

Procedure for Constitutional Amendment

1. Obtain a Constitutional Amendment Form from either the society's web site or from the IPMS/USA Office manager (manager@ipmsusa.org, or IPMS/USA, PO Box 45235, Omaha NE 68145-0235)
2. Fill out the form completely as instructed on the form.
3. Obtain the necessary signatures from 25 active members, including name and IPMS number. These may be obtained in writing on the form or electronically by having the potential endorser send an email to the IPMS/USA Office Manager stating that s/he endorses the amendment. These will be recorded by the Office Manager.
4. Return the form to the Office manager either via email or USPS postmarked between July 1 and Dec 1.
5. The form will then be forwarded to the Constitutional Review Board, which is made up of past presidents of IPMS. They will review the form and in the IPMS/USA publication, publish a recommendation whether the membership should pass the amendment or not.
6. The amendment will be placed on a ballot in the IPMS/USA publication between March 1 and June 1 the following year as well as being available at that year's national convention. A voter response of 15 percent of the membership is required for the results to be valid.
7. The Constitution and By Laws are updated once a year on the web site and in the IPMS/USA publication.