

# **REEDS FERRY PARENT FACULTY ASSOCIATION BYLAWS**

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**February 2017**

## **I. NAME OF ORGANIZATION**

This organization shall be known as Reeds Ferry Parent-Faculty Association, hereafter referred to as the PFA. The PFA is an unincorporated, non-profit organization and will remain politically neutral.

## **II. PURPOSE OF ORGANIZATION**

A. To foster a good working relationship between home and school. Implementation of this objective will include:

1. Promoting active parent involvement in volunteer programs, fundraisers, and school and PFA-sponsored activities.
2. Informing parents of activities involving or sponsored by the PFA.
3. Serving as a liaison in relating parent/teacher concerns and ideas.

B. To raise and appropriate monies to be used for the following purposes:

1. Enhancing the educational experience at Reeds Ferry Elementary School, both intellectually and physically; and,
2. Providing funds for the students and staff of Reeds Ferry, the school, the PFA, and the community.

## **III. MEMBERSHIP**

A. Membership is open to all parents and/or guardians of Reeds Ferry students, as well as its administration, faculty, specialists, and professional support staff.

1. A member needs to be in attendance at a meeting in order to vote.

B. The PFA Elected Positions

1. Executive Board - Eligibility is open to all parents and/or guardians of Reeds Ferry Students, as well as its faculty, specialists, and professional support staff:
  - a. The four officers (President, Vice-President, Secretary and Treasurer)
  - b. One Administrator
  - c. One Board-Member-At-Large
  - d. Volunteer Coordinator or Co-coordinator
2. Faculty Representatives
  - a. Selection of Faculty Representatives shall be made at a faculty meeting prior to the September general PFA meeting.
  - b. There shall be one representative per grade levels (1-4) and one representative from the Pre-K/Kindergarten and Specialists and Special Education.

C. Appointed Positions

1. Standing Committee Coordinators
  - a. Hospitality
  - b. Fun Day
  - c. Ice Cream Social/ Art Show
  - d. Book Fair
  - e. Audit Committee
2. The PFA Executive Board may create any additional committees, as needed, such as, Math superstars, Spirit wear, School Pictures, Ice Cream, Popcorn.

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## **IV. MEETINGS**

### **A. PFA Meetings:**

1. Are open to all members.
2. Are held on a regular monthly basis during the school year and as necessary.

### **B. Voting:**

1. All items being voted on, with the exception of items related to the budget and bylaws, must be approved by a simple majority vote of the members present, with a quorum of the Executive Board being present.
2. A quorum shall consist of two-thirds (2/3) of the Elected Executive Board
3. Items pertaining to the budget and bylaws must be approved by a two-thirds (2/3) majority vote of those members present, with a quorum of the Executive Board being present.

C. Will be convened by the President or his/her designee.

D. Minutes will be recorded and kept on file.

E. Executive Board meetings will be held as needed.

F. Standing Committee meetings will be held as needed.

## **V. DUTIES OF THE BOARD**

A. Will be responsible for enhancing the relationship between the parents and faculty of Reeds Ferry Elementary School.

B. Will be responsible for mitigating risks and protecting the assets of the organization (see Article VI, sections F, G, H, and I).

C. Will establish and approve a budget annually and establish sources of revenue (see Article VII, section A).

D. Will support the raising of funds through various activities held throughout the year.

E. Will review the bylaws biennially for any necessary changes (see Article IX, section B).

F. Will prepare a calendar of events prior to the new school year (see Article X, section A.6).

G. Each Board member will keep pertinent records of his/her position.

1. These records will be explained and passed on to the Board member assuming each position prior to or at the June Board meeting.

H. Board Members shall communicate any information, concerns, or initiatives to the Executive Board prior to bringing it to the General PFA meeting.

I. At least one member of the Executive Board will attend the Merrimack District Parent-Teacher Group quarterly meeting.

## **VI. FISCAL AND FINANCIAL AFFAIRS**

A. The fiscal year shall run from July 1 through June 30.

B. The Treasurer and President are authorized to write checks and to make deposits and withdrawals.

C. Any non-budgeted requests for funding up to and including \$350 may be proposed and voted on at the same general meeting and adhere to Article IV, section B for approval.

