

BYLAWS OF THE ROTARY CLUB OF STARKVILLE, MISSISSIPPI

Article I Election of Directors and Officers

Section 1 - Officers of Starkville Rotary Club shall be president, vice president/president-elect, secretary, treasurer, and eight (8) directors. Election of officers shall be as follows: at a regular meeting one month prior to the meeting for election of officers, the president or presiding officer shall ask for nominations by members of the club for vice president/president-elect, secretary, treasurer, and four members of the board of directors. The nominations will be presented to a nominating committee comprised of three immediate past presidents of the club. The nominating committee will consider all nominations, review qualifications and willingness to serve, and prepare a slate which shall be presented to the club at the first meeting in December for an election to be held the following week. Nominations from the floor will be accepted prior to the vote, providing the nominee has been duly queried and agreed to serve if elected, and if the nominating committee has been advised in advance of the nomination so that ballots can be prepared. If there are no nominations from the floor, election shall be by approval of the slate by voice vote. In the event there are nominations from the floor, the election shall be by written ballot. All officers and directors duly elected, shall serve as voting members of the board for the year beginning on the first day of the July next following the election. The vice president shall serve as president-elect and shall assume office as president on the first day of July immediately following his year of service as vice president/president-elect.

There shall be two directors from the university community with five (5) years or more membership in Starkville Rotary Club, two from the business/professional community with five (5) years or more, two from the university community with fewer than five (5) years, and two from the business/professional community with fewer than five (5) years. The directors shall serve for two (2) years with one in each category to be elected each year so that terms will be staggered.

Section 2 - The officers and directors, so elected, together with the immediate past president, bulletin editor, and the parliamentarian shall constitute the board of directors.

Section 3 - A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board.

Section 4 - A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining members of the board of directors-elect.

Section 5 - The board at its discretion, may elect an assistant secretary and/or an assistant treasurer who will learn the responsibilities of each office in preparation for possible service in subsequent Rotary years. The assistant secretary and/or assistant treasurer shall not be voting members of the board.

Section 6 - The president, at his or her discretion and with approval by the Board, may (shall) appoint a member at large who will serve as parliamentarian on the board. The parliamentarian shall be a senior member with many years of service and accumulated knowledge of the rules and procedures of Rotary and has served as a club officer and/or director of the club. The parliamentarian shall have full rights and privileges of elected officers and board members with no restrictions on board tenure.

Article II Board of Directors

Section 1 - The governing body of this club shall consist of fifteen (15) members, namely the eight (8) directors elected in accordance with Article I, Section 1, of these bylaws, the president, vice president/president-elect, secretary, treasurer, immediate past president, parliamentarian, and editor of *The Rotogram*.

Article III Duties of Officers

Section 1 - PRESIDENT. It shall be the duty of the president to preside at meetings of the club and board and to perform such other duties as ordinarily pertain to the office.

Section 2 - VICE PRESIDENT/PRESIDENT-ELECT. It shall be the duty of the vice president/president-elect to serve as a member of the board of directors of the club, to preside at the meetings of the club and board in the absence of the president, and to perform such other duties as ordinarily pertain to the office or as may be prescribed by the president or the board. The president-elect shall attend the PETS Conference and District Assembly, formulate committees, distribute committee assignments and duties to appropriate directors, with the Budget and Finance Committee prepare a proposed operating budget, and convene the new board of directors no later than 1 June prior to installation as president, in order for the club to begin functioning with the advent of the new Rotary year (1 July).

Section 3 - SECRETARY. It shall be the duty of the secretary to keep the records of membership; record the attendance at meetings; send out notices of meetings of the club, board, and committees; record and preserve the minutes of such meetings; make the required reports to Rotary International, including the semiannual reports of membership, which shall be made to the General Secretary of Rotary International on or about 1 January and 1 July of each year, and including prorated reports to the General Secretary on 1 October and 1 April of each active and honorary member who has been elected to membership in the club since the start of the July or January semiannual reporting period; the report of changes in membership, which shall be made to the General Secretary of Rotary International; the monthly report of attendance at the club meetings, which shall be made to the District Governor immediately following the last meeting of the month; forward to the treasurer all records required for timely billing of members and/or payment of dues to Rotary International and the District; and perform such other duties as usually pertain to this office. The secretary is elected to serve for one year and may not serve more than two consecutive terms. The secretary-elect will meet with the secretary before 1 May for orientation and familiarization with responsibilities and duties of the office.

