

Kansas Public Health Association Bylaws

ARTICLE I - Name, Mission, and Functions

Section 1. The name of the Association, incorporated under the laws of the State of Kansas, is the Kansas Public Health Association, Inc., hereinafter referred to as KPHA.

Section 2. KPHA's mission is "Promoting and Improving Population Health in Kansas."

Section 3. The functions of KPHA shall be to:

- a) promote public health and a good environment for Kansans;
- b) promote legislation and policy which speaks to public health and environmental issues;
- c) represent public health and environment and serve as a state spokesperson with professional, community and governmental groups and with the public;
- d) protect and promote the health of Kansas with a particular focus on the factors that impact health including social determinants of health, social and environmental justice, and health equity;
- e) provide for representation on the Governing Council of the American Public Health Association; and
- f) promote and provide educational opportunities in the health and environmental area.

ARTICLE II - Membership

Membership in KPHA is a privilege and is achieved by compliance with the bylaws.

Section 1. The membership of KPHA shall be unrestricted by consideration of age, color, creed, disability, sexual orientation, nationality, race, ethnicity, religion, gender identity or geographic location.

Section 2. The classes of membership in KPHA shall include but not be limited to: individual, honorary, student, retiree, and organization.

Section 3. Classes of Membership Defined

- a) An individual member is any person who is engaged in or has an interest in public health or the environment; and whose dues are current, or who has been so designated by an organization member.
- b) An honorary member is any person granted a lifetime honorary membership by the Board of Directors in recognition of distinguished service.
- c) A student member is any person enrolled at a college or university in a health-related course of study and whose dues are current.
- d) A retiree member is any retired person who is not engaged in full time employment.
- e) An organization member is any academic institution; state or local government health agency that has a mission related to public health; or any organization that has non-profit status under the United States Internal Revenue Service Code and has a mission related to public health; has requested membership; and whose dues are current.

There may be several categories of organization dues rates and varying number of members for each category established by the Board.

The Board of Directors may, upon a majority vote, make exceptions to or give discounts on membership dues for individuals based on need, including income.

Section 4. All members shall have the following privileges:

- a) participate in all proceedings of the association including voting;
- b) be a candidate for KPHA elected and appointed positions in accordance with the bylaws;
- c) attend the Annual Conference and other meetings of KPHA at the membership rate; and receive all publications and newsletters.

Section 6. Any member may be suspended or expelled for any reason from membership of the Association by a two-thirds majority vote of the Board of Directors.

a) Reasons may include the following as examples but are not limited to:

- 1 Failure to pay KPHA membership dues after more than 90 days following payment due notice
- 2 Related to the behaviors/actions (such as misrepresentation, disruptive behavior, actions/behaviors not consistent with the mission or values of KPHA, or misappropriation of KPHA funds and other items).

b) The President shall notify the suspended or expelled member immediately, and give them the time and place of the next meeting of the Board of Directors, at which time he or she shall be granted an opportunity to be heard provided he or she requests such a hearing within ten days after receipt of the notification letter from the President. Following a hearing, the decision of the Board of Directors shall be final.

ARTICLE III - Dues

Section 1. Dues for KPHA shall be established by the Board of Directors.

Section 2. The membership period shall be for one year from the date dues payment is received by KPHA. Nonpayment of dues after the membership period has expired will result in termination of membership privileges. The Board of Directors may adjust and/or restructure the membership period but may not extend the period beyond one year without prior approval of the membership.

ARTICLE IV - Nominations and Elections

Section 1. The nominating committee shall prepare the ballot as defined in these bylaws.

Section 2. The President-Elect shall be elected at the annual meeting. This officer shall serve as President-Elect for one year, followed automatically by one year as President, followed automatically by one year as Immediate Past-President.

Section 3. The Secretary shall be elected at the annual meeting. The term of office shall be two years. The Secretary shall be elected in odd numbered years.

Section 4. The Treasurer shall be elected at the annual meeting. The term of office shall be two years. The Treasurer shall be elected in even numbered years.

Section 5. There shall be six Directors at Large. Three Directors shall be elected at the annual

meeting held in the odd numbered years and three Directors shall be elected at the annual meeting held in the even numbered years. The term of office shall be two years. One Director will chair the Public Health Policy and Advocacy Committee. One Director will chair the Membership Committee.