D. Any non-budgeted requests for funding over \$350 must be proposed at one general meeting and voted upon at a subsequent meeting and adhere to Article IV, section B for approval.

E. The Treasurer and/or President of the PFA will file yearly tax returns.

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## **F. Insurance:**

1. The organization shall acquire an insurance policy on an annual basis to protect itself against: liability lawsuits (general liability insurance), accidents (accident medical coverage), monetary protection (bond insurance), property damage (property insurance), and for protecting its Executive Board (Officers Liability Insurance).
2. The insurance policy will be renewed and in effect for July 1 in coordination with the beginning of the fiscal year and the terms of office for the Executive Board.
3. The Treasurer will be responsible for renewing the insurance policies in accordance with sections 1 and 2 as stated above.

## **G. Audits of Financial Books:**

1. An annual audit of the financial books must be conducted by a professional CPA or an Audit committee at least once per fiscal year, which commences July 1<sup>st</sup> and ends June 30<sup>th</sup>. This annual audit will take place at the end of the fiscal year (July- September timeframe). This annual audit is required for bond insurance.
2. If this audit is conducted by a CPA, this person should specialize in non-profit groups.
3. If this audit is conducted by an Audit Committee, it should consist of at least three and not more than five of the organization's members, including one Executive Board member, who has not had access to the organization's checkbook or bank account.
4. The Audit Report will be presented and reviewed at a general meeting of the new school year for adoption, no later than December 31<sup>st</sup>. Once adopted, the report will be filed in the PFA archives by the Treasurer.
5. An audit of the financial books will also occur if/when the Office of the Treasurer changes at any point during the fiscal year. This audit will be conducted as of a specific cut-off date, and will be completed within one month of the outgoing Treasurer's separation date.
6. If there is ever suspicion that there has been financial mismanagement, an audit shall be conducted immediately in accordance with Article VI, sections G 2 and/or 3.

H. Monthly reviews of the organization's bank statements will be conducted by a member who does not have signatory authority on the checkbook/bank account. This duty/task will be carried out by the Board-Member-At-Large. This monthly task is required for bond insurance.

I. All members of the organization, especially those handling the funds of the organization, including the Executive Board and Committee/Event Chairpersons, will be required to follow written policies and procedures for financial affairs and handling of cash. These policies and procedures will be maintained by the President and the Treasurer.

## **VII. BUDGET/FUNDRAISING AFFAIRS AND SPECIAL REQUESTS**

### **A. Budget/Fundraising Preparation and Adoption**

1. To aid in the preparation of the annual budget, a form (which includes space for the following information: budget line item, a description, amount requested, and a justification) should be distributed by the President/Treasurer, and in conjunction with the Principal/Asst. Principal, to all budget line item owners. These forms/requests (emails are acceptable) should be due back to the President/Treasurer prior to the Budget/Fundraising meeting in May.
2. The annual budget shall be balanced (income vs. expenses).
3. There shall be a minimum carry-over of 20% of the current school year's PFA budget to aid in the start up of the next school year.

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4. The annual budget will be prepared for the upcoming school year at the PFA Budget/Fundraising meeting in May. This meeting will be held prior (typically one week) to the general PFA meeting, which will also occur in May.
5. The annual budget and fundraisers for the upcoming school year will be presented at the general PFA meeting in May. The new budget and fundraisers shall adhere to Article IV, section B for approval.
6. The new budget and fundraisers will take effect at the beginning of the new fiscal year (commencing July 1).
7. At the beginning of the school year, the Treasurer will notify all budget line item owners of the amount allocated for their activities for the year.