Section 4 - TREASURER. It shall be the duty of the treasurer to have custody of all funds, accounting for same to the club annually and at any other time upon demand by the board; collect all dues and make payment of dues to Rotary International and the District according to records maintained by the secretary; collect and remit to Rotary International subscription fees to *The Rotarian*; pay all bills; and perform such other duties as pertain to the office of treasurer. The treasurer is elected to serve for one (1) year and may not serve more than two (2) consecutive terms. Upon retirement from office, the treasurer shall relinquish to the successor treasurer or to the president all funds, books of accounts, and any other club property held as custodian. The treasurer-elect shall meet with the serving treasurer by 1 May for orientation and familiarization with the responsibilities and duties of the office.

Section 5 - DISTRICT ASSEMBLY. All elected officers and directors are expected to attend the annual District Assembly and any other District workshops or orientation sessions the purpose of which is to train them to more effectively lead the club.

Article IV Meetings

Section 1 -ANNUAL MEETING. An annual meeting of this club shall be held at the **second** meeting of the club in December of each year at which time the election of officers and directors to serve for the ensuing year shall take place.

Section 2 -WEEKLY MEETINGS. The regular weekly meetings of this club shall be held on Monday 11:45 a.m. - 1:00 p.m. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club.

All members excepting honorary members (or members on leave or excused by the board of directors of this club, pursuant to Article VIII, Section 2(b) of the Standard Rotary Club Constitution) in good standing in this club, on the day of the regular meeting, must be counted as present or absent, and attendance must be evidenced by the members being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club.

Section 3 - One-third of the membership shall constitute a quorum at all meetings of this club.

Section 4 -There shall be no solicitation at meetings of the club by members or non-members with two exceptions:

(a) Promotion of Rotary projects, Rotary Foundation support (including Paul Harris Fellow, Sustaining Member, Benefactor, PolioPlus, and major donor programs); and

(b) With permission of the club president, a member may announce fund-raising efforts or programs (such as concerts, raffles, etc.) to benefit a legitimate charitable or service agency of the community in which the member is involved.

Section 5 - Regular meetings of the board shall be held as called for by the president. Special meetings of the board shall be called by the president whenever deemed necessary or upon the request of two (2) members of the board, due notice having been given.

Section 6 - A simple (8) majority of the members of the governing body shall constitute a quorum of that body.

Article V Fees and Dues

Section 1 - Each new member shall pay an admission fee at the time of induction as a member.

Section 2 - Each new member shall become a Paul Harris Sustaining Member and be billed \$25 per quarter unless the Paul Harris Sustaining Membership is declined by letter to the Board.

Section 3 - The membership dues and meal charges shall be payable quarterly in advance on the first day of each quarter, with the understanding that half of the annual subscription price of *The Rotarian* magazine for each member shall be included in each semiannual payment to Rotary International. All members are encouraged to arrange with the treasurer for payment of quarterly dues by bank draft. All

accounts not paid by the 15th day of the second month of each quarter will be assessed a \$10 late fee. Any member with a second delinquent account at the end of the quarter MUST pay the delinquent dues and agree to have his/her account balance drafted from his/her bank account each quarter in the future. Failure to follow this procedure may result in membership review and termination by the Board of Directors.

When the aggregate of the member's years of age and years of membership in one or more clubs totals 85 or more, the member is considered "exempt" from paying meal charges in advance and will be billed only for meals eaten. Exempt members **must** continue to pay all quarterly dues in advance.

Article VI Method of Voting

All business of this club shall be transacted by voice vote except the election of officers and directors, which, if a candidate is added to the slate by nomination from the floor, shall be by ballot.

Article VII Committees and Duties

Section 1 -GENERAL

(a) The president shall appoint appropriate committees based on the Recommended Rotary Club Bylaws and the Rotary Code of Policies. This shall be accomplished prior to the new Rotary year. (See Article III, Section 2.)

