

ASSOCIATION of TRACK OFFICIALS of MICHIGAN

- CONSTITUTION -

Article I. NAME

The name of this organization shall be: The Association of Track Officials of Michigan, and hereafter will be referred to as ATOM or the Association. The Founding Members of ATOM were Bob Bloomer and Blake Hagman, who formed the organization in 1987.

Article II. PURPOSE

The purposes of this organization shall be to:

- A. promote uniformity in officiating high school track & field and cross country in the state of Michigan;
- B. assist in training and developing new track & field and cross country officials;
- C. foster a high standard of officiating ethics;
- D. promote improved track & field and cross country generally; and
- E. promote good fellowship among its members.

Article III. MEMBERSHIP

- A. **ACTIVE** – Those who are currently registered MHSAA track & field/cross country officials or have an interest in supporting high school track & field and cross country in Michigan, have completed and submitted an application for membership to the Association treasurer and have ATOM dues paid for the current calendar year. Each Active member is entitled to one vote. An Active member in good standing is one who meets these qualifications and whose dues are paid for the current calendar year.
- B. **HONORARY** – This category of ATOM membership is accorded to individuals based on contributions to ATOM and extended service and devotion to the betterment of track & field/cross country. Honorary memberships are nominated and approved by a majority vote of the Representative Committee. Honorary members have all the privileges of membership except voting and holding office, and are not required to pay annual dues.
- C. **LIFE** – This category of ATOM membership is accorded to 1) those individuals directly involved in the original organization of ATOM; or 2) those individuals recommended by the Representative Committee as having made a significant contribution to ATOM, and are confirmed by a majority vote of the membership present at the next annual meeting. Life members have all the voting rights and privileges of membership.
- D. **MEMBERSHIP DUES** – Dues for Association membership shall be established and adjusted as deemed necessary by a two-thirds majority vote of the Representative Committee. Dues shall be paid in full by the time of the annual meeting.

Article IV. OFFICERS AND THEIR DUTIES

A. OFFICERS

The officers of the Association shall be: President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer and Immediate Past President. This slate of officers is to be referred to as the Executive Board. An individual may be nominated, elected to and hold only one Association office at any given time. The retiring President shall serve as the Immediate Past President. Normal succession to the Presidency shall be 2nd Vice-President to 1st Vice-President

to President.

B. TERM OF OFFICE

The term of office for the President, 1st Vice-President, 2nd Vice-President, and Immediate Past President shall be one (1) year. The Secretary and Treasurer shall be appointed by the Representative Committee. The 2nd Vice-President shall be elected by a majority of the members present at the annual meeting. Officers shall assume their responsibilities at the conclusion of the annual meeting. There is no limit to the number of consecutive terms an officer may serve.

C. DUTIES OF OFFICERS

1. PRESIDENT

In addition to the normal duties of a President and duties specifically mentioned elsewhere in this document, it shall be the duty of the President to:

- a. preside at the annual meeting and all other meetings of the Association, and of the Representative Committee.
- b. ensure observance of this Constitution and the Operating Procedures of the Association.
- c. call meetings of the Association membership or of the Representative Committee whenever the need arises for fulfillment of the Association's purposes.
- d. solicit agenda items for the Representative Committee meetings and any other Association meetings.
- e. appoint members to standing and *ad hoc* committees as is necessary to facilitate the business of the Association.
- f. be an *ex officio* member of all Association committees.
- g. in cooperation with the Treasurer and the Finance Committee, by the end of each fiscal year prepare and submit to the Representative Committee, for its approval, a budget for the following fiscal year.
- h. be a signatory on all bank accounts holding the Association's funds.
- i. become the Immediate Past President at the conclusion of the annual meeting.

2. 1ST VICE-PRESIDENT

In addition to the normal duties of a Vice-President and any duties specifically mentioned elsewhere in this document, it shall be the duty of the 1st Vice-President to:

- a. assist the President in carrying out the business of the Association, and assuming the duties of the President in the absence of that individual.
- b. act as Clinic Director for the annual meeting, and shall plan, implement and direct the annual clinic conducted at the annual meeting sponsored by the Association. In the event the 1st Vice-President cannot fulfill the duties of Clinic Director, the Representative Committee shall appoint the 2nd Vice-President and/or another individual.
- c. be a signatory on all bank accounts holding the Association's funds.
- d. become President at the conclusion of the annual meeting.