### **B. Budget Amendments**

1. The annual budget may be amended at any regular meeting according to Article IV, section B for approval, provided that the budget amendment has been submitted in writing at the previous general PFA meeting.
2. If the budget should need to be amended at any point during the year, due to unexpected fundraising shortfalls, the following procedure should be followed:
  - a. The Executive Board shall prepare an amended balanced budget to make up for any fundraising shortfalls and set a course for the remainder of the school year.
  - b. Budget line item(s) to be reviewed for amending will be based on the precedence (group ranking) set forth at the Budget & Fundraising Meeting (which usually occurs in May of the previous school year) when objectives and priorities for the upcoming school year were set. Higher ranking/priority items (1=highest ranking, n=lowest ranking) take precedence and remain as is, unless it is deemed necessary that these items can be amended as well. All other budget line items are open to review, beginning at n and working toward 1, until the shortfall is resolved.
  - c. The amended budget will be presented and voted on as stated in Section 1, above.

### **C. Special Request Procedure**

1. A special request is defined as a request for an amount of money from the PFA, outside of the defined annual budget for any given school year, for items that may be needed by the administration, faculty, specialists, professional support staff, or Reeds Ferry Elementary School.
2. A special request may be submitted in writing at any general PFA meeting.
3. Must adhere to Article VI, section C or D, for funding requests, and to Article IV, section B for approval.

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## **VIII. OFFICERS AND THEIR ELECTION**

*Executive Board Officers may retain their current position, or move to an alternative position on the board from year to year, and are not required to be nominated and elected. Officers are asked to notify the board of their intentions each spring, in advance of the nomination process, so that any vacancies can be identified and addressed by the nominating committee.*

As vacancies on the Executive Board become open, the following process will be invoked:

A. Nominating Committee for President, Vice-President, Secretary, Treasurer, Board-Member-At-Large, and Volunteer Coordinator:

1. Will be formed and shall consist of two members and one administrator, appointed by the Executive Board.
2. Will present a slate of candidates for the elected positions at the general PFA meeting in April.
3. Nominations will also be accepted from the floor at the general PFA meeting in April. Persons nominated from the floor must be present at this meeting.
4. Only those persons whose consent has been secured shall be nominated.
5. The Nominating Committee and/or Executive Board will ensure that bylaws are made available to each nominee.

B. Elections:

1. The slate of Officers (i.e., President, Vice-President, Secretary, Treasurer, Board-Member-At-Large, and Volunteer Coordinator) will be voted upon by those members present at the general PFA meeting in May and adhere to Article IV, section B for approval.

C. The newly elected Officers, Committee Coordinators, and Chairperson(s), and Faculty Representatives will assume their office or role at the beginning of the new fiscal year (commencing July 1).

D. Special Elections:

1. The Executive Board reserves the right to hold a special election throughout the school year to fill any Executive Board vacancies and must adhere to Article IV, section B for approval.

## **IX. AMENDMENTS, REVIEW, AND ADOPTION OF THESE BYLAWS**

A. Amendments

1. These bylaws may be amended at any regular meeting and adhere to Article IV, section B for approval, provided that the amendment has been submitted in writing at the previous general PFA meeting.
2. The amendment will go into effect immediately upon its adoption.

B. Bylaw Review

1. Bylaws should be reviewed biennially (in the spring of the school year in odd numbered years), prior to the end of the school year, for any necessary changes.
2. A bylaw Review Committee shall be formed and will consist of an Administrator, two Executive Board members and one Faculty Representative.
3. The bylaw committee's review/report will be presented to the Executive Board at the April Board meeting, prior to any discussion at a general PFA meeting.

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4. Revisions shall be available for public review 15 days prior to the May vote for ratification.
  5. These bylaws may be ratified at the May general PFA meeting and adhere to Article IV, section B for approval.
  6. Under normal circumstances, the newly ratified bylaws will go into effect at the beginning of the new fiscal year (commencing July 1). If the beginning of the new fiscal year has already passed at the time of ratification (see Section C below), the newly adopted bylaws will go into effect immediately upon their ratification.
- C. Altering the Bylaw Review and Adoption Timeline
1. On occasion, the bylaw review and adoption timeline may have to be altered or postponed due to warranted circumstances (i.e., changes in the school district that may affect the Reeds Ferry PFA bylaws, etc.).
  2. In this case, a new timeline, will be discussed at an Executive Board meeting, and then proposed at the next general PFA meeting. The new timeline shall adhere to Article IV, section B for approval at this general PFA meeting.