Section 6. All elections for KPHA Officers shall be determined by a plurality of ballots from members in good standing. In the case of a tie, the decision shall be determined by lot by the Chair of the Tellers Committee who is appointed by the KPHA President.

Section 7. Ballots listing the names of nominees for the elective office and approved by the KPHA Board of Directors, shall be mailed, emailed or provided by other electronic means to all active members at least 30 days but not more than 45 days prior to the annual meeting. All members in good standing are eligible to vote.

Section 8. Marked ballots shall be returned by email, mail or other electronic means to the KPHA office no later than five days prior to the annual meeting or be collected at the Annual Business Meeting.

Section 9. The President shall appoint tellers at the start of the annual meeting who shall supervise the counting of the ballots if a run-off is necessary.

Section 10. The report of the tellers shall be given during the annual meeting by the Chair of the Tellers with the President declaring those elected.

Section 11. All ballots and other records of the election shall be preserved for one year after the election.

Section 12. The term for each newly elected Board member shall begin January 1 following the annual meeting.

ARTICLE V - Executive Director or Contracted Executive Assistant Services and Signature Authority

Section 1. The KPHA Board of Directors may approve the contracting of services to accomplish the business management of the association.

Section 2. The KPHA Board of Directors may identify and approve contractual services of an individual or company that fulfills the normal duties of an Executive Director for KPHA. Their duties and responsibilities will be approved by the KPHA Board. The person serving in this role has the authority to sign checks on behalf of KPHA Board of Directors but only on amounts as shall be determined by the financial management policy approved by the Board.

ARTICLE VI - Officers

- Section 1. The officers of the KPHA shall be the President, President-Elect, Immediate Past President, Secretary and Treasurer and shall be members in good standing.
- Section 2. The KPHA President, President-Elect and Immediate Past President shall be current members of APHA.
- Section 3. All KPHA Board of Directors shall be current KPHA members.
- Section 4. Officers shall be elected as provided in these bylaws. Vacancies in office shall be filled as hereinafter provided as noted in Article XIV, Sections 1 & 2.
- Section 5. No officer shall serve more than two consecutive terms in the same office. An officer who has served more than half a term shall be considered to have served a term in that office.
- Section 6. Resignation
- Any Director may resign at any time by delivering written notice to the President, President-elect, or the Secretary by giving oral or written notice at any meeting of the Directors. Any such resignation shall take effect at the time specified therein, or if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
- Section 7. Removal
- At a meeting of the Board called expressly for that purpose by the Executive Committee, any officer elected by the Board of Directors may be removed by a vote of a majority of the Directors in office whenever, in their judgment, the interests of the Association would be better served thereby. A simple majority vote of Directors is needed for removal of an officer. Examples include:
- a. Absence from more than two consecutive Board meetings without good cause is considered a resignation as per Article VI Section 6 above.
 - b. Failure to pay KPHA membership dues after more than 90 days following payment due notice.
 - c. Fail to perform the duties of their Office as outlined below
 - d. Related to the behaviors/actions (such as misrepresentation, disruptive behavior, misappropriation of KPHA funds and other items) as per Article II Section 6 above.
- Section 8. Assignment of Duties
- Duties of KPHA officers may be assigned to the Executive Director, or contractor serving in that role hired by the Board of Directors to carry out those duties.
- Section 9. All officers may have the ability to cosign checks in accordance with the Financial Management Policy adopted by the Board. This section shall not limit the Executive Director's position authority to sign checks as specified in these bylaws.
- Section 10. The duties of the President shall include:

- a) preside at all meetings of KPHA and conduct them by a formal order of business;
- b) conduct a KPHA Policy & Procedure and Handbook review annually at the first Board of Directors Meeting. This may include forming an ad hoc Policy and Procedure Committee prior to or after the first annual Board of Directors meeting, to review and make recommendations back to the KPHA Board of Directors
- c) conduct KPHA Board Orientation each year at the first Board of Director's Meeting
- d) chair the Board of Directors and the Executive Committee;
- e) make all appointments to committees with the approval of the Board of Directors;
- f) serve as official representative of KPHA, except otherwise provided in these bylaws, and act in that capacity in all matters for and on behalf of KPHA;
- g) serve as ex officio member of all standing and ad hoc committees except for the Nominating Committee;
- h) deliver the Presidential Address at the Annual Meeting; and
- i) perform other such duties as KPHA or the Board of Directors may require.

