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TO:	Local Association President (or Representative)
FROM:	MEA Governance Review Committee
RE:	Submission of Local Association Constitution and Bylaws

The following documents are available for your use as you prepare the constitution and bylaws of your local association for review by the Governance Review Committee:

- ***Local Constitution and Bylaws—Checklist***
The checklist must be completed and provided with the constitution and bylaws to continue the review process.
- ***Local Constitution and Bylaws Prototype language***

Once you have completed the checklist, please provide the contact information requested below and forward the required documents to:

MEA Governance Review Committee
ATTN: Patrice Patrick-Banks
MEA Legal Services Dept.
P.O. Box 2573
East Lansing, MI 48826-2573
Fax: 517/337-5579

Date submitted: _____

Name: _____

Address: _____

Name of Local Association: _____

My position in the Local: _____

Signature: _____

For Use by Governance Review Committee Only	
Date: _____	Reviewer: _____
Recommendation: _____	Approve _____ Return for Revisions