

**LIVINGSTON EDUCATION ASSOCIATION
CONSTITUTION, INC.**

Article 1 - Name

- Section 1: The name of this association shall be Livingston Education Association, Inc., hereinafter referred to as the Association.
- Section 2: The Association shall be incorporated as a non-profit corporation under Title 15A:2-8 New Jersey Domestic Non-Profit Corporation Act.
- Section 3: The Association shall apply for tax-exempt status under Internal Revenue Code 501c(5) and govern itself in a manner that will not jeopardize its tax exempt status. The Association may apply to NJEA to be included in a group exemption letter.

Article II – Affiliation

The Association shall affiliate with the Essex County Association, the New Jersey Education Association, and the National Education Association under their respective standards for affiliation. Affiliation shall not legally carry any liability for damages on the Association or NJEA due to actions taken independently by either.

Article III – Purposes

- Section 1: To unify all employees eligible for membership so as to enable members to speak with a common voice on all matters of mutual concern and to represent individual and common interests of members before the employees and other legal authorities.
- Section 2: To promote the general welfare of members, to advance standards and to establish and maintain good community relations.
- Section 3: To represent its members and other employees in negotiations and grievances with the School District on all matters of compensation and all other terms and conditions of employment. (The Association shall be the recognized bargaining agent for all appropriate school district employees to the full extent of the provisions of Chapter 123, Public Laws of 1974, unless another organization has been officially designated as the bargaining agent.)
- Section 4: To develop and promote continuing programs to secure and maintain better employment benefits, sound retirement systems and improvements in terms and conditions of employment.
- Section 5: To work for the welfare of students, the advancement of education, and the improvement of instructional opportunities for all.

- Section 6: To cooperate with the Board of Education, parent-teacher groups, and other civic organizations having sound educational objectives.
- Section 7: To maintain a vigilant respect for the ideal of academic freedom in accordance with the principles of American democratic education.
- Section 8: To promote professional growth.
- Section 9: To foster public understanding of the role and functions, progress and problems of public schools.

Article IV – Membership

- Section 1: Membership in the Association shall be open to all persons employed in the Livingston School District as defined in the Preamble of the negotiated agreement between the Association and the Livingston Board of Education.
- Section 2: Membership shall be continuous until the member leaves employment, resigns from the Association, or fails to pay membership dues.
- Section 3: Members of the Association shall also be active members, where eligible, of the Essex County Association, of the New Jersey Education Association and the National Education Association.
- Section 4: Rights of Membership
- a. Every member shall have the equal rights and privileges within the organization to nominate candidates for office; to vote in elections or on referenda of the Association; to attend membership meetings; to participate in the deliberations and to vote on the business of such meetings except that in voting on contract ratification only members in the appropriate unit of representation shall have the right to vote.
 - b. Every member shall have the right to meet and assemble fully with other members; to express any views, arguments or opinions; to express views at General membership meetings concerning candidates in an election of the Association or upon any business properly brought before the meeting.
 - c. No member shall be fined, suspended, expelled or otherwise disciplined except for nonpayment of dues without being served with specific written charges and given a reasonable time in which to prepare a defense which may be asserted at a full and fair hearing.
 - d. The right of the membership or any significant portion thereof to submit proposals to the entire membership by petition is permitted. The circulation of a petition will always be encouraged, and when a petition signed by twenty-five percent of the membership is submitted to the Executive Council, it must be presented to the entire membership for consideration at the next regular General membership meeting.

Section 5: Honorary membership may be bestowed on those people who have given notable service to the Association or education, by a motion of the general membership. No local dues shall be required of Honorary Members. Honorary members are entitled to all the rights and privileges of the Association except those of holding office and voting.

Article V – Officers

Section 1: The officers of this Association shall consist of a president, vice president, a secretary and a treasurer.

Section 2: The officers shall be elected at the April General Membership meeting and installed for a term of two years to begin on September 1 and end on August 31 two years hence. Outgoing and incoming officers shall work together from the time of election to September 1.

Section 3: All officers shall have been members of the Association for at least three years prior to their election; and shall not be on leave or sabbatical.

Section 4: Whenever an officer is no longer employed in the School District or is incapacitated, the Executive Board shall elect a replacement until the next election period, except in the case of a presidential vacancy which shall be filled by the vice president who shall serve until the next election.

