

ARTICLE I: NAME

Section 1.1

The name of the Corporation is the HERITAGE-SKYLINE SWIM CLUB, hereinafter referred to as the Club.

ARTICLE II: OBJECT

Section 2.1

The object and purpose for which this Club is organized is to promote the health and general welfare of its membership, and in the pursuance thereof to construct, own, and operate a swimming pool and other recreational facilities, together with such incidental objects as are appropriate in the conduct of its activities in the County of New Castle and the State of Delaware.

ARTICLE III: GOVERNMENT

Section 3.1

The property, business, and affairs of the Club shall be managed by a Board of Directors who must be Active Members of the Club (Article VI, Section 6.5).

Section 3.2

Any question as to the meaning for proper interpretation of any of the provisions of these Bylaws shall be determined by the Board of Directors.

ARTICLE IV: BOARD OF DIRECTORS

Section 4.1

The Board of Directors shall be composed of Active Members of the Club, all of whom shall serve without compensation, with the exception of a free pool membership for up to four family members. A majority of the Board shall constitute a quorum, but after contact and no response (the board members who are available in a majority constitute a quorum in an emergency).

Section 4.2

At each Annual Meeting of the Active Members of the Club, new Directors shall be elected to serve for a term of three years. In addition, at each Annual meeting, the existing board members will propose the number of Directors & positions needed to ensure adequate

oversight of the management, operations and governance of the Club.

Section 4.3

No member shall be eligible to serve two consecutive full (three year) terms as a Director.

Section 4.4

Any member of the Board of Directors who shall cease to be an Active Member of the Club shall automatically cease to be a member of the Board of Directors.

Section 4.5

Any member of the Board of Directors may be removed for cause from the Board and/or from such office as he may hold by a majority vote of the full Board of Directors or by a majority vote of the Active Members.

Section 4.6

The Board of Directors, with the responsibility for the management of the Club property, business, and affairs, may in addition to the powers and authority of these bylaws expressly conferred upon them, exercise all such powers and do all such acts and things as may be exercised by the Club, but subject, nevertheless, to the provisions of these bylaws. It is hereby expressly declared that the Board of Directors shall have the following scope of authority:

A. To purchase or otherwise acquire property rights or privileges for the Club, which the Club has the power to take, at such prices and on such terms as the Board of Directors may deem proper.

B. To create, make, and issue mortgages, bonds, deeds of trust, trust agreements, and negotiable or transferable instruments and securities, secured by mortgages or otherwise, and to do every act and thing necessary to effectuate the same.

C. To elect from the Board the following Directors, all of whom shall serve without compensation:

- President
- Vice President
- Bond Officer
- Summer Membership Officer

- Secretary
- IT & Communications

- Financial Secretary
- Snack Shack
- Facilities/grounds
- Social
- Fundraising
- Swim Team Relations & Suburban Relations Director

D. If the office of any Director becomes vacant by reason of death, resignation, retirement, disqualification, removal from office, or otherwise, the Directors then in office, although possibly less than a quorum in number remaining, by a majority vote, shall have the power to choose a successor or successors from the qualified Active Members of the Club who shall hold office for the remainder of the unexpired term of which each such vacancy occurred.

E. To appoint, and at their discretion remove or suspend, such subordinate officers, clerks, agents, servants, or employees, permanently or temporarily, as they may from time to time think fit, and to determine their duties and compensation of employees.

F. To designate an officer of the Club who shall be the sole authority in selecting, suspending, or discharging employees.

G. To fix, impose, and remit penalties for violations of these bylaws and the rules of the Club.

H. To suspend or expel any Member for violation of the bylaws, rules, code of conduct or for non-payment of dues or other indebtedness or fees, or for conduct detrimental to the welfare of the Club., by a majority vote of the full Board of Directors (not just a quorum). Such action may be taken only when and after due notice and a hearing have been afforded to the Primary Bond Holder who is responsible for the behavior of all members covered under their bond.

I. To designate the bank or banks in which the funds of the Club shall be deposited and determine the manner in which checks, drafts, and other instruments for payment of funds of the Club shall be executed.

Section 4.7

- The Board will ensure that an annual review of the books for the Club is completed by a certified audit firm with a full audit performed every third year. The auditors shall be neither officers nor directors of the Club. The Board shall present an unaudited report at the Annual Meeting of the Club and an audited report or review to the Members in a reasonable time frame thereafter depending on completion by the auditor and/or

bookkeeper. The fiscal year of the Club shall begin on the first day of March and terminate on the last day of February in the following calendar year.

