

**L-6**

**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

Name: \_\_\_\_\_ Position in the local \_\_\_\_\_

Address: \_\_\_\_\_

Name of Local Association: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Has this version of your C& BL been ratified by your membership? \_\_\_\_\_ If so, when? \_\_\_\_\_

**For Use by Governance Review Committee Only**

Date: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Recommendation: \_\_\_\_\_ Approve \_\_\_\_\_ Return for Revisions \_\_\_\_\_ Ratified

Date of last Ratification: \_\_\_\_\_

Reviewer Comments: \_\_\_\_\_

Date of 2<sup>nd</sup> Review (if needed): \_\_\_\_\_ Reviewer: \_\_\_\_\_

Recommendation: \_\_\_\_\_ Approve \_\_\_\_\_ Return for Revisions \_\_\_\_\_ Ratified