



Notice to Members	Policy # 1.5
Document Revisions	Effective Date: 3/16/2017
Approved By: WAC Board of Directors	Revision: R Date:

Purpose: It is the intent of the Board to keep the Membership informed of the Board’s actions, and to provide the Membership with information in as transparent a manner as possible. Towards that goal, proposed changes to existing documents shall be posted in a manner that allows Members to readily see where a document is being amended (e.g., highlighting of proposed changes or a red-line version of the document).

Policy: Any proposed changes to a Club document (Bylaws, Policies, Procedures, etc.) shall be communicated to the Membership in a manner that makes it easy for Members to identify both the prior language and the proposed language.

Procedures:

1. Any proposed changes to existing Club documents (Bylaws, Policies, Procedures, etc.) shall be posted both physically and electronically at the Club for the Membership to review prior to any Board action to adopt the proposed changes.
 - a. Proposed By law revisions shall be posted at least thirty (30) days before the Annual Meeting, which, pursuant to Article XIV of the Bylaws, is the only Board meeting at which the Bylaws may be amended.
 - b. Proposed policies and procedures shall be posted at least fourteen (14) days prior to the Board meeting at which they will be discussed and voted on.
2. In posting the proposed changes, the Directors shall post the document with the changes clearly identified. Examples of clear identification include posting a red-lined version of the document or a highlighted version of the document.

Revision log

- **Policy or form number:**

Rev.	Revision Description	Date	Author