(b) The president may, subject to the approval of the board, also appoint additional permanent or *ad hoc* committees on particular phases of service as may be deemed necessary.

(c) The president may, with just cause and subject to approval of the board, choose to discontinue a any committee.

(d) The president shall be an *ex officio* member of all committees and, as such, shall have all the privileges of membership thereon.

(e) Each committee shall transact such business as is delegated to it in the bylaws and such additional business as may be referred to it by the president or the board. Except where special authority is given by the board, such committees shall not take action until a report has been made to the board and approved by the board.

(f) Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two (2)-year term.

Section 2 - MEMBERSHIP.

(a) Membership committees shall be responsible for devising and carrying into effect plans which will guide and assist this club in all matters relating to strengthening club membership. The president will, subject to the approval of the board appoint the following committees dealing with membership.

Membership/Classification
Membership Development
New Member Information.
New Member Induction

(b) Membership / Classification Committee. This committee shall consider all proposals for membership from the personal side and shall thoroughly investigate the character, business, social and community standing, and general eligibility as described in Article V, Section 2 of the Constitution of Rotary International of all persons proposed for membership. It shall assign the proper classifications and shall report its decisions on all applications to the board. This committee shall review existing classifications represented in the club, develop a list of unfilled classifications for consideration by the Membership Development Committee, and shall counsel with the board on all classification problems.

(c) Membership Development Committee. This committee shall review continually the club roster of filled and unfilled classifications and shall take positive action to initiate and present to the board the names of suitable persons to fill unfilled classifications.

(d) New Member Information Committee. This committee shall devise and carry into effect plans (1) to give prospective members information about the privileges and responsibilities of membership in a Rotary club, (2) to give the new members information about Rotary, its history, object, scope, activities, and (4) to give new members information in the administrative operation of Rotary International and the Rotary Foundation.

(e) New Member Induction Committee. This committee shall be responsible for coordinating with the Club President and the Program Committee and conducting timely formal induction of new members.

Section 3 -SERVICE PROJECTS.

(a) Service committees shall be appointed to devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to community, youth, and international service. The president shall, subject to the approval of the board, appoint the following committees as needed, on particular phases of community, youth, and international service.

Scouting Committee
Community Service Committee
Fund Request Review Committee
Excellence in Education – Mentor Scholarship Committee
Excellence in Education – Merrill Hawkins Teacher Award Committee
Excellence in Education – Student Recognition Committee
International Service Committee
Literacy Committee
Rotary Youth Exchange Committee

(a) Scouting Committee. This committee shall coordinate the club's sponsorship of Boy Scout and Cub Scout activities, including planning and implementing the annual Friends of Scouting Campaign dinner.

(b) **Community Service Committee.** This committee shall coordinate the work of community service-related committees or committees working to improve the local community, and shall plan community service projects that include all members of the club.

(c) **Fund Request Review Committee.** This committee shall review all funding requests by community service agencies or individuals and submit action recommendations to the Budget and Finance Committee.

(d) **Excellence in Education – Mentor Scholarships.** This committee shall promote the Rotary Mentor Scholarship among seniors graduating from Starkville and Oktibbeha County schools who plan to enroll in Mississippi State University. The committee shall arrange for the scholars, who are selected by the University, to attend Rotary meeting (s) and shall monitor their progress and accomplishments at the University.

(e) **Excellence in Education – Merrill Hawkins Teacher Award.** This committee shall seek nominations for the Merrill Hawkins Teacher of the Year Award through all Starkville and Oktibbeha County schools, evaluate the nominees, select the recipient, and arrange for the presentation of the award at an appropriate meeting.

(f) **Excellence in Education – Student-Teacher Recognition.** This committee shall be responsible for selection and recognition of the Outstanding Students and Teacher from each school in Starkville and Oktibbeha County during the academic year.

(g) **International Service Committee.** This committee shall seek and evaluate opportunities for club involvement in international projects and work with the Grants Committee on funding opportunities from the Rotary Foundation.

(h) **Literacy Committee.** This committee shall direct all club projects dealing with literacy, including the *Between the Lions* and dictionary projects.