Section 11. The duties of the President-Elect shall include:

- a) assume the duties of President during an absence or as requested by the Executive Committee;
- b) be responsible for Board development, to include annual review of any contracted services the KPHA Board of Directors has in effect, and an annual Board evaluation;
- c) serve as Chair of the Nominating Committee and in that role, solicit nominations for the offices to be filled each year and prepare a ballot to be approved by the Board of Directors in compliance with the bylaws at least 60 days prior to the annual meeting;
- d) serve on the Executive Committee.
- e) assist with development of the Executive Committee and/or Board of Directors agenda

Section 12. The duties of the Secretary shall include:

- a) assume the duties of the President during the absence of the President and President-elect or as requested by the Executive Committee.
- b) assist with development of the Executive Committee and/or Board of Directors agenda
- c) have oversight and signature of the official record of the minutes of the Board meetings and Annual Business Meeting;
- d) serve on the Executive Committee
- e) serve on the Nominating Committee

Section 13. The duties of the Treasurer shall include:

- a) perform duties as specified in the KPHA Financial Management Policy;
- b) serve on the Executive Committee.
- c) Review all expenditures monthly.
- d) Review bills, sign and mail checks as needed for KPHA obligations.
- e) Provide and explain appropriate financial reports (Statement of Financial Position, Statement of Monthly Activities, Statement of Activities—Budget Performance, and Monthly Statement of Cash Flows) monthly to Executive Committee and to the Board of Directors for every Board of Directors meeting.
- f) In consultation with the Executive Committee and any financial management or association management firm contracted by KPHA Board of Directors to assist in the management and operations of KPHA, develop an annual budget for the upcoming year by August 1.

- g) Present the annual budget for the upcoming year to the Board of Directors for approval at the board meeting that occurs in conjunction with the annual conference. This Board meeting is typically held the day before the first day of the annual conference.
- h) Present the Board-approved annual budget for the upcoming year to the membership at the annual Year in Review meeting, which occurs during the annual conference.
- i) Assure that appropriate and adequate financial accounts and records are established and satisfactorily maintained.
- j) Assure that all necessary financial reports (state, federal, and others) are completed and submitted as required.
- k) Discharge all financial obligations of KPHA, contracted by the Board of Directors, in accordance with its official acts as permitted by the bylaws.

Section 14. The duties of the Immediate Past President

- a) temporarily assume the duties of the President in the extreme instance that there is an absence of the President, President-elect, and Secretary and KPHA needs immediate executive guidance, and/or as requested by the Executive Committee.

ARTICLE VII - Board of Directors and Duties of Board of Directors

Section 1. There shall be a KPHA Board of Directors consisting of the President, President-Elect, Secretary, Treasurer, Immediate Past President, American Public Health Association Delegate, six Directors at Large, and ex-officio members of the Board.

Section 2. Regular meeting of the Board of Directors shall be held at least quarterly at times, places, and forums determined by the Board.

Section 3. Special meetings of the Board of Directors may be called by the President or upon the request of a majority of members of the Board of Directors with a ten-day notice to each member of the Board either in person, by mail, telephone, email, or other electronic means. Special meetings shall be held at such times, places, and forums as shall be specified in the meeting notice.

Section 4. Absence from more than two consecutive Board meetings without good cause, as determined by the majority of a quorum, shall constitute a resignation. (See Article II Section 6 above as well)

Section 5. The Board of Directors shall:

- a) transact all business of KPHA in the interim between the annual meetings subject to limitations in the charter and bylaws;
- b) establish policies of KPHA;
- c) be covered in a non-profit liability insurance policy paid for by KPHA;
- d) direct the administration and affairs of KPHA based on the actions taken by the membership at the Annual Business Meeting and upon the adoption of an annual budget, submitted at the KPHA Board of Directors meeting that occurs immediately before the Annual Business Meeting.
- e) employ staff, define duties and fix the compensation;

- f) appoint or approve committees as needed;
- g) coordinate filling of vacancies on the Board of Directors as per Article XIV Section 1 & 2;
- h) approve the Annual Conference program based on recommendations from the Conference Committee;
- i) select individuals for honorary membership from a list submitted by the Membership Committee;
- j) select issues to be addressed by the Legislative Action and Issues Committee;
- k) select the individuals to receive the KPHA awards from recommendations of the Awards Committee;
- l) establish ad hoc committees as needed; and
- m) provide for the establishment and dissolution of sections in accordance with these bylaws; and
- n) conduct an internal Diversity, Equity, and Inclusion (DEI) evaluation, such as [this assessment from APHA](#), on even-numbered years.