Section 4.8

The Board of Directors shall prepare a budget for the ensuing year, a copy of which will be Electronically mailed to the Membership, together with a financial report, prior to each Annual Meeting.

Section 4.9

The Board of Directors shall maintain adequate insurance coverage for liability and property damage.

ARTICLE V: OFFICERS

Section 5.1

At the first meeting following election, Directors shall review and affirm their understanding of and intent to fulfill the responsibilities of their position. Board members are to hold office for one year and /or until others are elected and qualified in their stead. They shall not be subject to removal during their respective terms of office except for cause (Article IV, Section 4.5) nor shall their terms of office be diminished during their tenure.

Section 5.2

President

The President shall be the chief executive officer of the Club; he/she shall preside at all meetings of the Directors, and at all meetings of the Club Membership; he/she shall have general and active management of the business of the Club; he/she shall see that all orders and resolutions of the Board are carried into effect; he/she shall execute all contracts and agreements authorized by the Board; he/she shall have signatory authority on club accounts and on contracts.

He/she shall have general supervision and direction of all other officers of the Club and shall see that their duties are properly performed.

He/she shall ensure the distribution of the officer's report of the operations of the Club is prepared for the Annual Meeting.

Section 5.3

Vice President

The Vice President, in the absence of, or disability of the President, shall be vested with all the authority and shall perform all the duties of the President in his/her stead. Unless otherwise designated by the Board in accordance with Article IV, Section 4.6, Paragraph G the Vice President shall be designated as the officer having sole authority to hire, suspend or discharge Club employees. The Vice President is responsible for developing and monitoring the labor budget in coordination with the Pool Management as well as guiding the managers to develop and enforce responsibilities of their employees. The Vice President shall also perform such other duties as defined and assigned by the Board of Directors.

Section 5.4

Secretary

The Secretary shall schedule and attend all sessions “of the Board of Directors and all meetings of the membership and act as the clerk thereof; and shall record all votes and minutes of such proceedings in an electronic book kept for that purpose. The Secretary shall keep an electronic file for record purposes of all committee reports. The Secretary shall also attend to the correspondence pertaining to his/her office. The Secretary shall send timely notices of all meetings of the Club Membership and Board of Directors.

Section 5.5

Communications / IT Director

The Communications / IT Director shall manage and maintain the Club’s website, including but not limited to the updating of the club calendar on the website for upcoming events, swim team schedule and various Club communications throughout the year. This officer will serve as a technological resource for the BOD officers, including assisting with new page creation, updates with club technology, etc... In addition, compile and prepare all BOD Member’s updates for Newsletters, emails, Social Media Posts, etc. The Communications Director will respond to, &/or route to the appropriate Officer general inquiries received via the website’s mailbox.

Section 5.6

Bond Officer

The Bond Officer shall investigate all applicants for membership in accordance with Article VI, Section 6.9.

The Bond Officer will evaluate opportunities for a bond to be purchased from the membership from the waitlist. The Bond Officer shall notify said applicants that they are eligible to purchase a bond.

The Bond Officer shall maintain and post an accurate waiting list of approved applicants for membership, notifying applicants in chronological order as bonds become available for issuance.

The Bond Officer shall, upon an applicant's acceptance of a bond, verify payment has been made by the applicant and notify the Treasurer as to both the name of the new bondholder and the name and number of the bond to be redeemed, if applicable, for reimbursement of the bond fee if no other fees are past due.

The Bond Officer shall also receive and verify the validity of all bonds for which redemption is requested and ensure redemption is issued upon the reselling of the bond.

The member number within the club website shall be the permanent record for past and present bondholders. The Bond Officer shall maintain a spreadsheet of all active bondholders with record of all Bonds redeemed.

The Bond Officer shall conduct an annual review to ensure only members who are living within one household are on one Membership per section xxxxx and reaching out regarding discrepancies.

The Bond Officer shall review requests to change to senior members for those bond holders who qualify for the change of membership. The Bond Officer will update information on the membership list if approved.

The Bond Officer shall review any delinquencies of payment for the season and issue notice to the bond holder as appropriate to determine late status, inactive status, bond redemption, or bond forfeiture.

Section 5.7

Summer Membership Officer

The Summer Membership Officer will be the primary point of contact for all Waitlisted applicants. The Summer Membership Officer will be responsible for welcoming and providing a roadmap to membership for Wait List applicants.