(i) **Rotary Youth Exchange Committee.** This committee shall be responsible for all aspects of Rotary Youth Exchange (RYE), including both inbound and outbound students. It shall promote short-term and long-term Rotary Youth Exchange (RYE) programs in local schools; provide potential RYE students with program details and assist them in making application; provide potential host families with program details and responsibilities and make final selection of host families; encourage club members to become involved with RYE students we are hosting; appoint host counselors for both inbound and outbound students; coordinate local activities with District RYE activities; assume responsibility for taking whatever action is necessary to assure RYE students and host families of a positive and rewarding experience. It is important that the majority of members of this committee serve at least two (2) years and preferably longer to assure experienced continuity and familiarization with RYE requirements and procedures. The program shall be conducted in full compliance with rules and procedures of Rotary International, South Central Rotary Youth Exchange (SCRYE), Federal agencies, and CSIET.

Section 4. ROTARY INTERNATIONAL FOUNDATION

(a) The Rotary Foundation committees devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to support of the

Rotary International Foundation.

(b) The president shall, subject to the approval of the board, appoint the following committees as needed on particular programs and designated funding of the Rotary Foundation:

- Ambassadorial Scholarship Committee
- Annual Giving/Permanent Fund Committee
- Grants Committee
- Group Study Exchange Committee

The Rotary International Foundation Committees shall be responsible for but not limited to the following duties and responsibilities.

(c) **Ambassadorial Scholarships** This committee shall seek qualified candidates for Rotary Foundation Ambassadorial Scholarships and other Foundation educational award and scholarship programs, and provide local support for any Rotary Foundation Scholars studying at Mississippi State University.

(d) **Group Study Exchange Committee.** This committee shall coordinate all activities related to the Rotary Foundation Group Study Exchange Program, including but not limited to, promoting Group Study Exchange and seeking potential team members from the local area, and making all arrangements for hosting Group Study Exchange teams that visit our community.

(e) **Annual Giving/Permanent Fund Committee.** This committee shall promote support of Rotary Foundation Annual Fund through Paul Harris Fellowships and Paul Harris Sustaining Memberships. and promote support of the Rotary Foundation Permanent Fund through the Benefactor and Major Gift programs. It shall also promote support for special giving to Foundation programs, including but not limited to PolioPlus and disaster relief.

(f) **Grants Committee.** This committee shall seek opportunities to utilize Foundation grants for both international and community projects.

Section 5 - CLUB ADMINISTRATION

(a) Club Administration Committees shall devise and carry into effect plans, which will guide and assist the members of this club in discharging their responsibilities in matters relating to Club Administration.

(b) The president will, subject to the approval of the board, appoint the following committees as needed on particular phases of Club Administration.

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| Archives Committee | Fellowship - Banquet Committee |
| Attendance Committee | Fellowship - Fall Social Committee |
| Awards Committee | Food & Facilities Committee |
| Budget & Finance Committee | Long-Range Planning Committee |
| Bulletin Committee | Program Committee |
| Chaplain Committee | Public Relations Committee |

(c) **Archives Committee.** This committee shall have custodial responsibilities for the club's collection of banners. It will collect archival materials of the club and work with the Mississippi State

Library archivist to ensure all appropriate records and materials of the club are added to the Starkville Rotary Club Archives maintained in Mitchell Memorial Library.

(d) Attendance Committee. This committee shall assign a member to assist the secretary in taking attendance and registering guests and visitors. The committee shall devise means for encouraging attendance at all Rotary meetings – including attendance at district conferences, intercity meetings, regional conferences, and Rotary International Conventions by all club members. This committee shall especially encourage attendance at regular meetings of this club and attendance at regular meetings of other clubs when unable to attend meetings of this club; keep all members informed on attendance requirements; promote better incentives for good attendance; and seek to ascertain and remove any conditions that contribute to unsatisfactory attendance.

(e) Awards Committee. This committee shall be responsible for the Rotarian of the Year, Rookie of the Year, and, when appropriate, special Avenues of Service Awards. Nominations for Rotarian and Rookie of the Year shall be called for from the membership at least six (6) weeks prior to the annual banquet at which time the awards will be presented.

