

STANDING RULES

I. ADMINISTRATION

A. A listing of club members may not be furnished to any outside group without the approval of the President or Board of Directors. Current groups receiving these lists are: Fine Arts & Flowers (Virginia Museum of Fine Arts).

B. No products may be endorsed without approval of the Board of Directors.

C. VFGC Certificates of Appreciation shall be presented to senior clubs in recognition of their organizing and sponsoring: Junior, Intermediate, and High School Gardener's Garden Clubs. These certificates are presented at the District meetings by the VFGC President and the District President.

D. The VFGC Tax Identification Number may not be used by any District or individual club. Each District and club should apply for their own ID number.

E. The VFGC Mission Statement should be included in all issues of *Old Dominion Gardener*, *VFGC Yearbook*, and website, and any other place deemed appropriate by the VFGC President.

F. All documentation and files at VFGC Headquarters should be maintained according to VFGC Retention Schedule adopted by the Board of Directors.

II, BOARD OF DIRECTORS (Also see VFGC Bylaws, Article IX)

A. ATTENDANCE – Members of the Board of Directors (elected and appointed officers, the Advisory Committee, District Presidents, District Directors, chairmen and vice chairmen of Standing and Special Committees) must attend all meetings of the Board. Three (3) typed copies of reports, single-spaced (one for the President, Recording Secretary, and Historian) shall be filed. In lieu of hard copies, Board members are encouraged to file electronically by emailing the report to the Recording Secretary, President, and Historian prior to the meeting.

B. All motions shall be in writing and presented to the President, Recording Secretary, and the Parliamentarian.

C. A chairman shall be consulted when any changes in that chairmanship are being proposed so that she/he may present ideas.

D. In conducting work respective to their committee, chairmen shall communicate with and request assistance of the District chairmen.

E. Chairmen shall submit a summary of committee work in the form of a typed, single spaced report, of three copies, at Conventions and at such times as requested by the President. In lieu of printed reports, chairmen are encouraged to file electronically by emailing the report to the Recording Secretary, President, and Historian prior to a meeting or Convention.

F. The VFGC President pays for own room and expenses in attending meetings.

III. COMMITTEES (Also see VFGC Bylaws, Article XI)

A. Chairmen

1. At the beginning of each administration the President shall issue a list of committees she has established (in accordance with Bylaw Article XI, Section 1),

including the chairmen and vice chairmen of each with copies to the Yearbook Chairman, Recording Secretary, Corresponding Secretary, and Parliamentarian.

2. Any committee member designated a vice chairman shall serve on the Board of Directors and as a delegate to VFGC meetings. (See Bylaws, Article IX, Section 1).

B. Awards

1. The award categories and rules for application listed in the *VFGC Yearbook* should coincide with NGC and SAR where possible. District awards and rules should coincide with VFGC awards and rules.

2. Award categories are to be listed under headings of Individual, Club, and District.

3. Officers and Committee Chairmen establishing an award must give the Awards Chairman the wording of the award by June 1 so that the award can be listed in the *VFGC Yearbook*. The Funds for the award shall be submitted when requested by the Awards Chairman.

4. Districts are encouraged to hold workshops to assist clubs and individuals in the correct procedures to prepare the award entries.

5. If an award is not given, the donated money shall remain in the awards account at the end of an administration.

C. VFGC Schools and Symposia

1. General School and Symposium Policies

a. There shall be one chairman for each school or symposium to be appointed by the President-elect. Each District President shall appoint a District chairman to serve during the term of office for each school/symposium after consultation with the VFGC chairman of each school/symposium.

b. The chairman for each school/symposium chooses the registrar/treasurer for that school. The registrar/treasurer may be from the same District as the school chairman, or from another District. Each District will have only one representative (not including the chairman and registrar) to each school/symposium.

c. Each school/symposium chairman is responsible for information of school/symposium being sent to *Old Dominion Gardener* Editor for membership information, sending all information far in advance of date listed as deadline for publication. Information must be sent in its entirety for each publication.

d. Each school/symposium is responsible for printing and assembling of printed materials, i.e. study guides, test papers, etc., needed for each school. If study guides are to be mailed to students in advance of school date, the cost of postage, etc. is in addition to cost of school and amount should be listed in the *Old Dominion Gardener*. Discretion must be used in printing of materials; excessive costs are to be avoided. Comparative costs should be secured in order to obtain least expensive printing of materials.