## **X. JOB DESCRIPTIONS – EXECUTIVE BOARD**

### **A. President**

1. Will be a member of the Executive Board.
2. Will call and preside over all PFA meetings. May cancel meetings as necessary (i.e., due to inclement weather, or lack of business to conduct, etc.).
3. Will vote only in the event of a tie. However, the President may vote at PFA Board elections, where voting will be done by secret ballot.
4. Will establish an agenda prior to the Board and general PFA meetings.
5. Will be able to make decisions, with the approval of a majority of the Executive Board, in the event of an emergency.
6. Will prepare a calendar of events (programming, Tigger Times, and fundraising), with representatives of the Executive Board and School Administration, at the first Board meeting of a new school year.
7. At least once per year, will publish a list of PFA-sponsored and/or funded activities to increase public awareness.
8. Will file requests for the use of facilities through the building secretary.
9. Acts as one of two (2) authorized signers with regard to all checks of the organization, and assumes primary responsibility of such tasks in the absence or unavailability of the Treasurer.
10. Acts as one of two (2) people who maintains the written policies and procedures for financial affairs and handling of cash.
11. Shall perform such other duties as prescribed by these bylaws.

### **B. Vice President**

1. Will be a member of the Executive Board.
2. Will run the meetings in the President's absence.
3. Will act as an aide to the President.
4. At the beginning of the school year, will work with President and school Administrator to set and post submission deadlines, for the monthly newsletter (Tigger Times).
5. Will publish the monthly school newsletter once it is completed by the editor.
6. Will maintain the email contacts database.

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7. Will publish weekly and, as needed, emails.
8. Will maintain the PFA website.
9. Will make necessary posts and monitor the PFA Facebook page. Acts as one of two (2) authorized signers with regard to all contracts for the organization, and assumes primary responsibility of such tasks.
10. Generally oversee the fundraisers, and associated committees for their term of office. Report on these committees at general PFA meetings in the absence of committee chairperson(s).
11. Shall perform such other duties as prescribed by these bylaws.

### **C. Secretary**

1. Will be a member of the Executive Board.
2. Will keep the minutes and attendance of all meetings.
3. Will present the minutes for approval at the next meeting.
4. Will handle all correspondence as directed by the Executive Board.
5. Will provide meeting notification to all members during the week of the general PFA meeting using available media.
6. Will serve as Sunshine Chairperson for the PFA
7. Shall perform such other duties as prescribed by these bylaws.

### **D. Treasurer**

1. Will be a member of the Executive Board.
2. Will keep all financial records up-to-date and present a written monthly statement to the Board.
3. Acts as one of two (2) authorized signers with regard to all checks of the organization, and assumes primary responsibility of such tasks.
4. Acts as one of two (2) people who maintains the written policies and procedures for financial affairs and handling of cash.
5. Will be responsible for all financial transactions, including but not limited to:
  - a. Paying all approved PFA bills and budget line items.
  - b. Depositing all income monies.
  - c. Balancing the checkbook monthly.
  - d. Having ledgers available for review upon request.
6. Will file annual tax returns (this could involve an independent Accountant at the Treasurer's discretion).
7. Will prepare a draft budget for the coming school year, with the President and/or School Administration, for use at the budget & fundraising meeting (usually occurring in May), see Article VII, section A.
8. Will be responsible for renewing the insurance policies on an annual basis. Insurance policies will be renewed and in effect for July 1 in coordination with the beginning of the fiscal year and the terms of office for the Executive Board.
9. Will send a letter to all budget line item owners, at the beginning of the school year, notifying them of the dollar amount allocated to their activities for the year, and in preparation for the budget/fundraising meeting as described in Article VII, section A.
10. Shall perform such other duties as prescribed by these bylaws.

### **E. Board-Member-At-Large**

1. Will be a member of the Executive Board.
2. Will attend monthly Board meetings.

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3. Will conduct monthly reviews of the organization's bank statements to ensure soundness and accuracy of business that has been conducted.
4. Will complete any other duties as required by the Board.
5. Will attend District Parent-Teacher Group quarterly or ensure another Board member attends.
6. Shall perform such other duties as prescribed by these bylaws.