Section 5: Officers of the Association shall serve their terms so long as they satisfactorily perform the duties of their office. Where an officer is guilty of misconduct, such officer may be removed for cause (shown after notice and a hearing) and by a majority vote of the members of the Association.

- a. Recommendation for recall can be made by a submission of a petition containing the signatures of fifty percent (50%) of the membership to the Executive Committee.
- b. The Executive Committee shall notify in writing any officer who has been recommended for recall.
- c. Any officer may appeal in writing to the Executive Committee.
- d. The Executive Committee shall schedule hearings, whenever necessary, to review the recommendation of recall of an officer.
- e. The report of those hearings shall be made available to the membership.
- f. A General Membership meeting shall be called two weeks after the issuance of the report.
- g. Such recall shall be determined by a majority vote of the members of the Association by secret ballot in accordance with procedures developed by the Election Committee and approved by the Representative Council.

- Section 6: Vacancy: Should a vacancy occur in an office other than the President, the Executive Committee shall appoint individuals to fill such vacancies for the unexpired term.
- Section 7: Nothing in this Article shall be construed as precluding officers from succeeding themselves in office, if duly elected.

Article VI – Executive Committee

- Section 1: The Executive Committee shall consist of the officers of the Association and the Executive Liaison Officer.

Article VII – Representative Council

- Section 1: The policy-forming body of the Association shall be the Representative Council.
- Section 2: Members. The officers of the Association, the Association Representatives, the Chairpersons of all standing committees, the immediate past President, and the Executive Liaison Officer shall constitute the Representative Council. Chairpersons of ad hoc committees shall be entitled to non-voting membership on the Representative Council for the duration of the existence of that committee.
- Section 3: Organization. Meetings shall be held once a month.
- Section 4: Any member of the Association who is not a member of the Representative Council may attend the meeting, shall sit apart from the voting body, but may receive permission to speak.
- Section 5: The Chief Association Representative or designee shall call meetings of the Association members within their buildings to discuss Association business, appoint such building committees as the Association may require, and organize and oversee the subsequent elections of representatives, the enrollment of members, and two-way Association communication within the building.
- Section 6: An Association Representative must be an employee in the Livingston Public Schools and an Association member, and must be a member in good standing at the time of election.
- Section 7: In each building in the Livingston Public Schools, those persons who are members of this Association shall elect for a term of one year one representative to the Representative Council for every ten members or major fraction thereof.
- Section 8: There shall be at least one representative from each building. Where more than one such representative is elected, one shall be designated as Chief Representative. Elections should be held in June and Association representatives shall assume office at the September meeting of the Representative Council.

Section 9: The Association shall encourage ethnic minority representation on its Representative Council at least proportionate to its active ethnic minority membership. The Association shall encourage educational support professional representation on its Representative Council at least proportionate to its active educational support professional membership.

Article VIII – Amendments

Amendments to the Constitution may be proposed by thirty percent (30%) of the general membership or by a majority vote of the Executive Committee. A two-thirds majority vote of the members attending any regular General Membership meeting or special General Membership meeting called for this purpose, provided that notice of the meeting and proposed amendment(s) has been posted in each building at least two (2) weeks prior to the meeting, shall be necessary for the adoption of such amendments.

LIVINGSTON EDUCATION ASSOCIATION BYLAWS

Article I – Meetings

Section 1: Executive Committee

The Executive Committee shall meet one week prior to the Representative Council meeting at 3:30 p.m. or at the call of the President, or at the request of any three members of the Committee.

Section 2: Representative Council

- a. The Representative Council shall meet monthly on a Thursday at 3:30 pm. The President or designee shall prepare the agenda for each meeting and shall circulate it to all members of the Council.
- b. Special meetings of the Representative Council may be held at the call of the President or upon written request to the Executive Committee of the Representatives. Business to come before special meetings shall be limited to items stated in the call, which shall be sent in writing to each representative if time permits.

Section 3: General/Building Meetings

- a. The Executive Committee shall arrange a monthly meeting for membership, either Building or General membership.
- b. Special meetings of the membership may be called by the President, or upon written request of one-quarter of the members for a specific purpose; but no business other than that for which the meeting is called may be transacted.