e. A Flower Show School Chairman may not take the flower show course or symposium (that she/he is chairing) for credit, unless permission is granted by the NGC Flower Show School Committee Chairman. District representatives to Flower Show Schools/Landscape Design Schools may take the school for credit. All are required to pay symposium fee as any other person taking school. They must

receive permission from symposium chairman six (6) weeks in advance of symposium in order to take school for credit.

f. All schools/symposium may be held in conjunction with Board Meetings. Chairmen should consult with the VFGC President regarding facilities. The President shall approve and sign all school/symposium facility contracts.

g. Credentials for students of Flower Show School will be kept by School Chairman until student becomes an Accredited Flower Show Judge. Records will then be forwarded to Flower Show Judges Credentials Chairman to be maintained.

h. Credentials for students and accredited Consultants of LDS will be kept by the School Chairman.

2. School and Symposium Financial Policies

a. There shall be a combination registrar/treasurer for each school. Each school/symposium will have separate financial records kept by each treasurer. Statements and/or vouchers must accompany all expenses and must be approved by the chairman. Dates and amounts of income or expense should be listed in ledger for all receipts and expenses. A financial report shall be prepared for each VFGC Board of Directors' meeting and Convention. No later than June 15, the registrar/treasurer of each school/symposium shall submit to the VFGC Treasurer, a financial report for the June 1-May 31 fiscal year and the supporting bank statements, receipts, and ledger.

b. Special accounts (schools/symposium) must have two (2) signatures (chairman and registrar/treasurer) on their local banking account so checks may be written from either signature.

c. Expenses of each chairman and registrar relative to the school/symposium, such as telephone calls, postage shall be reimbursed from school funds.

d. Each working committee member and the Flower Show Judges Credentials Chairman shall be entitled to one-half (1/2) room cost for up to three nights. District chairmen should not be needed for time of written examinations. VFGC chairmen for schools/symposium are requested to use only the minimum of staff necessary to conduct the school/symposium. No meals or any travel expenses will be reimbursed.

e. Hotel complimentary rooms for Flower Show School, Symposium and Landscape Design School should be only for use of committee members.

f. The complete cost for each Flower Show School, Symposium, and Landscape Design School shall be up to one hundred and ninety-six dollars (\$196); ninety-eight dollars (\$98) per day if attendance is for one day only. Meals may or may not be included in the price.

g. Upon request, tuition fee refunds to students will be made only in the event of emergencies involving their immediate family, and if request is made immediately to the school/symposium chairman.

h. A detailed Financial Analysis Form shall be filed with the VFGC Finance Chairman after completion of each school for permanent records of income and expenses. (This form shall be furnished by VFGC Finance Chairman). The VFGC Audit Chairman will audit the accounts of each registrar/treasurer.

3. Any meeting of schools or symposium cancelled due to inclement weather, natural disaster, or any other emergency shall be the decision of the chairman of school/symposium.

D. Electronic Meetings

1. All members of a committee have the right to participate in a called electronic meeting of the committee and all members must have the capability to participate, without which, the electronic meeting shall not be held.

2. Members of the committee must be advised how to participate in the electronic meeting:

- a. Telephone number, email address
- b. Method for seeking recognition, submitting motions
- c. Method of taking and verifying votes-

IV. DISTRICTS (Also see VFGC Bylaws, Article VII)

A. The Districts shall be known as:

Blue Ridge	South Central
Piedmont	Southwest
Shenandoah	Tidewater

B. Each club shall be a member of the geographical district in which it is located. Each Federated garden club must pay dues to the geographical district in which it is located. Clubs may not choose to be a member of just VFGC or of just a District.

C. In order to be in good standing, clubs must pay annual dues to VFGC and the appropriate District on time.

D. Clubs applying for membership in VFGC must have the copy of their bylaws approved by the VFGC Parliamentarian prior to including them with their application.

E. Charters for all new clubs shall be presented at District meetings.

F. The VFGC President must approve meeting dates for all Districts before plans for these meetings are finalized.

G. When the VFGC President or another VFGC officer representing the President attends a District meeting, she/he is a guest of the host District. (This applies even when the President is a member of the host District.) All travel expenses for the President or her/his representative shall be paid by VFGC.

H. District Presidents shall inform the VFGC President about illness, death, or bereavement of VFGC Board Members in their Districts.

I. District Presidents should send any changes in club presidents to the VFGC President, Treasurer and Corresponding Secretary immediately upon notification.

