

**ISCJ CONSTITUTIONAL AMENDMENT PROCEDURE**  
**(Procedure No. \_\_\_\_\_)**

**Right to propose amendment:**

1. A proposed amendment may be submitted by any ISCJ voting member in good standing for the last five consecutive years prior to submitting the amendment. The amendment must be submitted before May 31 for presentation at the next Annual General Body Meeting.
2. A proposed amendment must be supported by at least five voting members in good standing for the last five consecutive years, (who are not close relatives as defined in the ISCJ Constitution) and must be written in English.

**Procedures**

1. The proposed amendment must be submitted to the Chairperson of the Constitution Committee with a copy to the President and Chief Overseer of the ISCJ.
2. The Chairperson of the Constitution Committee shall acknowledge in writing the receipt of the proposed amendment submitted by any ISCJ voting member in accordance with the above and copy the acknowledgement to the President & the Chief Overseer within 30 calendar days of the receipt of the proposed Amendment.
3. The Constitution Committee shall review the proposed amendment and contact the sponsor by October 1 to schedule a meeting.
4. During the meeting with the sponsor, the Committee shall express its opinion with regard to the proposed amendment and may suggest suitable modifications to the proposed amendment. If the sponsor agrees with the Committee's opinion, then the proposal along with Committee's modifications (if any) shall be presented to the Board of Trustees. If the sponsor disagrees with the Committee's opinion, then the sponsor's proposal as is along with the Committee's opinion and recommendation shall be submitted to the Board of Trustees for its review and decision. It may be possible that the proposed amendment does not get presented to the Board of Trustees if the Committee determines that this is not a tenable amendment and the sponsor agrees.
5. The Board shall have 2 months to review and provide its decision to the Constitution Committee. For the amendment to go forward, it must be approved by 2/3 of the full Board of Trustees. The chairperson of the Constitution Committee shall advise the sponsor of the board's decision.
6. If the amendment is not voted down by the Board in accordance with the above, the proposed Amendment along with the Constitution Committee's opinion and the Board's decision shall be presented to General Body for vote at the next annual meeting. This information shall accompany the Annual Report that is