The Summer Membership Officer shall be responsible for offering full summer memberships and extended summer memberships in the order that Wait List members applied.

The Summer Membership Officer shall keep an updated wait list by keeping track of new applications, removing any members who request removal, and removing any members who deny the offer of a bond, or do not accept/pay when offered a membership..

The Summer Membership Officer shall keep track of payments made by Wait List members and requests for special memberships or additional household members made by those who have been offered full summer or extended summer memberships.

Section 5.8

Financial Secretary

The Financial Secretary shall timely update the online billing software.

Additionally, the Financial Secretary shall follow-up and collect and timely deposit all such monies and provide the Bookkeeper with the retained copy of the deposit slip that includes detailed categorization (defined in conjunction with the bookkeeper) of monies deposited.

The Financial Secretary shall also be responsible for the timely deposit and notification of the Bookkeeper of all monies collected by the Club for whatever purpose (e.g. Guest Fees, Concessions, Social, etc.) and will prepare daily cash envelopes for front-desk and snack shack account reconciliation.

The Financial Secretary shall be responsible for the timely reconciliation of the Club's checking accounts, bank account statements, etc. The Financial Secretary shall be responsible for securing any legal assistance required by the Board of Directors in the operation of the Club. Any suspected irregularities shall be immediately reported to the President. The Financial Secretary will ensure timely submission of all tax responsibilities or hiring accountants to assist with such.

The Financial Secretary shall be bonded in an amount satisfactory to the Board of Directors and in a form which will assure the restoration to the Club in the case of his/her death, resignation, or removal from office, all books, papers, records, vouchers, money and other property of whatever kind in his/her possession and belonging to the Club. The Financial Secretary shall have no authority to sign checks or withdrawal or transfer funds from any of the Club's accounts or investments.

Section 5.9

Bookkeeper (Non-Officer Position)

The Bookkeeper shall maintain full and accurate accounts and records in support of the Club's receipts and disbursements. The Bookkeeper is responsible for the disbursement of the Club's

funds in accordance with the approved budget as modified by the Board of Directors, taking, maintaining and filing proper vouchers in support of all such disbursements.

The Bookkeeper is responsible for ensuring the Club's timely compliance with all Federal and State record keeping, reporting, and deposit requirements related to corporate income taxes, payroll taxes including personal income tax withholding, and other matters of a financial nature.

The Bookkeeper is also responsible for the preparation of the Club's Financial Report (Statement of Operating Revenues and Expenses, Balance Sheet, etc.) which is to be presented by the Financial Secretary at all regular meetings of the Board, the Membership, or upon special request.

The Bookkeeper is responsible for the coordination of the budget preparation process and the Financial Secretary will be presenting the budget to the Board of Directors at the meeting preceding the Annual Meeting for review and approval and to the Active Membership at the Annual Meeting. The Bookkeeper will prepare a financial report; a copy of which will be posted to the club website with the notice of the Annual Meeting.

He/She shall be bonded in an amount satisfactory to the Board and in a form which will assure the restoration to the Club in case of his/her death, resignation, or removal from office of all books, papers, records, vouchers, money and other property of whatever kind in his/her possession belonging to the Club.

The Bookkeeper shall also prepare the Club's monthly Financial Report for approval and review by the Financial Secretary.

5.10

Facilities/Grounds

The Facilities Director shall exercise supervision over the pool and grounds of the Club and shall attend to the improvement and maintenance of the pool, buildings, operating equipment, other property of the Club, and the grounds. The Facilities Director is responsible for determining with permission of the Board, a work bond which will be refunded after service is completed.

5.11

Social/Fundraising

The Social and/or Fundraising Director shall organize all of the Club's Social Events. The Social Director keeps all receipts for reimbursement from the Bookkeeper and within a budget

provided by the BOD. The Social Director shall work within the budget to order food, supplies and decorations. The Social Director shall communicate with the Membership by using the Club's entrance White Boards and the IT/Communications Director to update the club's technology (i.e. website, app, etc.) to the various events.

The Social Director shall organize all of the Club's seasonal events at their discretion within the budget and taking in member feedback. The Social/ Fundraising Director shall organize all fundraising activities for the club. . All funds raised by the committee shall be designated toward capital improvements of the club.