3. 2ND VICE-PRESIDENT

It shall be the duty of the 2nd Vice-President to assist the President in administrative duties including, but not limited to:

- a. assisting the President in carrying out the business of the Association.
- b. assuming the duties of the President in the absence of the President and the 1st Vice-President.
- c. serving as the Assistant Clinic Director.
- d. becoming the 1st Vice-President at the conclusion of the annual meeting.

In the event that the office of 2nd Vice-President is vacated for any reason, the unexpired term shall be filled by

appointment by the Representative Committee and this individual shall serve until a replacement is elected at the next annual meeting.

4. SECRETARY

In addition to the duties normally associated with this office, it shall be the duty of the Secretary to:

- a. serve as the recording and corresponding secretary of the Association.
- b. serve as the custodian of all committee records, except those specifically assigned to others by the President or this Constitution or the Association's Operating Procedures.
- c. maintain, and have available at the annual meeting, a current list of all Representative Committee members, existing committees and their membership.
- d. maintain records in which this Constitution and the associated Operating Procedures, any special rules of order, standing rules, written policies and procedures, and minutes are entered, with any amendments to these documents properly recorded. The current record book(s) shall be available at the annual meeting and at each Representative Committee meeting. Copies of these documents shall be made available to any member, upon request, at a nominal copying charge.
- e. assist the President in the preparation of the agenda for Representative Committee meetings and any other Association meetings.
- f. provide, or cause to be provided, minutes of each Representative Committee meeting to Representative Committee members within three weeks of the meeting.

In the event that the office of Secretary is vacated for any reason, the Representative Committee shall appoint a replacement.

5. TREASURER

In addition to the duties normally associated with this office, it shall be the duty of the Treasurer to:

- a. serve as the principal financial officer of the Association.
- b. in cooperation with the President and the Finance Committee, by the end of each fiscal year prepare and submit to the Representative Committee, for its approval, a budget for the following year.
- c. monitor all budget expenditures and provide a report to the Representative Committee at each Representative Committee meeting and to the membership at each annual meeting.
- d. collect the annual dues.
- e. be a signatory on all bank accounts holding the Association's funds, and ensure that as soon as possible after each annual membership meeting the incoming 1st Vice President is made a signatory on all Association bank accounts and the outgoing President is removed as a signatory on all Association bank accounts.
- f. be an *ex officio* member of the Finance Committee.
- g. serve as registrar for the clinic at the annual meeting, unless the Representative Committee appoints another individual for this task.
- h. maintain current contact information (e.g., postal address, email address, phone numbers) for all current members of the Association.

In the event that the office of Treasurer is vacated for any reason, the Representative Committee shall appoint a replacement.

6. IMMEDIATE PAST PRESIDENT

It shall be the duty of the Immediate Past President to:

- a. act as an advisor to the President and other officers regarding the direction and functions of the Association.
- b. become a member of the Past Presidents group at the conclusion of the annual meeting.

D. VACANCY OF OFFICE

An officer may resign at any time by providing written notification to the President. If the resignation is for the office of President, written notification shall be provided to the Secretary. A vacancy occurring in an elected office of the Association shall be filled for the remainder of the term by appointment by the President, with the approval of a majority of the Representative Committee. A vacancy in the office of the President shall be filled by the 1st Vice-President. In the event that an officer becomes remiss in the performance of his/her duties, which could include but not be limited to having three (3) unexcused absences from scheduled meetings in a 12 month period, allowing membership to lapse, or an inability to perform assigned tasks, after proper notification of the officer involved and an opportunity to present to the Representative Committee an explanation of his/her actions, the officer may be relieved of his/her duties by a two-thirds majority vote of the Representative Committee, who shall then provide the officer with written notice of this action.

Article V. REGIONAL REPRESENTATIVES

A. COMPOSITION

There shall be eight (8) Regional Representatives to serve on the Representative Committee. The Regional Representation shall be based on those regions established in the current MHSAA Official's Handbook. Regional Representatives must be Active or Life members in good standing of the Association.

