**VSUAA Proposed By-Laws Change Form**

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| This form is to be used by members and active chapters of the Virginia State University Alumni Association to propose amendments or revisions to the Virginia State University Alumni Association Bylaws. (One change per form).  All proposed changes must be received no later than February 1, in order to be considered by the Association’s Board of Directors and discussed at the Annual Meeting held during Alumni Weekend and Commencement. Changes received after the cutoff date will be considered in the following year. You may attach extra pages for each response.  For more information contact the National Office at (804) 524-5596 or send an email to [info2@vsuaaonline.com](mailto:info2@vsuaaonline.com) . | | | | |
| |  | | --- | | **General Description of Recommendation:** |   **1A.** Provide a brief description of your proposed recommendation.  **--------------------- {Please copy/paste your response in the field below} --------------------**  Click here to enter text, please keep response under 500 words (Maximum)   |  | | --- | | **Your Recommendation:** |   Please Use specific language; identifying number & sections  **--------------------- {Please copy/paste your response in the field below} --------------------**  Click here to enter text, please keep response under 500 words (Maximum)   |  | | --- | | **Your Justification:** |   Be very specific & recite examples as appropriate  Click here to enter text, please keep response under 500 words (Maximum) | | | | |
| **Proposal Submitted by:** | Insert Your Name Here |  | **Date of Submission** | Enter Date of Submission |
| **Contact Information (email and telephone number only):** | Insert Your Contact Information |  |  |  |

**How to Submit your Membership Form:**

Thank you for taking the time to complete the Chapter Membership Submission Form. We understand the amount of time, energy and commitment you contribute to your chapter and we would like to thank you for your ongoing support. Below you will find information on how to submit this membership form to the VSUAA national office. If at any point you have any questions, please contact Stephanie McNeil at (804) 524-5596 or via email [stephanie@vsuaaonline.com](mailto:stephanie@vsuaaonline.com).

1. *VSUAA will only accept reports submitted electronically*. If you cannot submit via email please contact Stephanie McNeil.
2. Enter the appropriate content per field, once all the content has been added, save the document as “VSUAA Membership Form (Name of Your Chapter Goes Here)” and send to [parliamentarian@vsuaaonline.com](mailto:parliamentarian@vsuaaonline.com)
3. Make sure to save the Membership Submission Form Template as a ***Microsoft word file not pdf***.
4. Make sure to title the email subject line. It should be (Chapter Name): 20xx Membership Submission Form.
5. Once you submit, you will receive an email confirming your submission.