5.12

Swim Team Officer

The Swim Team Relations Director shall be the Swim Team's contact in the Board of Directors. The Swim Team Representative will keep track of all receipts and communicate with the bookkeeper regarding the Swim Team budget.

The Swim Team Relations Director will work with the pool manager to prepare pool grounds for swim meets. He/she will communicate with parents, coaches, volunteers and the Board of Directors. The Swim Team Relations Director will coordinate volunteers needed for swim meets, to purchase food and supplies for concessions, coordinate with vendors for swim team apparel, optional clothing, trophies, gifts, banquet food and concessions for all Swim Team Activities. The Swim Team Relations Director will help recommend and recruit Swim Coaches to the Board of Directors when necessary.

Suburban Relations Director

Under the direction of the Swim Team Director, the Suburban Relations Director will represent the Club in the Community through our Club's participation in the Suburban Swim League. This person shall attend SSL Meetings, communicate with SSL Officials at swim meets and if our Club is chosen to host a SSL Time Trial, prepare a packet for each Coach that includes a heat sheet and food vouchers.

5.13

Snack Shack Officer

The snack shack officer's responsibilities include the management of the inventory, stocking, purchasing, and vendor relationships as well as pricing and ensuring the staff and management at the club are in accordance with the duties they determine.

ARTICLE VI: MEMBERSHIP

Section 6.1

All individuals twenty-one years of age or older shall be eligible to apply for Principal Membership, subject to the conditions hereinafter provided.

Section 6.2

The number of Principal Memberships shall not exceed 370.

A Principal Member shall be defined as a holder of a Bond which has been duly authorized by the Board of Directors.

Section 6.4

It is intended that the membership of the Club shall consist of family units, and thus there shall be the following membership classifications: Active Member, Junior Member, Associate Member, Special Member and Senior Member.

Section 6.5

Each Bondholder shall be defined as a Principal Member, with their spouse/partner and children in good standing for whom dues have been paid as additional members within the account as long as they reside in the same household and can prove such.

Section 6.6

A Junior Member shall be defined as a dependent child, under twenty-one years of age, of an Active Member and for whom dues have been paid and who lives within the same household.

Section 6.7

An Adult Child Member shall be defined as an unmarried son, daughter, or ward of an Active Member and in his/her household with proof of such, over twenty-one but under thirty years of age for whom dues have been paid.

Section 6.8

A Special Member shall be defined as a dependent person or other person in the household (living in residence of Principal Member with proof) or designated Babysitter(s) of the Active Member.

Special Members shall require the recommendation of the Membership Committee and approval of the Board for each swimming season, and upon such approval, separate and additional dues must be paid each season and they must reapply every season

Section 6.8A

A Senior Member shall be defined as a Member who has a minimum age of 65 years with a consecutive membership of no less than 15 years. A Senior Member will turn in their Bond and will maintain their status as a member by paying an annual summer fee of \$125; however, a Senior Member will not have voting privileges of an active Bond Holder. A Senior Membership will include a Spouse.

Section 6.9

After payment of an application fee, the applicant's name shall be entered on the posted waiting list. The Club shall issue an electronic bond in consecutive chronological order to applicants as vacancies occur, subject to the 1.) timely response to bond offering 2.)and receipt of the required Bond Fee of \$290.

Section 6.10

Members of all classifications and their guests are required to abide by the rules and regulations published by the BOD.

Section 6.13

An Inactive Membership shall be defined as that in which the necessary Active Membership is deemed inactive for a season (not over 2 seasons) with a fee to be determined by the BOD with swimming privileges for the swimming year forfeited.

Section 6.14

The Board of Directors at its discretion may extend privileges of the Club for a swimming year to families or persons on the waiting list in consecutive chronological order per Section 6.9, giving due consideration to the capacity of the Club facilities and to the number of memberships of all classifications for whom dues have been received.

ARTICLE VII: DUES AND FEES

Section 7.1

The Board of Directors, at its first meeting after review of the budget, shall establish dues for the ensuing swimming year. Late fees will be incurred on accounts that are not paid by May 15th prior to the season. No admittance will be granted if not up to date on payments.

Section 7.2

No dues nor part thereof shall be refunded in the event that the pool operation is required to be suspended for any period, or where membership privileges have been temporarily suspended for reasons stated in Article IV, Section 4.6 (I) or Article VI, Section 6.12 including Member's non-attendance.

Section 7.3

Application fees for persons being added to the posted waiting list will be set by the Board of Directors.