B. TERM

Regional Representatives shall serve one year terms, appointed by the President. The Regional Representatives may be re-appointed annually for an unlimited number of terms.

C. DUTIES

The Regional Representatives shall serve as a liaison between their region and the Association, and be responsible for:

1. representing their region on the ATOM Representative Committee.
2. promoting membership in the Association within their region.
3. assisting Regional and State Meet managers in obtaining fully qualified meet officials.
4. establishing and assisting in organizing and conducting training clinics within their region.
5. establishing a mentoring program for new officials within their region.
6. promoting rules meetings for athletes and coaches within their region.
7. scheduling and/or conducting mechanics in-service training for all officials within their region.

Article VI. REPRESENTATIVE COMMITTEE

A. COMPOSITION

The six (6) officers of the Association, plus eight (8) Regional Representatives, the Newsletter Editor, the Web Page Editor, the USATF Liaison (*ex officio*) and any Past Presidents (*ex officio*) shall constitute the Representative Committee of the Association.

B. RESPONSIBILITIES

The responsibilities of the Representative Committee are to:

1. actively promote and uphold the purposes, objectives and policies of this Association, as stated in Article II of this document and in the Operating Procedures.
2. work toward increasing and maintaining Active and Honorary memberships, and developing and

- maintaining the various programs for the Association membership.
3. establish written operating policies and procedures governing Association activities and programs.
 4. approve and monitor the annual budget of the Association, as submitted by the President and Treasurer in cooperation with the Finance Committee.
 5. delegate to committee members such duties as directed by the President and/or the Representative Committee;
 6. establish membership fees or any such form of dues for membership.
 7. carry out all other such duties and responsibilities contained in the Association's constitution and operating procedures.

In carrying out their overall supervisory responsibility, the Executive Board and/or Representative Committee may request advice and reports from the Michigan High School Athletics Association and its appointed committees pertaining to activities being conducted by these groups.

C. AUTHORITY

The Representative Committee shall be fully empowered to expedite such administrative affairs as may require action between the annual meetings of the Association.

D. MEETINGS

1. Representative Committee Meetings

The Representative Committee shall meet prior to the annual meeting of the Association, and shall hold such other meetings as are necessary at a time and place as called by the President. The Secretary will notify, or cause to be notified, all Representative Committee members of regularly scheduled meetings at least one (1) week prior to the meeting.

2. Special Meetings

The President may call special meetings of the Representative Committee. Notice of such meetings and the reasons therefore shall be transmitted to the members of the Representative Committee by the Secretary at least one (1) week prior to any such meeting.

3. Minutes

Minutes of all Representative Committee meetings shall be furnished by the Secretary to the members of the Representative Committee within three (3) weeks of said meetings.

4. Quorum

A majority of the voting members of the Representative Committee shall constitute a quorum for the legal transaction of Association business.

5. Voting

Each Representative Committee member (i.e., officers, Regional Representatives, Newsletter Editor and Web Page Editor) is limited to one (1) vote. Unless otherwise stated in this document, a simple majority is all that is necessary to conduct business requiring a vote. The President, or whoever is presiding officer at a Representative Committee meeting, shall not vote except to break a tie vote of the members present.

E. NEWSLETTER EDITOR

The Newsletter Editor shall be a voting member of the Representative Committee, and shall be responsible for:

1. any necessary printing and other publications ordered by the Association.

2. issuance of application forms to prospective members.
3. provision of membership rosters.
4. publishing the ATOM Newsletter four (4) times a year on or about March 15, June 15, October 1 and December 1 (Clinic Issue).

This position shall be appointed annually by the Representative Committee, and in the event of a vacancy for any reason a replacement shall be appointed by the Representative Committee.

F. WEB PAGE EDITOR

The Web Page Editor shall be a voting member of the Representative Committee, and shall serve as the primary editor and manager of the website and shall be responsible for:

1. soliciting content, writing and editing content.
2. soliciting appropriate expertise to assist in keeping the website up-to-date and functioning properly.
3. updating the information on the website following each Representative Committee meeting and at any such times deemed necessary to keep the membership informed in a timely manner of Association news and activities.

This position shall be appointed annually by the Representative Committee, and in the event of a vacancy for any reason a replacement shall be appointed by the Representative Committee.