Section 6. Director At Large Members

- a) The Board of Directors will identify and approve Director at Large members to invite them to serve on the KPHA Board of Directors.
- b) Director At Large members will be elected by the Members at the Annual General Meeting from a slate proposed by the Nominating Committee. Each Director at Large will be elected to a two-year term. The terms of the Directors at Large will be staggered to the extent possible, with one-half of the Directors being elected in even-numbered years and one-half of the At-Large Directors being elected in odd-numbered years.
- c) Director At Large members shall serve on at least one KPHA committee. One Director At Large shall serve as chair of the Public Health Policy and Advocacy Committee. One Director At Large shall serve as chair of the Membership Committee.

Section 7. Ex Officio Members

- a) The Board of Directors will identify and approve Ex Officio members to invite them to serve on the KPHA Board of Directors. Ex Officio members must:
 - 1. be KPHA members in good standing,
 - 2. currently serve in an APHA leadership role, or a past KPHA President, and
 - 3. willing to serve at the discretion of the Board with the goal of this relationship to enhance KPHA's strategic plan and mission.
 - 4. Ex Officio members may include Past KPHA or APHA Presidents, APHA officers or someone serving in an APHA leadership role (APHA Executive Board, APHA Science Board, APHA Council of Affiliates or similar positions in APHA.)
- b) Ex Officio members appointed to the KPHA Board of Directors will take part on the KPHA Board meetings as non-voting members.
- c) Ex Officio members will be appointed annually by the voting Board members. No more than 2 ex officio members will serve on the Board of Directors at one time.
- d) Ex Officio members shall serve on at least one KPHA committee.

Section 8. There shall be an Executive Committee of the Board of Directors composed of the President, President-Elect, Secretary, Treasurer, Immediate Past President, and APHA Delegate. The functions of the Executive Committee shall be to:

- a) meet outside the normally held monthly KPHA Board of Directors meetings as needed, when called for by the KPHA Board of Directors or KPHA President.
- b) supervise the contract services and any grant activity KPHA Board of Directors has approved; and
- c) perform other duties as assigned by the Board of Directors including issue position statements of KPHA on matters related to public health,
- d) evaluate the need to recommend to the KPHA Board of Directors the need to vote for removal of Officers or Members based on Article II, Section 6 and Article VI Section 6 & 7 above.

ARTICLE VIII - American Public Health Association Representative/Board of Directors

Section 1. There shall be a Delegate and an Alternate Delegate to represent KPHA on the American Public Health Association (APHA) Governing Council. The selection of the Delegate will be made by the President. The Alternate Delegate will be the Immediate Past President.

Section 2. The Delegate and Alternate Delegate must be members in good standing of the Kansas Public Health Association and the American Public Health Association, be on the KPHA Board of Directors or have been on the Board of Directors in the past, and meet APHA's requirements for eligibility.

Section 3. The Alternate Delegate shall serve when the Delegate is unable to fulfill the duties.

Section 4. The term of service shall be for two years. An individual shall not serve for more than two consecutive terms as Delegate.

ARTICLE IX Sections

Section 1. A Section shall be a structure within KPHA established to promote areas of common interest and developing an identified subgroup of KPHA.

Section 2. A Section may be established by the Board of Directors upon evidence that a substantial number of members (at least 10 or more) request such designation. A Section can only be established with approval of the Board of Directors.

Section 3. A Section may be dissolved by a two-thirds vote of the Board of Directors when:

- a) its membership drops below 10 members as recorded at the end of the calendar year, or
- b) it fails to carry out its functions or to conform to the requirements or principles of KPHA.

Section 4. Membership in a Section is voluntary, but only those members who have declared an affiliation with a Section are allowed to vote on matters of the Section. Individual members may attend any Section meeting as a non-voting member.

