to be valid all handwritten RFCs will be disallowed. Form must include page, present wording, proposed wording, reason for change and solution to your RFC.

Club Votes:

Y/N Y/N Y/N Y/N Y/N Y/N Y/N Y/N Y/N Y/N Y/N Y/N

NBOD Votes

Vice President	Secretary	Treasurer	Tech	Safety	Publicity	President
Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

RFC Procedure:

RFC forms 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 member approval. All RFCs approved by club must be submitted electronically to your National Secretary and Vice President by **Aug 15th yearly**.

Club Presidents must send out all **RFCs electronically** on or before September 15th to the QMA Vice President and National Secretary. QMA Vice President and the National Secretary will compare received RFCs and forward to the National President and establish order to be distributed to all clubs.

All RFCs and submitted Grand proposals will be sent to all National Board of Directors and Club Presidents by October 1st for review by the clubs of all RFCs prior to the annual National Meeting.

The clubs will review all received RFCs and vote on them at their club meeting to review at their regional meeting prior to the national meeting. Club Presidents will represent their members at the national meeting with members decision on RFCs.

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