G. USATF LIAISON

The USATF Liaison shall be an *ex officio* (non-voting) member of the Representative Committee to serve as a communication link with the USA Track & Field Michigan Association Officials Committee (MAOC). This individual shall be a USATF certified official who is a member of the MAOC Board of Directors, and shall be appointed annually by the President of the MAOC, with the concurrence of a majority of the ATOM Representative Committee.

H. PAST PRESIDENTS

Any Past Presidents wishing to do so may serve as an *ex officio* (non-voting) member of the Representative Committee, providing input as to the direction and functions of the Association.

I. VACANCY OF OFFICE

An Representative Committee member may resign at any time by providing written notification to the President. A vacancy occurring in a Representative Committee position shall be filled for the remainder of the term by appointment by the President, with the approval of a majority of the Representative Committee. In the event that a member becomes remiss in the performance of his/her duties, which could include but not be limited to having three (3) unexcused absences from scheduled meetings in a 12 month period, allowing membership to lapse, or an inability to perform assigned tasks, after proper notification of the Committee member involved and an opportunity to present to the Representative Committee an explanation of his/her actions, the Committee member may be relieved of his/her duties by a two-thirds majority vote of the Representative Committee, who shall then provide the Committee member with written notice of this action.

Article VII. NOMINATIONS AND ELECTIONS

- A. The single officer that normally is elected annually is the 2nd Vice-President. Nominations for this office shall be solicited in the three months prior to the annual meeting through the ATOM Newsletter and the ATOM website, or any other appropriate mechanism. Nominations also shall be accepted from the floor during the annual meeting. The final slate of nominees shall be presented in a written ballot to the membership at the annual meeting. If no one individual receives a majority vote, the two candidates with the largest vote totals shall be presented in a second ballot. If the tie remains after the second ballot, the winner shall be chosen by lot.

- B. Only current Active and Life members in good standing shall be eligible to be nominated.
- C. Each Active and Life member in good standing in attendance at the annual meeting is entitled to one (1) vote.
- D. Voting shall be by written secret ballot. An official ballot shall be distributed, or caused to be distributed, by the Secretary to each voting member at the annual meeting.
- E. Counting of the ballots shall be conducted at annual meeting by non-nominated members of the Representative Committee.
- F. Notification of ballot results shall be made by the President to the general membership at the annual meeting, through publication in the Association newsletter, and on the Association website.

Article VIII. ASSOCIATION MEETINGS

A. MEETINGS

1. Annual Meetings. At such time and place as designated by the Representative Committee there shall be an annual meeting of the membership of the Association for the purpose of setting or reviewing the activities, policies and procedures of the Association. A preliminary notice of the date and site of the annual meeting shall be sent to the Association members at least 60 days prior to the annual meeting date.
2. Special Meetings. Special meetings of the Association membership may be called as deemed necessary by the President or a majority of the Executive Board.
3. Membership Recourse Meeting. A special meeting (membership recourse meeting) may be called by the membership. Such a meeting requires the attendance of two or more members of the Executive Board. To call a membership recourse meeting, an Active member must present to any Representative Committee member a petition stating the reasons for the meeting and bearing the signatures of a minimum of ten (10) percent of the Active membership or a minimum of fifty (50) Active members (whichever is the lesser number). Within thirty (30) days of receipt of such a petition, a meeting date and place must be established by the President, with the meeting date to be no later than sixty (60) days from the date of receipt of the petition.

B. NOTIFICATION OF MEETINGS

Final written notification of the annual meeting, or the only notification of any special meetings or membership recourse meetings, shall be distributed to each member not later than thirty (30) days in advance to the listed address of record. An agenda for the meeting shall be included in the notification.

C. AUTHORITY

At regular meetings any business of the Association may be transacted. At special meetings of the Association only that business for which the meeting was called will be transacted.

D. QUORUM

For official transaction of Association business at annual or special meetings, a minimum of ten (10) percent of the Active members or twenty (20) Active members (whichever is the lesser number) must be present to constitute a quorum, of which a minimum of two (2) must be officers.