Section 5. Sections may be chaired by any KPHA member in good standing. Duties of the Section Chair include:

- a) development of a description of the purpose of the Section
- b) oversight of all section activities
- c) notification of the KPHA Executive Director and President of any Section meetings, so they can attend as well as help monitor Section activities throughout the year
- d) provide an annual report of Section activities to the Board of Directors

Section 6. If any KPHA Section secures funds in any manner, such Section funds will be managed by the KPHA Executive Director or those contracted by the KPHA Board of Directors to assist with financial and operational management, and the KPHA Board of Directors. Section funds can be used by the Section with approval by the Board of Directors after review of Section Policies and a Budget submitted to the Board of Directors prior to using such funds.

ARTICLE X - Meetings

Section 1. KPHA shall hold an annual meeting at such time and place as determined by the Board of Directors.

Section 2. The order of business for each KPHA annual meeting shall be in accordance with a program adopted at the beginning of the annual meeting and shall include: a) Call to order

- b)
- c) Announcement of election results
- d) Financial Report from the Treasurer

Section 3. Special meetings of KPHA may be called by the Board of Directors or upon the request of 10% of the membership of those in good standing at the time.

Section 4. Notices of all meetings of KPHA shall be posted on the KPHA website. Notices of the annual meeting shall be mailed or emailed at least two months before the first day of the annual meeting and notices of special meetings shall be emailed at least ten days before the first day of the meeting.

ARTICLE XI - Quorum

Section 1. The Annual Business Meeting of the membership will take place at the Annual Conference or via an electronic platform

A quorum is constituted if not less than 25 voting members are present, two of whom must be Officers of KPHA, with one of them either the President or the President-elect.

Section 2. A Quorum of the KPHA Board of Directors shall consist of a majority of the Board membership which is defined by Article VII Section 1.

Section 3. A Quorum of the Executive Committee shall consist of a majority of the Executive Committee members.

ARTICLE XII - Standing Committees

Section 1. Standing committees shall assume such duties as specified by these bylaws and such other duties as may be assigned by the Board of Directors.

Section 2. If a standing committee has sub-committees, the Chair of the standing committee and the Chair of the respective sub-committee may constitute a committee for action between meetings of the standing committee. All transactions of this committee shall be reported in full at the next regularly scheduled meeting of the standing committee.

Section 3. Absence without good cause from two meetings of a committee shall constitute a resignation and the vacancy shall be filled by the committee officers.

Section 4. The following standing committee members shall be appointed annually with Chairs for each established by the first yearly KPHA Board of Directors meeting, from the existing Board of Directors based on recommendations of the President, President-elect, Past President, Secretary and Treasurer and serve until their successors are appointed. General KPHA members identified by the Nominating Committee either by self-nomination or based on recommendations from Board of Directors members, may be selected to serve on any Standing Committee to help with the work of the Committee.

- a) Awards Committee
- b) Annual Conference Committee
- c) Public Health Policy and Advocacy Committee – chaired by a Director at Large
- d)
- e) Executive Committee – President, President-elect, Immediate Past President, Secretary and Treasurer.
- f) Nominating Committee – Chaired by the President-elect with Secretary as member.

Section 5. The Awards Committee shall:

- a) solicit and review nominees for designated KPHA awards;
- b) recommend individuals to the Board of Directors for the designated awards based on the policies, procedures and in accordance with these bylaws;
- c) establish and assist with the proceedings for presenting the awards at the annual meeting; and
- d) recommend the establishment or deletion of an award.

Section 6. The Annual Conference Committee shall:

- a) be chaired by a current member of the Board as designated by the President; and
- b) shall plan the annual conference program including the annual business meeting.

Section 7. The Public Health Policy and Advocacy Committee shall:

- a) develop annual policy position through insight from members and Board of Directors to be approved by the full Board of Directors

b) monitor legislative and regulatory issues that may impact public health in Kansas and submit testimony as needed

c) engage members in advocacy efforts at the local, state, and federal level as deemed necessary

Section 7. The Membership Committee shall:

- a) study and evaluate matters relating to membership;
- b) develop for approval by the Board and implement a plan for recruitment and retention of members and conduct a ceremony at the annual meeting honoring persons who have died in the past year; and
- c) submit to the Board of Directors names for honorary KPHA membership.
- d) assist the Treasurer in preparing the annual Affiliate's Membership Report for payments owed to APHA

Section 8. The Executive Committee – see Article VII, Section 7

Section 9. The Nominating Committee shall:

- a) be chaired by the President-Elect and include the Secretary and other members appointed by the President.
- b) as per Article VI, Section 8 of these bylaws, solicit nominations for the KPHA Board of Directors to be filled each year and prepare a ballot to be approved by the Board of Directors in compliance with the bylaws at least 60 days prior to the annual meeting
- c) prepare the ballot for annual elections as defined in these bylaws
- d) identify KPHA members either through self-nomination or through Board of Directors member's recommendations to serve on KPHA Standing Committees to assist with the work of the committees.