- c. At least one week prior to each general membership meeting, the Secretary shall notify all members of the time and place of General Membership meetings.
- Section 4: The order of business at any Representative Council or regular General Membership meeting shall be as follows:
- a. Call to Order
 - b. Approval of Minutes
 - c. Correspondence
 - d. Report of Treasurer
 - e. Reports of Standing Committees
 - f. Reports of Special Committees
 - g. Old Business
 - h. New Business
 - i. Adjournment

Article II – Quorum

- Section 1: A majority of the Executive Committee members shall constitute a quorum for the Executive Committee meetings.
- Section 2: A majority of the Representative Council members shall constitute a quorum for the Representative Council meetings.
- Section 3: A majority of the members present shall constitute a quorum for the General Membership meetings provided at least 1 (one) weeks notice was given.

Article III – Powers of the Officers and Negotiators

- Section 1: President
- The President shall preside at Executive Committee, Association, and Representative Council meetings; appoint chairpersons for all committees; appoint special committees; represent the Association at all County and State Association meetings, and all others

authorized by the Representative Council; serve as ex-officio member of all committees; perform all other functions usually attributed to the office; attend all meetings of the Negotiations Team, serve as a non-voting member of the negotiations team; assist with preparation of all grievances, arbitrations and Public Employees Relations Commissions (PERC) appeals; represent or appoint representatives for the Association at Livingston Board of Education, ECEA and NJEA meetings; assist the Treasurer in preparation of the budget; serve as chief spokesperson for the Association; and prepare for and represent the Association at all LEA Board Conferences and Superintendent's Liaison Committee meetings. The President shall appoint representatives to County and State Association meetings. The President shall, along with the Treasurer, sign checks drawn upon the treasury.

Section 2: Vice President

- a. At the discretion of the President, the Vice President shall keep informed on Association procedures; serve as the Association representative to the Livingston P-T Council; maintain communication with all members of the Association (support staff, aides, maintenance, etc.); serve as the Association Representative to Livingston Township Committees as necessary; serve as liaison to the Action Committee Chairperson; and serve as a representative to the LEA Superintendent's Liaison Committee (assist President in preparing for Liaison Committee meetings and LEA Board Conference).
- b. The Vice President shall assume the duties of the President in the event of the absence or incapacity of the President, and shall become the President whenever the presidency becomes vacant as provided for in Article V, Section 4, of the Constitution. The Vice President will assume responsibility for LEA participation in NEA, NJEA, ECEA activities (Legislative Dinner, Conferences, Summer Leadership). The Vice-President can, along with the treasurer, sign checks drawn upon the treasury.

Section 3: Secretary

The secretary shall record the minutes of the Association, Representative Council, General Membership and Executive Committee meetings and distribute copies of those minutes to all those members in attendance a week prior to the next meeting; maintain the official files of the Association, distribute copies of proposed amendments to all Association Representatives for distribution to the membership; inform the Association of all official correspondence, assist the President with Association correspondence and notify members of meetings; perform any other duties relative to the position of Secretary; and serve as a representative to the LEA Superintendent's Liaison Committee (assist President in preparing for Liaison Committee meetings and LEA Board Conference). The Secretary can, along with the treasurer, sign checks drawn upon the treasury.

Section 4: Treasurer

The Treasurer shall maintain the financial records of the Association; report on the state of the treasury at each Association, Representative Council, and Executive Committee meeting; be responsible for the collection of all dues; deposit all monies in a bank in the name of the Association; notify NJEA of the name of the bank in which the Association dues are deposited; hold funds of the Association and disburse them accordingly upon submission of vouchers approved by the President; sign checks along with another officer; file appropriate Federal and State forms; file appropriate NJEA and NEA forms; keep the President and Executive Committee informed of the financial condition of the Association; prepare the budget with the Executive Council; and serve as a representative to the LEA Superintendent's Liaison Committee (assist President in preparing for Liaison Committee meetings and LEA Board Conference).

Endorsement of checks shall be limited to endorsements for deposit to the credit of the Association only. No payments in cash (including checks made out to "cash") shall be made from funds of the Association. Association bank accounts shall be reconciled by someone other than the treasurer. The books and accounts of the treasurer shall be examined at least once a year.

NOTE: Associations having a total annual budget of less than \$5,000 may choose to have the annual audit performed by an outside independent person. Associations having a total annual budget of \$5,000 or more must have the annual audit performed by public or certified accountant(s).

Section 5: Negotiators, the negotiating team shall negotiate a recommended agreement pending ratification by the members of the Association who are members of the bargaining unit.