Section 7.4

Guest fees and quotas will be set by the Board of Directors.

Section 7.5

Memberships for which dues have not been paid in full by the due date of the fiscal year shall be considered delinquent. The Board of Directors shall establish latefees, payment of which, together with the unpaid be required prior to pool admittance. .

Section 7.6

In accordance with Article VI, Section 6.13, a delinquent Active Membership (Inactive Membership) on the 30th day after the due date of the swimming year results in forfeiture of swimming privileges for all memberships available through that Active Membership. Two consecutive Inactive Summer Memberships reverts in a forfeiture of a bond to be relinquished and resold.

Section 7.7

Delinquent Junior, Associate, or Special Memberships may, upon written request, be reconsidered for reinstatement; such reinstatement shall be at the discretion of the Board of Directors and contingent upon full payment of dues and fees, and provided that the member meets all other requirements of a member in good standing.

Section 7.8

Any property of the Club which is broken or damaged by a Member of any classification or his/her guests except when such damage is the result of normal and expected deterioration, shall be promptly paid for by said Member. Until such payment is received, it shall be considered as an indebtedness of the responsible Active Member per Article VI, Section 6.11.

Section 7.9

Upon cessation of membership for any cause, all indebtedness owing the Club by the Member shall be a lien upon and charged against his/her bond. In the event of the Club being unable to obtain possession of the bond, it will be canceled on the books of the Club and a new bond issued thereof to a newly-elected Member.

In the case of the enforcement of a lien as above provided, neither the signature of the holder nor delivery of the bond shall be requisite to perfect the acquisition by the Club, and the Secretary of the Club is hereby authorized as Attorney of the holder of such bond, to make acquisition. Every bond issued is expressly subject to the provisions of this section.

Section 7.10

When the current maximum pool membership has been reached, a waiting list will be established. All applicants for membership, after paying a non-refundable application fee and being approved for the waiting list, will be subject to the following conditions:

(a) Upon receipt of an offer from the Club of a bond purchase, the applicant must:

- i) Accept or refuse the offer within seven (7) calendar days of the offered date;
- ii) Pay the full bond fee plus current dues (when applicable) within fourteen (14) calendar days of the offered date.

b) If the applicant has swimming privileges (through the payment of dues) at the time of the offer of the bond purchase, said swimming privileges will be:

- i) continued upon purchase of the bond; or
- ii) terminated immediately, without rebate, upon refusal to purchase said bond within the required time period.

ARTICLE VIII: CAPITALIZATION

Section 8.1

The Club shall be capitalized initially by the sale of not more than 300 bonds with a face value of \$250.00. The bond face value shall be increased to \$290.00 effective February 5, 1970. All present bond-holders shall surrender their present bonds with a face value of \$250.00 and, upon payment of the difference of \$40.00, shall receive a new bond with a face value of \$290.00. If for any reason the sale of additional bonds is authorized, such additional bonds must also have a face value of \$290.00.

Section 8.2

Bonds shall be non-transferable; with the exception in the case of Divorce. Allow a one-time transfer of a Bond in the case of the Death of a Spouse or Divorce: Proof of a Divorce Decree is Required. Bonds shall be redeemable at the request of the holder, subject to the conditions of Article VII, Section 7.9.

Bonds shall be callable at the discretion of the Board of Directors. Inactive Membership (Article VI, Section 6.13) for two consecutive years shall be sufficient cause to recall a bond.

ARTICLE IX: DISSOLUTION

Section 9.1

In the event of the dissolution of the Club in any manner for any cause, the bonds are a lien on the assets of the Club, after payment of bills having legal precedence.

After payment of all debts outstanding upon the effective date of dissolution of the Club, the surplus remaining shall be distributed pro rata among the bond-holders in good standing.

ARTICLE X: MEETINGS

Section 10.1

A. The Annual Meeting of the Club shall be held during the month of November or December of each year at such place and at such time as the Board of Directors may determine. Notice of the Annual Meeting shall be Electronically mailed to the Members at least fourteen (14) days prior thereto.

B. The Annual Meeting shall be for the purpose of electing Directors, presenting committee reports, presenting the annual Budget and the Financial Report of the Treasurer, amending the Bylaws, and for the transaction of such other business as may be indicated in the notice, or may be brought before it by written request of any Active Member submitted seven (7) days in advance of the meeting.