J. Each District shall be responsible for its income and expenses.

K. District Bylaws and/or Standing Rules shall in no way conflict with those of VFGC. A copy of proposed Bylaw amendments shall be forwarded to the VFGC Parliamentarian for review.

L. District Committees shall be the same as those of VFGC. Additional committees may be formed in Districts as needs require.

M. Any meeting cancelled due to inclement weather, natural disaster, or any other emergency shall be the decision of the District President following consultation with district officers, meeting chairman, and a representative of any facility that may have been engaged for the meeting.

V. FINANCES (Also see VFGC Bylaws, Article XII)

A. Any motions requiring the expenditure of money not allocated in the budget must be referred to the Finance Committee before being presented to the Board of Directors.

B. The interest from the VFGC Headquarters fund should be applied to payment of rent for VFGC Headquarters.

C. Members shall pay dues annually; . VFGC members' dues shall be five dollars (\$5) per capita; of this amount, one dollar (\$1) is for dues to NGC. District dues are paid directly to the members' district.

D. The sum allowed the VFGC President for Federation expenses shall be determined by the Finance Committee annually. Expenses must be documented with receipts in order to be reimbursed.

E. Expenses incurred by the First Vice President/President-elect, Second Vice President, or Third Vice President in the performance of the President's duties shall be reimbursed from the President's budgeted amount.

F. The expenses of VFGC shall be paid from the General Fund. Any special expenditure must be voted upon by the Board of Directors.

G. Special Accounts:

1. The Finance Chairman shall send a letter of explanation of finances to each of the educational schools within VFGC at the beginning of each administration, such as Flower Show School, Flower Show Judges Symposium, Landscape Design School, and any other VFGC approved school.

2. At the beginning of each new administration, the VFGC Treasurer will issue to each special account up to two thousand five hundred dollars (\$2,500) to begin their work for the next administration, funds to come from the Education account.-

3. The balance in the operating account of the Flower Show School shall be five thousand dollars (\$5,000) two months prior to the beginning of each course.

4. The balance in the operating account of the Landscape Design School shall be two thousand five hundred dollars (\$2,500) two months prior to the beginning of each course.

5. The VFGC Audit Chairman shall receive all pertinent financial records of special accounts within ninety (90) days following the conclusion of a school/symposium.

H. Bills submitted to VFGC Treasurer for payment must be documented by receipts and listed on the approved form. All expenses for payment must be sent to the Treasurer no later than one (1) week prior to the end of the fiscal year (May 31).

I Chairmen of all VFGC-sponsored or co-sponsored workshops shall file a financial report with the VFGC Treasurer and Finance Chairman. All funds remain-

ing after bills have been paid shall be sent to the VFGC Treasurer within sixty (60) days following the conclusion of the workshop.

J. VFGC total funds in bank(s) shall be in accordance with current FDIC insurable limit(s).

K. Applications for grants may be made only with previous review and approval by the Board of Directors.

L. Any motion requesting funds for projects must include the estimated cost of shipping/handling and any other associated cost.

M. In election year, the President-elect shall present to the outgoing Finance Committee requests for approval of funds for any projects under consideration by the incoming administration.

N. The guidelines for complying with the rules of IRS Group Exemption shall be contained in duplicate binders held by the Treasurer and Finance Chairman.

VI. MEETINGS (Also see VFGC Bylaws, Article VIII)

A. VFGC Conventions

1. All Convention calls shall be placed in the *Old Dominion Gardener* and may be edited only by the VFGC President and Convention Chairman.

2. The President's room and meals shall be a Federation expense.

3. NGC President shall be furnished room and meals when attending a VFGC Convention. SAR Director and members of NGC and SAR invited as program participants at VFGC Conventions shall be provided travel expenses in addition to room and meals.

4. VFGC shall be responsible for programs, agenda, format, and location of all VFGC Conventions. Districts may be asked to assist, other than financial. Finances of the Convention shall be the responsibility of VFGC. Any fund-raising activities shall be in accordance with guidelines provided by VFGC. (See Bylaw Article VIII, Sec. 7)

5. Prior to the *Old Dominion Gardener* deadline, the Finance Committee, with approval of the Board of Directors shall set any necessary VFGC Convention registration fees.

6. Any meeting cancelled due to inclement weather, natural disaster, or any other emergency shall be the decision of the President following consultation with a minimum of two elected VFGC officers and a representative of any facility engaged for the meeting.