Article IV – Executive Liaison Officer

Section 1: The Executive Liaison Officer shall:

- a. act as intermediary between the staff and administration
- b. assist officers and committee chairpeople in running the Association
- c. serve as member of the Executive Board
- d. attend all Superintendent Liaison Committee meetings
- e. inform and advise Executive Board of all ongoing matters relevant to the Association.

Section 2: The Executive Liaison Officer must also possess the ability to solve problems, deal with a diverse group of individuals and management, and be a sounding board for all staff and leadership.

Section 3: The Executive Liaison Officer shall be appointed by the President with the consent of the other officers.

Article V – Powers and Duties of the Executive Committee

Section 1: The Executive Committee shall:

- a. be responsible for the management of the Association
- b. authorize all expenditures within the limits of the budget
- c. by a two-thirds vote authorize the spending of money for non-budgeted items not to exceed 1% of the yearly budget in any one case. Disbursements in excess of 1% of the yearly budget must have the approval of a majority of the Representative Council.
- d. propose policies for consideration by the Representative Council
- e. execute policies for consideration by the Representative Council
- f. cause to be reported to the members its transactions and those of the Representative Council
- g. establish such special committees as may be necessary
- h. set the agenda for the Representative Council and all General Membership meetings.

Section 2: In the event of vacancy in the office of the President, the Vice President shall become President and serve for the unexpired term.

Section 3: In the event of vacancies in the offices of President and Vice President, the remaining members of the Executive Committee shall choose one of their members to serve as President for the unexpired term.

Article VI – Powers and Duties of the Representative Council

Section 1: The Representative Council shall:

- a. approve the budget
- b. set the dues for the Association
- c. act on reports of committees
- d. establish the policies of the Association
- e. adopt rules for governing the conduct of meetings as are consistent with this Constitution and Bylaws
- f. be the final judge of qualifications and elections of officers, ex-active committee members and Association Representatives.

Section 2: The Representative Council by a two-thirds vote, may authorize the spending of money for non-budgeted items in excess of 1% of the yearly budget.

Section 3: Only the officers of the Association, Association Representatives, standing committee chairpeople and immediate past President have the right to vote at Representative Council meetings.

Section 4: Powers not delegated to the Executive Committee, the officers or other groups in the Association shall be vested in the Representative Council.

Article VII – Powers and Duties of the Association Representatives

Association Representatives, or their chosen alternates, shall attend all Representative Council meetings; keep the Association members in their building informed of Association business; conduct building meetings when appropriate; conduct elections of Association Representatives and Negotiations Team members for the following year; supervise all district-wide elections for LEA, NJEA, and NEA; serve as members of the Membership Committee; and conduct collections as prescribed by the Representative Council.

Article VIII – Committees

Section 1: Structure – There shall be standing committees carrying the specific functions listed below. They shall have at least one member, selected to be broadly representative of all members, appointed for overlapping terms of one year.

- Section 2: Committee Appointment – The President, with the advice and consent of the Executive Committee, shall appoint members of the standing committees and fill all unexpired terms as vacancies occur.
- Section 3: Meetings – Each standing committee shall meet according to a calendar developed by the committee.
- Section 4: Reports – Each committee shall select a secretary who shall keep a continuing record of the activities. Chairpersons shall report as necessary and required by and of the president, the Executive Committee, the Representative Council, and/or the General Membership and shall prepare an annual written report which shall become a part of the continuing committee record in the Association files.
- Section 5: Committee Titles and Duties

A. Negotiations Team

1. Elections of members to the team shall be one member for every one hundred fifty or major fraction thereof regarding the number of members in the association. The Negotiations Team Chairperson shall be appointed by the president.
2. The Negotiations Team shall survey the members and prepare a proposed package to be negotiated with the Board of Education in all areas of member welfare and general working conditions.
3. The members of the Representative Council shall elect members to serve on the Negotiations Team. An attempt should be made to assure that all units of the Association will be represented. The Negotiations Team shall have the responsibility of:
 - a. Completing the proposed package to negotiate with the Board of Education.
 - b. Negotiating the package with the Board of Education.
 - c. Representing the Association in mediation and fact-finding if necessary.
 - d. Presenting any tentatively agreed upon changes to the Agreement to the association membership for ratification.