### **F. School Volunteer Coordinator**

1. Will be a member of the Executive Board.
2. Will attend monthly Board meetings
3. Will run the School Volunteer Program according to the N.H. State Guidelines.
4. Will recruit and arrange training of school volunteers as needed and tabulate volunteer hours in a record book.
5. Will organize teacher and school volunteer orientations and volunteer recognition activities.
6. Will serve as liaison between Reeds Ferry School and the New Hampshire Partners in Education (N.H.P.I.E.).
7. Acts as one of two (2) authorized signers with regard to all contracts for the organization, and assumes primary responsibility of such tasks in the absence or unavailability of the Vice President.
8. Generally oversee the events, and associated committees for their term of office. Report on these committees at general PFA meetings in the absence of committee chairperson(s).
9. Shall perform such other duties as prescribed by these bylaws.

## **XI. JOB DESCRIPTIONS – STANDING COMMITTEE COORDINATORS**

### **A. All Committee/Event Chairs will be responsible for:**

1. Create advance-notice materials and submit them to the PFA President and School Administration for approval prior to distribution.
2. Take/Obtain photos of their specific school event(s), if they choose, and acquire approval from those in the photos for PFA use.
3. Prepare follow-up materials about their event(s) and submit them along with accompanying photos, after PFA President and School Administration approval, to local media.
4. Promote upcoming school event(s) open to the public.

### **B. Hospitality**

1. Will organize refreshments for various PFA and school-sponsored functions (i.e., Open House(s), Parent Meetings, Teacher Conferences, etc.).
2. Will be responsible for the purchase of necessary supplies (i.e., coffee, cups, etc.), hostess duties and clean up.

### **C. rsBook Fair Committee**

1. Set book fair dates with Principal, PFA Board and Scholastic
2. Contact Communication coordinator to put upcoming dates in the newsletter, FB and Tigger Times
3. Check Scholastic Dollar balances and disuss how to spend them with Principal and PFA
4. Ask Administration to update school calendar with specific hours



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5. Create Volunteer Request handout, get approved and distribute
6. Distribute classroom sign-up sheet to faculty members
7. Hang posters in school halls
8. Create Book Fair handout, get approved and distribute with Scholastic Flyer
9. Work on the volunteer schedule
10. Fill out cash box request for Treasurer
11. Notify school of book delivery date
12. Arrange to have tables set up by custodian
13. Put teacher wish list reminders in teachers' boxes
14. Send home Book Fair Remainder slips
15. Coordinate and train volunteers, run the fair
16. Complete Financials online with Scholastic
17. Send thank you e-mails to volunteers
18. Report the results to Administration and PFA

### **D. Fun Day Committee**

1. Adhere to a strict timeline to ensure a safe and organized event. Attend regular meetings with administration and the PFA general meetings nearing the event.
2. Be available for communication prior to and during event.
3. Research an assembly entertainer. Seek approval from school administration and ensure commitment from entertainer via contract.
4. Ensure commitment from the Merrimack Fire Department via the appointed administration contact
5. Actively recruit parent volunteers to ensure each station is fully staffed. Confirm volunteers and send reminder in advance of the event.
6. Arrange for lunch for Fire Department volunteers and refreshments for the parent volunteers throughout the day
7. Confirm with administration that all needed equipment is in good repair and acquire any replacements in advance of the day.
8. Complete the volunteer master station schedule and prepare volunteer packets with personal schedules and game instructions.
9. Conduct a follow up meeting after the event to discuss issues that arose and needs for the following year's event. Acquire replacement equipment if possible.

### **E. School Newsletter Editor (Tigger Times)**

1. Will organize articles approved by the building Administration, into newsletter format.

### **F. Special Activities Chairperson(s)/ Committee Coordinators**

1. Will have total responsibility of their event/fundraiser (i.e Spirit wear, Fruit Bars, Popcorn, Ice Cream Social, , Fun Day, Book Fair, etc.) from beginning to end.
2. Will keep the PFA Board updated on progress and results.
3. Will work with the President, Treasurer, School Administrators and Staff, and the school office to ensure smooth running of the activity.
4. At the conclusion of the special activity, the Chairperson(s) will hold an evaluation meeting (i.e., informal or formal – meeting, phone conversation, email, etc.) to assess the event, and submit a report to the President.
5. Each Chairperson(s) will keep a description of any/all process(es) used, pertinent records, and a history of their event/activity to pass on to the succeeding chairperson(s)/Volunteer Coordinator.