B. South Atlantic Region Conventions

1. When the SAR Director is a member of VFGC, VFGC shall entertain in honor of the Director in the even year of the term at either the SAR meeting or the convention of NGC (Director's choice).

VII. VFGC LIFE MEMBERSHIP/BOOK OF HONOR

A. The VFGC Life Membership or Book of Honor fee of fifty dollars (\$50) shall be a contribution to the Scholarship Program.

B. Life Membership or Book of Honor may be conferred upon a member of a garden club or a non-member. There is no limit to the number of times a name may be inscribed in the Book of Honor.

C. The fifty dollar (\$50) fee should be sent to the District VFGC Life Membership Chairman (check payable to VFGC) including the honoree's name and the honor requested.

D. VFGC Life Membership shall be recognized with the presentation of a pin and card which may be presented at club or District meetings.

E. A Book of Honor inscription shall be recognized with the presentation of a card which may be presented at club or District meetings.

F. Names of VFGC Life Members and Book of Honor honorees shall be published in the *Old Dominion Gardener*.

G. Total proceeds from the VFGC Life Membership/Book of Honor contributions will be awarded annually.

H. The VFGC Life Membership Chairman will purchase the Life Membership Book and the Book of Honor and will enter the inscription for each honoree as designated by the donor. Completed books are housed in the VFGC Headquarters Office. The Chairman will order the cards for both programs and the VFGC Life Membership pins.

VIII. NOMINATIONS & ELECTIONS (Also see VFGC Bylaws, Article VI)

A. All clubs are urged to elect club presidents in odd years to coincide with District, VFGC, SAR, and NGC elections.

B. Clubs electing co-presidents shall be permitted to report only one (1) president's name for listing in the Yearbook, delegate to Convention, and for any communication from VFGC.

C. Copies of "Guidelines for Members of the Nominating Committee" are to be distributed to new District presidents and all members on the VFGC Nominating Committee by the Chairman.

IX. OFFICERS (Also see VFGC Bylaws, Article V)

A. President

1. Duties of President

a. The President shall fill vacancies of delegates and alternates to SAR and NGC conventions.

b. The sending of remembrances to ill or bereaved members of the Board of Directors shall be left to the discretion of the President. The President or Corresponding Secretary shall notify elected and appointed officers and District presidents, who in turn will notify other VFGC Board members in their District.

c. The President shall authorize an appropriate memorial on the death of a Board member. Memorials shall not exceed fifty dollars (\$50) for a Board member or one hundred dollars (\$100) for a former VFGC President.

d. The President (or her designated VFGC officer) shall represent the VFGC at all District meetings.

e. The VFGC President has custody of the VFGC Seal and is the only person authorized to use it (on all awards certificates, all certificates of appreciation, and where deemed necessary).

f. Telephone expenses should be paid by the President from allowance. Correspondence, printing and postage should come from appropriate budgeted funds.

g. In election year, the outgoing President shall represent VFGC at the NGC Convention, attend the NGC Board of Directors' meeting and present the annual report for VFGC.

2. Honors for President

a. An NGC Director's pin shall be presented to the incoming President following installation.

b. The official VFGC President's pin shall also be presented to each incoming President immediately following installation. This pin should be insured with the premium paid by VFGC. The official President's pin should be worn proudly by the VFGC President at all local, VFGC, SAR, and NGC meetings and when she is representing VFGC. An appraisal is required every four (4) years on pin.

c. A NGC Life Membership shall be presented to the incoming President following installation unless the President has a NGC Life Membership. In this case, the President's name shall be placed on the NGC Roll of Honor Book at Headquarters in St. Louis, MO. A Life Membership pin will be presented along with the membership.

d. The retiring President shall be presented a past President's pin upon completion of the term of office. The pin shall be a replica of the President's pin, minus jewels, and shall be ordered from a jeweler recommended by the Finance Committee and approved by the Board of Directors.

e. Certificates of Awards received by VFGC shall be filed at Headquarters.

B. First Vice President

1. Shall have the authority to begin the selection of chairmen of schools prior to becoming President-elect, at the discretion of the President.

2. Shall work with the designated chairman in making plans for the first meetings of the new administration.

C. Recording Secretary

1. Shall submit minutes to the committee appointed to approve them within thirty (30) days following an Executive Committee, Board of Directors' meeting or Convention. If extreme conditions exist which would prevent this, upon request, an extension may be granted by the President. The committee members appointed to approve the minutes shall read, make any corrections, and/or approve and forward the minutes as quickly as possible. They should be kept by each committee member no longer than one week.