B. Legislative Committee

1. This committee shall be comprised of a chairperson and additional members as necessary.
2. The chairperson of this committee shall represent the Association at the legislative meetings of the Essex County Education Association.
3. The chairperson shall have broad concern for state and national legislation affecting the interests of the Association, and shall inform members about newly proposed and enacted legislation related to their welfare, promote activities leading to the passage of desirable legislation, encourage members to exercise their responsibility for voting and their right to participate in political activity.

C. Grievance/Professional Rights and Responsibilities Committee (PRR)

1. This committee shall be comprised of a chairperson and additional members as necessary. An attempt should be made to assure that all units of the Association will be represented.
2. The chairperson shall explore and prepare programs for securing satisfactory policies and procedures for the redress of grievances and shall process all grievances filed in accordance with the Agreement and policies adopted by the Association. The chairperson shall advise the Executive Committee in situations involving the defense of individual rights.

D. Membership Committee

1. This committee shall consist of a chairperson and an Association Representative from each building.
2. This committee shall organize and conduct membership enrollment and shall communicate with members about the programs, services and benefits of the Association.

E. Public Relations Committee/Pride

1. This committee shall consist of a chairperson and up to two additional members of the General Membership.
2. This committee shall seek to develop public understanding of the purposes and programs of the Association. It shall develop procedures by which the Association can present material through newspapers, radio, television and other mass media and work cooperatively with the public in civic, fraternal, and social organizations.
3. The Executive Committee must approve all news releases of this committee.

F. Livingston Education Association Philanthropic Fund

1. This committee shall consist of a chairperson.
2. This fund is established to conduct affairs with the intention of furthering educational and/or charitable purposes, provide scholarship awards, and to encourage active participation of its members.

G. Professional Development Committee

1. This committee shall consist of four members of the Association elected in the same manner as are Association Representatives as described in Article IX, Sections 1 and 2 to serve as representatives on the District Professional Development Committee. The goal of this committee is to provide a district plan that supports the 100-hour continuing education requirement.
2. These representatives will be elected in accordance with the policies and procedures mandated by the State Professional Development Committee.

3. The role of this Committee shall include, but not be limited to, identifying staff needs and wants, insure programs and activities meet the needs of members, assist staff members with PDPs.

H. LEA Testimonial Dinner

1. This committee shall consist of one or more chairpeople and additional members as necessary.
2. This committee shall be responsible for all aspects of the planning and organization of the testimonial dinner. These responsibilities shall include, but not be limited to the following: collection of monies, contacting honorees, distribution of invitations, notification of membership, design and hosting of program, preparation and presentation of biographical materials of honorees and writing of press releases.

I. Webmaster

1. Responsibilities shall include, but not be limited to, sending email distributions, updating personal accounts, posting upcoming events, maintaining the LEA calendar and members only link.
2. Qualifications shall include, but not be limited to, a working knowledge of the organization and thorough understanding of website management.

J. Budget Committee

The Budget Committee shall propose to the Executive Committee a budget for the Association each year. Members of the Budget Committee shall have full and complete access to all financial and other records of the Association pertinent to the preparation of the annual budget.

Article IX – Elections of Officers

Section 1: Nominations

- a. The Nominating Committee shall consist of a chairperson appointed by the President and additional members as necessary with at least one member from the Representative Council. Appointments shall be made with regard to all units in the Association. No officer of the Association shall be eligible to serve on the Nominating Committee. Appointments to the committee are to be made at least two months before the presentation of the slate to the membership at the March meeting.
- b. It shall be the duty of this committee to submit a slate of candidates, at least one for each office, at the March General Meeting.
- c. Additional nominations may be made from the floor at the April General Meeting.

Section 2: Balloting

- a. The members of the Nominating Committee shall serve as the Elections Committee and shall be responsible for conducting the elections.
- b. During a contested election, the first Wednesday after the April General Meeting will serve as a “Meet the Candidates” forum.
- c. On the Wednesday following the “Meet the Candidates” forum, when school is in session, members shall vote for officers by secret ballot in accordance with procedures developed by the Election Committee and approved by the Representative Council.
- d. In any election where there is but one candidate for an office or position to be filled, the Chairperson of the LEA Elections Committee shall declare the candidate elected.
- e. New officers shall assume their duties on September 1.
- f. Results of the elections shall be reported to NJEA, NEA, and ECEA by the Secretary.