(f) Budget and Finance Committee. This committee is responsible for developing the annual budget for approval by the Board no later than its July meeting, and for oversight of management of club finances.

Membership shall include the treasurer, immediate past treasurer, president, president-elect (incoming president), and additional members as may be appointed by the president-elect.

(g) Bulletin Committee. This committee shall endeavor, through the publishing of a weekly club bulletin, to stimulate interest and improve attendance, announce the program of the forthcoming meeting, relate highlights of the previous meeting, promote fellowship, contribute to the Rotary education of all members, and report news of the club, of its members, and of worldwide Rotary programs.

(h) Chaplain Committee. This committee shall be responsible for assigning the member who will deliver the invocation and lead the Pledge of Allegiance for each regular meeting, special meeting, and social event of the club. The club president shall be duly notified of the assigned member in advance of each meeting.

(i) Fellowship – Banquet Committee. This committee shall be responsible for planning, promoting, and implementing the Annual Banquet. It shall also promote acquaintance and friendship among the members, promote participation by members in organized Rotary recreational and social activities, and do such work in pursuance of the general object of the club as may be assigned by the president or the board.

(j) Fellowship – Fall Social Committee. This committee shall be responsible for planning, promoting, and implementing a social event during the Fall months (second quarter). It shall also promote acquaintance and friendship among the members, promote participation by members in organized Rotary recreational and social activities, and do such work in pursuance of the general object of the club as may be assigned by the president or the board.

(k) Food and Facilities Committee. This committee shall be responsible for dealing with any

problems related to food quality, quantity, and/or service and any problems related to the meeting facilities.

(l) Long-Range Planning Committee. This committee shall review the previous years' long-range plans and make recommendations for modifications, changes, and/or additions to the Board of Directors.

(m) Program Committee. This committee shall prepare and arrange the programs and guest speakers for the regular and special meetings of the club.

(n) Public Relations Committee. This committee shall devise and carry into effect, plans (1) to give the public general information about Rotary, its history, object, and scope; and (2) to secure proper publicity for the club.

Article VIII Leaves of Absence

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time not to exceed six (6) months, at which time, the leave of absence may be extended for another specified length of time, but not to exceed six (6) months. Members granted a leave of absence are responsible for prompt payment of dues; meal charges are waived for Active members on leave.

Article IX Finances

Section 1 - The treasurer shall deposit all funds of the club in a local bank(s) approved by the board.

Section 2 - All bills shall be paid only by checks signed by the treasurer or president. Monthly financial statements and an annual financial report will be prepared for review and approval by the board.

Section 3 - The fiscal year of this club shall extend from 1 July through 30 June, and for the collection of members' dues, shall be divided into four (4) quarters. The payment of per capita dues and magazine subscriptions to Rotary International shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

Section 4 - At the beginning of each fiscal year, the Finance Committee shall prepare a budget of estimated income and estimated expenditures for the year, which, having been approved by the board, shall stand as a guide limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

Section 5 - Expense Reimbursement. Requests for expense reimbursement should be made to the treasurer on the form available on line at the Starkville Rotary Club website located under “Helpful Links.” If you do not have internet access, the club secretary can provide the form. The purpose of the expense should be indicated and receipts should be attached.

Article X Method of Electing Members

Section 1 - ACTIVE MEMBERS.

(a) The name of a prospective member, proposed by an active member of the club or by the membership development committee, shall be submitted in writing to the club secretary. The proposal for the time being shall be kept confidential except as otherwise provided in this procedure.

(b) The Membership/Classifications Committee shall investigate and consider the eligibility of the proposed member from the standpoint of character, business and social standing, and general eligibility as set forth in Article V, Section 2 of the Constitution of Rotary International. The committee shall then assign the appropriate classification and report its approval or disapproval to the board.

(c) The board shall consider and approve or disapprove the recommendations of the Membership/Classification Committee and shall then notify the proposer, through the club secretary, of its decision.

(d) If the decision of the board is favorable, the proposer, together with one or more members of the Rotary Information Committee, shall inform the prospective member of the purposes of Rotary and of the privileges and responsibilities of membership in the club, following which the prospective member shall be requested to complete and submit an application for membership. Permission must be given for the proposed member's name and proposed classification to be published to the club membership.