2. The manner of maintaining and reading the Membership Roll shall be consistent with the Yearbook.

3. Ballots for all votes and elections shall be prepared by the Secretary.

4. Printed reports of all officers and chairmen shall be filed at VFGC Headquarters along with the Minutes Book following each administration. The Recording Secretary shall print one (1) copy of each report filed electronically.

D. Treasurer

1. The Treasurer will file a copy of the 990 Form with the IRS, send one copy to the President for her/his files, file one copy at VFGC Headquarter with the records and keep one copy for her/his files.

2. The NGC Director's pin for the incoming President is to be ordered by the Treasurer in February before the change of administration.

3. The Treasurer will order the National Life Membership pin for the incoming President in addition to sending the order to the National Life Membership Chairman.

4. All extra past President's pins shall be kept by the Treasurer.

5. The VFGC Treasurer shall keep a permanent record of all member clubs, dates accepted, dates dues are paid each year, date of club resignation, and date of reinstatement with information supplied by the VFGC Club Membership Chairman.

6. The Treasurer shall transfer all records (and VFGC funds) within sixty (60) days after the close of the fiscal year at the end of the term of office, or within thirty (30) days of leaving office.

E. Corresponding Secretary

1. The Corresponding Secretary shall send all call letters to meetings by email or U.S. Mail.

2. The Corresponding Secretary shall maintain and distribute VFGC stationery. It shall be for exclusive business use and members of the Board of Directors.

F. Elected and Appointed Officers

1. All officers shall submit three (3) single-spaced typed copies of an annual report at the VFGC Convention and at such other times as requested by the President. In lieu of a printed report, officers are encouraged to file electronically by emailing the report to the Recording Secretary, President, and Historian prior to said meeting.

G. Leave of Absence (Excused from Duty)

1. In the event any elected officer is unable to fulfill the duties of her/his office for an extended time, the Executive Committee may grant a leave of absence for a specific length of time, according to the situation. The Executive Committee may assign the duties of the vacant position to other officers, if necessary.

X. PUBLICATIONS

A. *VFGC Yearbook* – hereinafter referred to in this Section X as Yearbook.

1. Yearbook Information

The following officers and chairmen are responsible for supplying information to the Yearbook Chairman as follows:

a. VFGC President: information for pages 1,2,4,5,6+, the SAR list, the NGC list and the calendar of events.

b. Outgoing District Presidents: total District membership, two (2) copies of an alphabetized listing of clubs, total number of members in each club, each club president's name, addresses, extended zip codes, telephone numbers and emails listed.

c. Incoming District Presidents: two (2) copies of a list of all elected and appointed officers and incoming committee chairmen, listed by office and/or chairmanship in alphabetical order with addresses, extended zip codes, phone numbers, and emails listed.

d. Incoming Flower Show Judges Council President: list of officers of the Council with addresses, extended zip codes, phone numbers, and emails listed.

e. Outgoing Flower Show Judges Credentials Chairman: updated list of judges with addresses, extended zip codes, phone numbers, and emails listed.

f. Incoming Landscape Design Consultants Council Chairman: list of officers of the Council with addresses, extended zip codes, phone numbers, and emails-listed.

g. Outgoing Landscape Design School Chairman: updated list of consultants with addresses, extended zip codes, phone numbers, and emails listed.

h. Yearbook Chairman: compilation of VFGC and District chairmen, index and acknowledgement.

i. Incoming District Sponsors' Page Chairman: listing in alphabetical order of individual and club sponsors from their District.

j. Outgoing VFGC Treasurer: updated information for Garden Club Treasurer's page.

2. Yearbook Distribution

a. Following publication in odd numbered years, each member club shall be eligible to receive two gratis copies of the Yearbook.

b. Upon election to membership, each new club shall receive two gratis copies of the Yearbook. The VFGC President shall hold a supply of Yearbook inserts and binders for new clubs.

c. One gratis copy of the Yearbook shall be provided to VFGC officers, chairmen, and District officers and chairmen, with no duplications. No person shall receive more than one gratis copy regardless of positions held other than the President.

d. Extra copies of the Yearbook may be purchased from the District Presidents for ten dollars (\$10) for page inserts.