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## **XII. JOB DESCRIPTIONS – FACULTY REPRESENTATIVES**

A. Faculty and Professional Staff Representatives will act as advisors and liaisons between the Faculty and the PFA Board. The Faculty and Professional Staff Representatives will be responsible for communicating PFA activities and information to faculty members, as well as serving the interests of their represented grade levels at all general PFA meetings.

## **XIII. NON-PROFIT AND TAX STATUS**

A. Notwithstanding any other provisions of these articles, the organization is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under IRC 501(c)(3) or corresponding provisions of any subsequent Federal tax laws.

B. No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, director, officer of the organization, or any private individual shall be entitled to share in the distribution of any of the organization's assets on dissolution of the organization.

C. No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation [except as otherwise provided by IRC 501(h)] and does not participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of any candidates for public office.

D. In the event of dissolution (according to Article XIII), all the remaining assets and property of the organization shall, after payment of necessary expenses, thereof be distributed to such organizations as shall qualify under Section 501(c)(3) of the Internal Revenue Code of 1986 or subsequent revisions.

## **XIV. CONFLICT OF INTEREST**

A. No member of the organization shall participate in any discussion or vote upon any issue before the Executive Board in which he/she has a potential conflict of interest, either direct or indirect.

B. A conflict of interest shall include any issue, action, activity, or event in which a member has a personal or professional interest, either direct or indirect, financial or otherwise, and any issue, action, activity, or event in which a member is personally or professionally associated with any of the parties involved, either directly or indirectly, financially or otherwise.

C. Disqualification to vote on any matter before the Executive Board may occur in one of the following two (2) manners:

1. A member of the organization may disqualify oneself relative to any matter before the Executive Board upon which he/she feels that he/she has a potential conflict of interest;  
or
2. The Executive Board may vote that any member has or may have a conflict of interest in any matter before the Board.

D. Prior to discussion relating to any matter upon which a member of the organization may have a conflict of interest, the member shall disclose any circumstances likely to create a conflict of interest, the appearance of a conflict of interest, a reasonable inference or bias, or to prevent the process from proceeding as scheduled.

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## **XV. DISSOLUTION OF THE ORGANIZATION**

- A. To dissolve the organization, the Treasurer must submit an annual report for approval by an auditing committee. The annual report consists of a statement of the amount on hand at the beginning of the current fiscal year, the amount received during the year (stating from what sources received), the total amount paid out by order of the organization, and the balance on hand on the date the report is submitted.
- B. The auditing committee consists of at least one outgoing Executive Board member and one Administrator. The auditing committee examines the Treasurer's books and vouchers to verify the report is accurate. In the alternative, the organization's certified public accountant can fulfill this function.
- C. Once the auditing committee verifies the Treasurer's report is accurate; the organization can be dissolved temporarily or permanently so long as the following additional conditions are met.
- D. To temporarily dissolve or suspend the operation of the organization after the Treasurer's report is accepted, the following must be true:
  - 1. All outstanding debts must be paid;
  - 2. The organization's bank account(s) are frozen until a new Executive Board is in place and active; and
  - 3. An outgoing Executive Board member or one Administrator must have legal signature rights of the organization's bank account(s).
- E. To permanently dissolve the organization after the Treasurer's report is accepted, the following must be true:
  - 1. All outstanding debts must be paid; and
  - 2. The account(s) are closed and the administration of Reeds Ferry Elementary School is authorized to spend any and all remaining funds according to the Objective set by the organization in Article II and by Article XIII, section D.

### **Document History:**

Revised: 8/89, 5/92, 4/95, 3/98, 4/02, 10/04, 5/06, 2/13, 4/15, 2/17

Amended: Article XIV 4/99, Article VII A&B 5/07.