E. AGENDA

The order of business for the annual meeting shall be as follows:

- 1) Minutes of the previous meeting
- 2) Treasurer's report
- 3) Representative Committee report
- 4) Nomination and election of officer(s)
- 5) Committee reports
- 6) Old business
- 7) New business
- 8) Report of election results

E. VOTING

Each Active and Life member is limited to one (1) vote. A simple majority is all that is necessary to conduct business requiring a vote. A secret written ballot may be called for by a simple majority with a show of hands, except as otherwise specified in this document.

Article IX. STANDING COMMITTEES

The Standing Committees of the Association shall be: (1) Membership, (2) Nominating, (3) Awards and (4) Finance.

A. CHAIR

The Chair of each Standing Committee shall be appointed on an annual basis by the President, with approval of the Representative Committee.

B. MEMBERS

Each Standing Committee shall be comprised of two (2) to four (4) additional Active members who are appointed by the Chairs of the respective committees, with the approval of the Representative Committee.

C. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of these Standing Committees shall be to assist the Representative Committee in the carrying out of their duties.

D. MEMBERSHIP COMMITTEE

The Membership Committee shall have the responsibility of developing means of increasing Association membership, developing activities and services for the Association membership, and soliciting nominations for Honorary membership.

E. NOMINATING COMMITTEE

The Nominating Committee shall have the responsibility of soliciting nominations for the annual election of the 2nd Vice-President and any other offices that are vacant.

F. AWARDS COMMITTEE

The Awards Committee shall consist of the Past Presidents of the Association, and each fall in conjunction with a Representative Committee meeting shall have the responsibility of soliciting nominations and selecting recipients for the annual Association awards, and for any Association awards given on an occasional basis. A slate of selected

recipients and appropriate biographies for each award will be presented to the Representative Committee at the concurrent or next Representative Committee meeting each year, at which time the Representative Committee will endorse the recipients of each award.

G. FINANCE COMMITTEE

The Finance Committee shall have the responsibility of monitoring the financial affairs of the Association, including developing and maintaining guidelines for expenditure of Association funds, performing yearly audits of Association income and expenditures, and, in cooperation with the President and the Treasurer, developing and monitoring a yearly budget for the Association.

Article X. PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order are the general rules of order, except where they may conflict with the provisions of this document or the Association Operating Procedures, and in such cases this document or the Association Operating Procedures shall prevail.

Article XI. SAVING CLAUSE

Failure of literal or complete compliance with provisions of this document or the Association Operating Procedures in respect to dates and times of notice or the sending or receipt of the same, or errors in phraseology of notices or proposals, which in the judgement of the members present at any meetings held do not cause substantial injury to the rights of members, shall not invalidate the actions or proceedings of the Representative Committee, officers or members at any such meetings.

Article XII. NON-DISCRIMINATION CLAUSE

Membership in this Association or its Representative Committee shall be without regard to age, sex, ethnic origin or immaterial disability.

Article XIII. AMENDMENTS

This document can be amended or revised only at the annual meeting of the Association, provided that the proposed amendment has been submitted in writing to the Secretary sixty (60) days prior the date of the annual meeting. The Secretary shall submit such proposed amendments to an *ad hoc* committee on constitutional amendments appointed by the President and approved by the Representative Committee. This committee shall review all proposed amendments and ensure that they are distributed to the membership, with the committee's recommendation for approval or rejection, no later than thirty (30) days prior the annual meeting. An affirmative vote by two-thirds of the Association members in attendance at the annual meeting shall be necessary to amend or revise this constitution.

edz 4 JANUARY 2013

Adopted: 2 FEBRUARY 2013

Amended by vote of the membership: 30 JANUARY 2016

ASSOCIATION of TRACK OFFICIALS of MICHIGAN

- OPERATING PROCEDURES -

The following Operating Procedures are maintained as an extension of the Constitution of the Association of Track Officials of Michigan (ATOM).