3. Sponsors' Page

a. There shall be Sponsors' Pages in the Yearbook. Clubs and individuals may become sponsors by paying for a Yearbook before June 1 in odd years, ten dollars (\$10) for page inserts. Sponsors will receive a Yearbook in accordance with their payment. This money will be used to defray the cost of printing the Yearbook.

b. A notice inviting clubs and members to become sponsors of the Yearbook should be included in the call letter for the fall meeting of each District in the last year of the administration.

c. A District chairman should be appointed upon consultation with the incoming District President before the District Spring Board meeting.

B. Old Dominion Gardener

The *Old Dominion Gardener* shall be published four (4) times a year.

C. Rooted

Rooted shall be published on the VFGC Website and sent electronically to VFGC Board Members, District Presidents and Club Presidents

D. VFGC Website

a. The Articles of Incorporation, Bylaws and Standing Rules of VFGC shall be published on the VFGC Website.

b. The following chairmen are responsible for supplying information to the VFGC Website Chairman as follows:

(1) Incoming VFGC Awards Chairman: copy of VFGC, SAR, and NGC awards with requirements for application.

(2) Current Organization Study/Policy and Procedure Chairman: any changes during the current administration in the Bylaws and/or Standing Rules of VFGC.

XI. SCHOLARSHIPS

A. Applicants must be a resident of Virginia, and be enrolled full-time at an accredited college or university, majoring in Agriculture Education, Horticulture, Floriculture, Landscape Design, Botany, Plant Pathology/Science, Forestry, Agronomy, Environmental Concerns, Environmental Conservation, Habitat or Forest/ Systems Ecology, Land Management and/or other garden-related or allied subjects. Career goals must demonstrate objectives that are garden-related.

B. VFGC Scholarship Committee has discretion in awarding and may combine or divide scholarships. The amount is determined by the Finance Committee and approved by the Board of Directors.

C. All recipients and donors of scholarships awarded will be recognized in the *Old Dominion Gardener*.

D. Endowed Scholarships

1. Established by an individual or group with a minimum initial endowment of \$25,000 along with a letter outlining criteria.

2. Monies to be kept in a separate, invested account.

3. May be awarded, using interest earned and donations, in conjunction with other VFGC scholarships or may remain not awarded until interest earned accumulates.

4. VFGC's current endowed scholarships are:

a. The Peg Grinus Landscape Design Scholarship.

(1) Applicant must be a Virginia undergraduate student enrolled full time at an accredited college or university.

b. VFGC Scholarship

(1) Applicant must be a Virginia resident enrolled full time at an accredited college or university.

E. Ongoing Named Scholarships

1. Established by an individual or group with a minimum initial donation of \$10,000 along with a letter outlining criteria.
2. Awards funded by interest and principal until fund is depleted
3. Monies to be kept in an interest-earning scholarship fund.
4. VFGC's current ongoing scholarship is the Betsy Edwards Memorial

Scholarship.

F. One-Time Named Scholarship

1. Established by an individual or group with a donation of \$1,000 or more.
2. To be deposited in the General Scholarship Fund under "Name" of scholarship.
3. Scholarship in the amount of donation to be awarded in name of honoree and donor.
4. Donor or honoree may specify field of student considered in the award criteria.

G. Scholarship Patrons

1. Donations up to \$999 may be made to the General Scholarship fund with no designation.
2. Donor can be an individual or group.
3. Monies will be used to create or supplement VFGC Scholarships and given at the VFGC Scholarship Committee's discretion according to the established guidelines. The amount shall be determined by the Finance Committee and approved by the Board of Directors.

XII. AMENDMENTS

These Standing Rules shall not conflict with the VFGC Bylaws and may be amended at any regular or special meeting of the Board of Directors by two-thirds (2/3) vote or a majority of the entire membership, without notice, or a majority vote with previous notice of the proposed amendment in the President's call letter. Amendments shall become effective immediately upon their adoption.

ADOPTED: September 24, 1996

AMENDED:

September 23, 1997	April 29, 2007	September 12, 2012
September 21, 1998	September 18, 2007	February 25, 2013
March 1, 1999	January 28, 2008	May 9, 2013
March 5, 2001	April 26, 2009	September 9, 2013
September 17, 2001	April 27, 2009	September 8, 2014
September 16, 2002	September 14, 2009	April 28, 2015
September 15, 2003	February 22, 2010	August 24, 2015
March 8, 2004	April 26, 2010	February 29, 2016
March 7, 2005	September 13, 2010	April 25, 2016
January 31, 2006	May 3, 2011	January 30, 2017
January 30, 2007	September 19, 2011	April 23, 2023

August 2, 2023
February 27, 2024