C. The notice of the Annual Meeting shall include:

- 1) The names of the candidates for Directors nominated by the Nominating Committee;
- 2) The names of the independent nominations for Directors submitted to the Secretary in accordance with Article XI, Section 11.2;
- 3) A copy of the proposed annual Budget;
- 4) A copy of the Financial Report of the Corporation; and
- 5) Proposed Bylaw amendments.

Section 10.2

Special Meetings of the Club may be called by the Board of Directors. Also, upon written request of ten percent of the Active Members to the Secretary stating the purpose therefore, a Special Meeting shall be called by the Secretary within thirty (30) days. Notice of Special Meetings shall be given to Members at least seven (7) days prior thereto.

The notice shall state the purpose for which the Special Meeting is called, and no other business shall be transacted thereat.

Section 10.3

Only Active Members shall be entitled to vote at meetings of the Club, and there shall be only one (1) vote per bond.

They may be represented by proxy if unable to attend in person. Voting may be by voice vote, but ten (10) Members (including those represented by proxy) shall have the right to demand

voting by roll call. All proxies shall be filed with the Secretary before the meeting is called in order to be considered in voting issues.

Section 10.4

Six (6) members of the Board of Directors, plus ten (10) other Active Members qualified to vote, present in person or by proxy, shall constitute a quorum at all Club meetings.

Section 10.5

Whenever in these Bylaws notice to Active Members is required, the Electronic mailing of such notices to the last known Electronic mailing address of these Members shall constitute notice.

Section 10.6

A. The Board of Directors shall hold its first meeting within sixty (60) days, in January following the Annual Meeting of the Members

B. The Board of Directors may, by resolution, establish from time to time, a schedule of its other meetings and rules for the conduct, thereof.

C. Special Meetings of the Board of Directors may be called by the President, and shall be called by the Secretary upon the request of two (2) members of the Board.

ARTICLE XI: NOMINATIONS

Section 11.1

The Nominating Committee shall nominate at least one (1) candidate for each vacancy on the Board of Directors to be filled at the Annual Meeting and shall report such nominations to the Secretary not later than October 15, so that the Secretary can include notice thereof with the notice of the Annual Meeting Electronically mailed to the membership prior to each Annual Meeting.

Section 11.2

Independent nominations of candidates for election at the Annual Meeting may be made by a letter, signed by fifteen (15) Active Members, including a statement of willingness of said nominee to be a candidate, and delivered to the Secretary not later than October 15, so that the Secretary can include notice thereof with the notice of the Annual Meeting Electronically mailed to the members entitled to vote.

Section 11.3

Candidates for nomination must qualify for the office for which they are presented by meeting the provisions heretofore stated in these bylaws, and in addition, it is further stipulated that only one Active Member representing any bond may serve on the Board of Directors at any time.

ARTICLE XII: MISCELLANEOUS

Section 12.1

Each person who acts as a Director or officer of the Club shall be indemnified by the Club against expenses actually and necessarily incurred by him in connection with the defense of any action, suit, or proceedings to which he is made a party by reason of his/her being or having been a Director or officer of the Club, except in relation to matters as to which he shall be adjudged in such action, suit, or proceedings to be liable for gross negligence or willful misconduct, and except any sum paid for the Club in settlement or an action, suit, or proceeding based on gross negligence or willful misconduct in the performance of his/her duties. The right of indemnification provided herein will insure to each Director or officer referred to above whether or not he is such Director or officer at the time such costs or expenses are imposed or incurred, and in the event of his/her death, shall extend to his/her legal representatives.

ARTICLE XIII: AMENDMENTS

Section 13.1

The bylaws can be amended only by a two-thirds vote of the qualified Active Members in good standing represented in person or by proxy, provided at least seven (7) days' notice of such amendment shall be given by Electronically mailed to these members by the Secretary.

Adopted 3/27/67; Revised 11/27/68; Revised 11/20/69; Revised 11/18/71; Revised 11/29/79;
Revised 12/09/86;

Revised 12/87; Revised 12/88; Revised 12/89; Revised 12/06 (Article IV, Section 4.1, 4.2 and
Article VI, Section

6.2); Revised 12/2014 (Article VI, Section 6.8A) Revised 12/7/2015 (Mailings changed to
Electronic Mailings; All Articles and Sections.)

Revised 11/2020: Articles IV, V, VI, X, XII;

Revised 11/2021: Article IV, VI, IX

Revised 1/23/2023: Articles IV, V, VI, VII,

Revised 12/12/2023: Article IV, Section 4.7