Section 1. Basic Policies

- A. This Association shall be noncommercial, nonsectarian and nonpartisan.
- B. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II of the Association's constitution.
- C. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization contributions to which are deductible under Section 170(2) of the Internal Revenue Code.
- D. In the event of the dissolution of this Association, after paying or adequately providing for the debtors and obligations of the Association, the remaining assets shall be distributed to the Michigan High School Athletic Association, Inc.
- E. The Association or members in their official capacities shall not, directly or indirectly, participate or intervene in any way, including the publishing or distributing of statements, in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Section 2. Membership Privileges

- A. Active members. Privileges of Active membership in good standing shall include:
 - 1) the right to vote in any election for any offices, in any business brought before the membership while in attendance at the Association's annual meeting, or in any matter brought to a vote of the entire membership by the Representative Committee.
 - 2) eligibility to be nominated for election to an office in the Association.
 - 3) receipt of Association newsletters and other communications.
 - 4) authorization to purchase Association apparel and other Association items.
- B. Honorary members. Privileges of Honorary membership in good standing include:
 - 1) receipt of Association newsletters and other communications.
 - 2) attendance at Association annual meetings and clinics.
- C. Life members. Privileges of Life membership in good standing include:
 - 1) all privileges and voting rights of Active members, without the requirement to pay dues.
 - 2) eligibility to be nominated for election to an office in the Association;
 - 3) receipt of Association newsletters and other communications.
 - 4) authorization to purchase Association apparel and other Association items.

Section 3. Membership Dues

The dues structure for Association membership shall be as follows:

- A. Active members (Annual) shall pay annual dues of an amount set by the Representative Committee, due at the beginning of each calendar year.
- B. Honorary and Life members do not pay dues.

Section 4. Officers

The immediate past-president normally serves a one year term as the Immediate Past President. In situations where the current Association President is re-elected to another term of office, the Immediate Past President will continue in that role.

Section 5. Representative Committee

Each Representative Committee member is expected to serve on at least one standing committee, or other ongoing committee overseeing Association activities.

Section 6. Fiscal Year

The fiscal year for the Association shall be February 1 to January 31 each year.

Section 7. Association Awards

The Association awards given on an annual basis shall be the Bob Bloomer Award, the Past President's Service Award, the Art Jevert-Bruce Jacob Distinguished Service Award, the Bernie Abrams President's Leadership Award, and the Judy Hagman Award. There also shall be an ATOM Special Appreciation Award given on an occasional basis when deemed appropriate by the Awards Committee. Selection criteria for Association awards shall be developed and maintained by the Representative Committee.

Section 8. Annual Meeting

The annual meeting of the Association and the annual clinic normally shall be held on the first weekend of February each year, or at any other such time as designated by the Representative Committee.

Section 9. Representative Committee meetings

Representative Committee meetings normally shall be held on the second Sunday of each month during the academic year, at such time and place as designated by the President. Annual variations from this schedule may include the February annual meeting and clinic, and the final meeting of the academic year, which normally will be the Monday evening following the completion of the state track & field championship meets.

Section 10. Association Newsletter

The Association shall publish a newsletter for the membership a minimum of four (4) times per year. One member in good standing shall serve as the primary editor of the newsletter and shall be responsible for soliciting content, writing and editing content, ensuring an adequate number of hard copies are printed and mailed to members desiring this format, and ensuring electronic or hardcopy distribution to the membership. This individual shall also serve as a member of the Representative Committee. In performance of the duties of Newsletter Editor, this individual may solicit assistance from one or more Active members.

Section 11. Association website

The Association shall maintain an up-to-date website for the purpose of keeping the membership informed of Association activities, news, upcoming elections and other matters of interest to the membership. One member in good standing of the Association shall serve as the primary editor and manager of the website. This individual shall also serve as a member of the Representative Committee. In performance of the duties of Web Page Editor, this individual may solicit assistance from one or more Active members.

Section 12. Amendments

Unless stated otherwise in the ATOM constitution, these Operating Procedures may be amended by a majority vote of the Representative Committee, provided any such amendments are submitted to the Committee forty-five (45) days prior to the meeting at which such vote is taken.

Section 13. Membership notification

Any notification of the membership required by the Association Constitution or these Operating Procedures, or any communication with the membership required by the normal business of the Association, may be accomplished via e-mail or any such electronic means, for those members with an e-mail address on record, or by postal mail at the postal address on record for those members who do not maintain an e-mail address.

edz 4 JANUARY 2013

Adopted: 2 FEBRUARY 2013

Amended by vote of the membership: 30 JANUARY 2016