

Section 6.1.1.6.1 of the WEF Constitution and Bylaws provides that any proposed modification in the existing Constitution & Bylaws of a Member Association shall be referred to the WEF Constitution & Bylaws Committee (C&B) for review and approval by the Board**.

All proposed changes must be certified by the C&B Committee as being in harmony with the WEF Constitution and Bylaws prior to approval by the Member Association membership.

Member Associations are advised to seek legal counsel to ensure compliance with local, state and/or provincial regulations and requirements.

**The WEF Constitution & Bylaws Committee is designated by Board policy to review and approve modifications to MA Constitution and Bylaws documents. The Committee uses the WEF C&B and the WEF MA Model document in determining whether to approve modifications.

Submission and Review Process

- The Member Association submits a copy of their Constitution and Bylaws document, indicating the proposed changes, to WEF by e-mail or regular mail.
- WEF transmits the document to members of the Constitution and Bylaws Committee.
- The WEF C&B Committee will review the document and provide comments to the Member Association that address any discrepancies, omissions or conflicts with the WEF C&B, OR will inform the MA that the document is approved. The WEF C&B committee will provide comments as classified below, within 30 days of receipt.

Conflicts That Prevent Approval

- language that is not in harmony with the WEF Constitution and Bylaws,
- omission of required elements (see WEF MA Model Document)
- Inconsistent language that could lead to confusion and/or conflict

Editorial Suggestions

• Items that, although not critical to approval, are identified by the Committee as areas where changes could create enhanced clarity.

Resolving Conflicts

In the event conflicts that prevent approval are provided by the Committee, the Member Association will make appropriate changes and resubmit the document, for review and approval by the C&B committee, following the submission and review process described above.

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WEF Member Association Constitution and Bylaws Modification Approval Process

Final Documents

The Member Association will submit a copy of the final approved document to WEF to be retained in the Member Association record.

Document Submission

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