Article X - Election of Association Representatives

Section 1: Nominations

Nominations may be made by any member of the staff of a building who is an Association Member.

Section 2: Voting

- a. The Association Representatives shall conduct the election of Association Representatives for the following year.
- b. The process of election shall begin the day following the election of officers of the Association and shall be concluded by the Monday following the election of officers. In the event a representative is no longer in the building, an election can be held the 1st week of school in September.
- c. Voting shall be by secret ballot. The one-person-one-vote principle for representation shall apply except that the Association shall encourage ethnic minority representation at least proportionate to its ethnic minority membership. Where an all inclusive affiliate exists, proportionate representation between teacher members and support professional members shall be provided.
- d. In any election where the number of candidates is equal to or less than the number of delegate positions to be filled, the Chairperson of the LEA Elections Committee shall declare the candidates elected delegates. Local elections are not governed by the rules and regulations of the State of New Jersey or national, state or county affiliates.
- e. In the event that all vacancies for Association Representatives are not filled during the election period, a petition by twenty-five percent of the Association members in the building will be required to fill any vacancy thereafter.

- f. Members of the Elections Committee shall distribute, collect, and tabulate the votes and present their written report to the chairperson who will announce the results.

Article XI – Dues

Any increase in the rate of dues or levy of general or special assessment must be approved by a majority vote of general members in good standing after reasonable notice of the intention to vote upon such question. Voting shall take place by secret ballot at a general or special membership meeting, or with inschool balloting, or by voting in a membership referendum conducted by secret ballot. This is the procedure if there is no Representative Council. In Associations where a Representative Council exists, any increase in the rate of dues or levy of general or special assessment shall be approved by a majority vote of the Representative Council using the one-person-one-vote principle.

Article XII – Fiscal Year

The fiscal year of the Association shall begin September 1 and end August 31.

Article XIII – Negotiated Agreement

- Section 1: All changes or additions to the Negotiated Agreement must be distributed to the membership in writing a minimum of five working days before a vote of the membership is taken. All contract ratification votes must be made following a meeting or meetings at which questions concerning the Agreement have been answered.
- Section 2: Ratification of the Agreement shall be by secret ballot by the majority of the members voting. The ratification will be held in such a way to accommodate all members. Secured ballot boxes shall be available at the ratification polling place or places. The Contract Ratification Committee shall be responsible for the security of the ballots.
- Section 3: The President shall appoint a Contract Ratification Committee to distribute and count the ballots. No member of the Negotiating Team nor officers of the LEA can be a member of the Contract Ratification Committee. One (1) ballot shall be given to each member at the ratification meeting. The member shall place his/her initials next to their name on the official list indicating receipt of the ballot. No absentee or proxy voting shall be allowed. The President of the Association is entitled to witness the procedure and accuracy of said committee. The chairman of the committee must publish the results of the voting within 24 hours.

The ballots shall remain at the LEA office for seven (7) calendar days after the election. After seven (7) days, the ballots will be disposed of by the Contract Ratification Chairperson.

Article XIV – Authority

The most recent edition of Roberts Rules of Order shall be the parliamentary authority for the Association on all questions not covered by the Constitution and Bylaws and such standing rules as the Executive Committee may adopt.

Article XV – Non-Compliance and Dissolution

The Association shall adhere to those NJEA policies wherein non-compliance would constitute a danger to the welfare of the members of the Association or to NJEA. The NJEA Delegate Assembly shall determine what constitutes a danger to NJEA. NJEA may, at the request of the NJEA Executive Committee and 10 percent of the members of the Association, conduct an evaluation of the Association under guidelines established by the NJEA Delegate Assembly.

In the event of dissolution, all properties and assets, and assets of this corporation remaining, after paying or providing for all debts and obligations, shall be distributed and paid over to such fund or corporation organized and operated as a labor union as the Board of Trustees shall determine, and as shall, at the time, qualify as a tax exempt organization under Section 501(c)5 of the Internal Revenue Code, or as the same may be amended.

Article XVI – Amendments

These Bylaws may be amended by a majority of those voting at any regular meeting, or special general membership meeting called for this purpose, provided that each amendment has been introduced at the preceding meeting of the Executive Committee and Representative Council and that copies have been distributed to the general membership at least two calendar weeks in advance of the meeting.

Approved January 16, 2018