ARTICLE XIII - Awards

Section 1. KPHA may confer the following awards at the annual meeting to those individuals meeting the award criteria:

- a) Samuel J. Crumbine Medal
- b) Dorothy Woodin Award
- c) Virginia Lockhart Award
- d) Special Service Award
- e) Corporate Public Health Service Award
- f) Jane Addams Award
- g) Public Health Policy Maker of the Year

Section 2. These awards may be, but are not necessarily, awarded annually. With the exception of the Special Services Award and the Public Health Policy Maker of the Year, no more than one award in each category may be given annually. These awards are restricted to KPHA members unless otherwise stated.

Section 3. The Samuel J. Crumbine Medal, the highest award given by KPHA, is awarded for meritorious service and state, regional or national recognition related to the improvement of the health of Kansans and/or the environment of the state. Recipients of other KPHA awards may receive this award.

Section 4. The Dorothy Woodin Award is awarded to a public health nurse for outstanding public health nursing services.

Section 5. The Virginia Lockhart Health Education Award is awarded for outstanding service in public promotion of health and/or environmental issues.

Section 6. Special Service Awards are for individuals who have rendered outstanding service to Kansas in the interest of public health and/or environmental improvement. Two special service awards may be given annually, one of which may be to a non-member of KPHA.

Section 7. The Corporate Public Health Service Award may be awarded annually to a company or organization which through policy and activities makes a significant contribution to the mission of public health and/or environmental improvement in Kansas. There is no requirement that the company or organization have a membership connection with KPHA.

Section 8. The Jane Addams Award will be awarded annually to an individual social worker who exemplifies the qualities of Jane Addams, 1860-1935, an American social worker during the Industrial Revolution, co-founder of Hull House and winner of the 1931 Nobel Peace Prize. She was one of the first American social reformers who sought to improve the lives of the poor. The qualities include a pioneering spirit, a trailblazer, one striving to improve the health of the poor and sanitary conditions of communities as did Jane Addams.

Section 9. The Public Health Policy Maker of the Year Award may be awarded annually to local, state, or federal lawmakers who are public health champions. Considerations should include legislation sponsored or co-sponsored by the lawmaker, any leadership provided in protecting public health programs and funding, policy initiatives designed to protect the public's health and any other examples of leadership that cannot necessarily be captured in a legislator's voting record.

Section 10. The Awards Committee shall be given the discretion, with final approval from the Board of Directors, to establish one-time awards as they see fit.

ARTICLE XIV - Vacancies

Section 1. A vacancy in the office of President shall be filled by the President-Elect and follow the KPHA Officers succession plan as noted under the duties of each officer in Article VI.

Section 2. Vacancies in all other elected positions shall be filled by an individual selected through a three-fourths vote of the Board of Directors.

ARTICLE XV - Fiscal Year

The fiscal year of KPHA shall be the calendar year.

ARTICLE XVI - Parliamentary Procedure

The rules contained in Roberts Rules of Order, Newly Revised, shall govern meetings of KPHA in all cases to which they are applicable and consistent with the bylaws.

Article XVII – Dissolution Clause

Upon the dissolution of KPHA, remaining assets shall be distributed to the American Public Health Association, a non-profit 501(c) 3 organization.

Article XVIII - Amendments

These bylaws may be amended, repealed or altered, in whole or in part, and additional bylaws may be adopted at any annual meeting or special meeting of the membership. Such amendments shall require an affirmative two-thirds vote of those members present and voting. Written notices of the proposed amendment shall be reviewed by the Executive Committee as to form 60 days prior to the annual or special meeting of the membership. Following such review and at least 30 days prior to the meeting, the proposed amendments shall be distributed to all active members.

VERSION HISTORY

Year	Revision Date	Date Approved	Notes
Previous Versions on File	---	---	
2015	8-11-14	9-30-14	
2017	8/15/2017	10/10/2017	
2018	8/20/2018	10/03/2018	
2020	8/2020	10/2020	
2023	TBD	TBD	