(e) If no written objection to the proposal, stating reasons, is received by the board from any member of the club within seven (7) days following publication of the name of the prospective member, the prospective member shall be considered to be elected to membership.

If any objection has been filed with the board (signed and in writing), it shall consider the same at any regular or special meeting of the board and shall ballot on the proposed member. If not to exceed two (2)

negative votes are cast by the members of the board in attendance at such regular or special meeting, the proposed member shall be considered to be elected to membership.

Following the elected member's payment of an admission fee and dues, as prescribed in Article V of these bylaws, he or she will be recognized as an active member in good standing with all the responsibilities, rights, and privileges of membership in Starkville Rotary Club. The club secretary shall issue a membership card to the member and shall report the name of the new member to the General Secretary of Rotary International and to the District Governor.

(f) The member shall be formally introduced and inducted as a new member at a regular meeting of the club.

Section 2 - HONORARY MEMBERS. The President of MSU, Mayor of the City of

Starkville, President of the Oktibbeha Board of Supervisors, Scoutmaster of Troop 14, Cubmaster of Pack 14, and President of the MSU Student Association shall be offered Honorary Membership in the club. The name of any other proposed candidate for honorary membership shall be submitted to the board of directors in writing and the election shall be in the same form and manner as prescribed for the election of an active member provided, however, that such proposal may be considered at any regular or special meeting of the board and that the board may at its discretion waive any of the steps as set forth in Section 1 of this Article and proceed to ballot on the proposed member. If not to exceed two (2) negative votes are cast by the members of the board in attendance at the regular or special meeting, the proposed member shall be considered duly elected.

Section 3 - HONORARY LIFE MEMBERSHIPS may be offered by the board to long-time members who, because of age or illness of themselves or a spouse are no longer able to attend regular weekly club meetings.

Article XI Attendance

All attendance rules as set forth in Article VIII of the Rotary Club Constitution (Manual of Procedure, Rotary International) shall govern the membership of Starkville Rotary Club.

Section 1 – MAKEUPS. Absences can be made up in any of the following ways if within fourteen (14) days before or after the regular time for that meeting, the member

- (a) attends at least 60 percent of the regular meeting of another club; or
- (b) attends a Rotary International or District convention, assembly, or committee meeting; or
- (c) is present at the usual time and place of a regular meeting of another club for the purpose of attending such meeting, but that club is not meeting at that time or place; or
- (d) attends and participates in a club service project or a club-sponsored community event or meeting authorized by the board; or
- (e) attends a board meeting or, if authorized by the board, a meeting of a service committee to which the member is assigned.

Section 2 – EXCUSED ABSENCES. A member’s absence shall be excused if:

- The
- (a) the absence complies with the conditions and under circumstances approved by the board. The board may excuse a member’s absence for reasons which it considers to be good and sufficient.
 - (b) If the aggregate of the member’s years of age and years of membership in one or more clubs totals 85 or more, the member is considered “exempt” and any absence is not counted in calculating the attendance percentage.

Article XII Resolutions

No resolution or motion to commit this club on any matter shall be considered by the club until it has been considered by the board. Such resolution or motions, if offered at a club meeting, shall be referred to the board without discussion.

Article XIII Order of Business at Club Meetings

Meeting called to order.
Introduction of visiting Rotarians and guests.
Correspondence and announcements.
Committee reports, if any.
Any unfinished business.
Any new business.
Address or other program features.
Adjournment.

Article XIV Amendments

These bylaws may be amended at any regular meeting of the club, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been made available to each member at least ten (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the Club Constitution and with the Constitution and Bylaws of Rotary International (Ref: *Rotary International Manual of Procedure, 2007*).

[Revised and Amended February 11, 2003]
[Approved by the Board of Directors March 11, 2003]
[Approved and adopted by membership April 14, 2003]

[Amended by Committee August 2006]
[Approved by the Board of Directors September 12, 2006]
[Approved and adopted by membership October 16, 2006]

[Revised and Amended July 30, 2009]
[Approved by the Board of Directors August 11, 2009]
[Approved and adopted by membership August 31, 2009]