



MERION VILLAGE ASSOCIATION
1330 S. FOURTH STREET
COLUMBUS, OH 43207
WWW.MERIONVILLAGE.ORG

CONSTITUTION AND BYLAWS OF THE MERION VILLAGE ASSOCIATION

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ARTICLE I

NAME AND BOUNDARIES

- A. **Association Name.** The name of the organization shall be The Merion Village Association (hereinafter referred to as the "Association"), an association not for profit, incorporated pursuant to the laws of the State of Ohio.
- B. **Association Boundaries.** The geographical boundaries of the Association (hereinafter the "Association Boundaries") shall be as follows:
1. North: From the Scioto River east on Greenlawn Avenue to South High Street, then east on Thurman Avenue, to south on South Pearl Street, to east on Nursery Lane, to North on Blackberry Alley, to east on Whittier Street, to Parsons Avenue;
 2. South: From the Scioto River, along Frank Road, to north on South High Street, to east along the alley south of Morrill Avenue, to Parsons Avenue;
 3. East: Parsons Avenue;
 4. West: The Scioto River.

ARTICLE II

PURPOSES

- A. **Mission Statement.** The Mission of the Merion Village Association is to create a safe, clean, and friendly place to live by implementing ideas, events, and strategies that are for the good of all residents, businesses, and visitors while maintaining the historical value of the community.
- B. **Purpose.** The Association is organized for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE III

RESPONSIBILITY

- A. **The Association Shall:**
1. Provide community leadership by regularly scheduling meetings and programs for sharing information, expressing concerns, and providing solutions.
 2. Promote the general welfare and spirit of unity within the Association Boundaries as a non-commercial, non-partisan, non-sectarian, and interracial association by reviewing the social and civic needs of the area and addressing these needs.
 3. Improve the Association's social and economic environment through public or private programs, by promoting the maintenance and restoration of the area and encouraging the upgrading of existing businesses and development of new business within the Association Boundaries.
 4. Facilitating communication between the Association membership and city, county, state, and federal governments, and any other appropriate organizations.



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5. Provide representation to area boards, commissions, and/or governmental bodies when appropriate.
6. Comply with governmental laws, regulations, and ordinances in cooperation with governmental bodies by submitting recommendations for appointments, rendering opinions, and assisting with zoning issues.
7. Work toward community betterment by identifying positive and negative impacts on the area and addressing these issues.

ARTICLE IV

MEMBERSHIP

A. Membership Categories.

1. Individual Memberships shall be open to those individuals, who are eighteen (18) years of age or older, and who are interested and supportive of the purposes of the Association. Those who reside within the Association Boundaries as set forth in Article I, whether as tenants or property owners shall have one (1) vote as outlined in Article IV, Section (D). Those who reside outside said boundaries shall be ineligible to vote.
2. Senior Memberships shall be open to those individuals who qualify for an Individual Membership who are at least sixty (60) years of age or older. Senior Membership shall be at a reduced membership rate. Those who reside within the Association Boundaries as set forth in Article I, whether as tenants or property owners shall have one (1) vote as outlined in Article IV, Section (D). Those who reside outside said boundaries shall be ineligible to vote.
3. Business/Organization Memberships shall be open to business entities that own a business open to the public.
 - a) Business/Organization Members shall be entitled to one (1) vote. Entities or Residential Members that share a common member or relationship shall be considered to have the interests of the whole represented by that one member and are limited to one (1) vote.
 - b) Voting privileges shall be limited to those whose principal place of business is located within the Association Boundaries as set forth in Article I; OR whose business address on record with the Ohio Secretary of State is located within the Association Boundaries as set forth in Article I.
4. "Members in Good Standing" are considered current in payment of dues, meeting Membership Categories in Article IV Section A, and not under review for Expulsion of the Association in Article IV, Section (C).

B. Exclusivity of Membership Categories. The membership categories set forth in this Article shall be mutually exclusive. Duplicate memberships are prohibited. Exceptions are noted in Article IV, Section (A), Membership Categories.

C. Expulsion of Members. Members whose conduct or association is deemed detrimental to the Association and/or Merion Village may be expelled in accordance with Robert's Rules of Order Revised.

D. Voting Privileges.

1. Residential Members who do not reside within the Association Boundaries as set forth in Article I, Section (B), may attend all meetings, serve on committees in an advisory capacity, and participate in



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discussion, but shall not be entitled to vote. Voting members shall be at least eighteen (18) years of age, submit a membership application, and be current in the payment of annual dues as established by the Association.

2. Business/Organization Members whose principal place of business is not located within the Association Boundaries as set forth in Article I; OR whose business address on record with the Ohio Secretary of State is not located within the Association Boundaries as set forth in Article I, may attend all meetings, serve on committees in an advisory capacity, and participate in discussion, but shall not be entitled to vote. Voting members shall be at least eighteen (18) years of age, submit a membership application, and be current in the payment of annual dues as established by the Association.
3. Applicants for membership in the Association shall not receive voting privileges until seven (7) days after the application and membership dues are received. Prior to receiving voting privileges, a new Member may attend all meetings, serve on committees in an advisory capacity, and participate in discussion, but shall not be entitled to vote or hold office.
4. Dues must be paid in full to be eligible to vote.
5. Only those Members present at the time a vote is called may cast a vote. Proxy votes are prohibited.

E. Dues.

1. Applicants for membership in the Association must submit dues with the application. Membership is a one-year term commencing on the date that dues are paid in full.
2. Dues submitted shall remain in effect for one year from the date dues are paid in full.
3. Membership dues are as follows:
 - a) Individual Membership: Minimum of \$15.00 annually
 - b) Senior Individual Membership: Minimum of \$15.00 annually
 - c) Business/Organization Membership: Minimum of \$50.00 annually

F. Membership Renewal.

1. Membership in the Association is to be maintained on a one-year basis. The deadline for membership renewal is one year from the date of the member's initial registration or from the date of the member's last membership renewal. Members who renew later than one year from the date of their initial registration or their last membership renewal will be subject to the seven (7) day waiting period to vote as set forth in Article IV(D)(2).

G. Membership Lists and Information.

1. Each applicant for membership or membership renewal shall, with the payment of dues, tender a form disclosing his or her residential address (or business address), personal telephone number (or business telephone number), and email address. By obtaining a membership, each applicant consents to be contacted, using the information so provided to (a) volunteer for Association activities; (b) receive information regarding Association activities and events; and (c) receive other communications from Association members relating to Association business.
2. The Executive Board shall maintain a list of members in good standing for the sole purpose of verifying voting privileges. The membership list including members' names shall be made available for review by Members of the Association. The membership list shall not be used for any purpose associated with the



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solicitation of Association Members, including solicitation prior to Association elections. The membership list shall not be used to solicit goods, services, or products on behalf of any entity other than the Association itself.

ARTICLE V

ELECTION OF OFFICERS

- A. **Eligibility.** To be eligible to hold office, an individual must be a resident within the Association Boundaries as set forth in Article I and a Member in good standing.
- B. **Nominations.** Nominations of Members who meet eligibility as defined in Article V, Section (A) shall be accepted through the conclusion of the Association's October meeting during which the presiding officer shall present a slate of all eligible candidates. Nominations from the floor will be accepted at the Association's October meeting. If a vacant position for the Executive Board exists as of January of the following year, the position will default to the by-laws of Vacancies in Office. Any Member of the Association in good standing may nominate an eligible individual to serve as an officer.
- C. **Background Checks.** All individuals seeking office must understand and agree that the Association or Executive Board may run a background check on an individual accepting a nomination to hold office. The background check paid for by the Association will be reviewed by the current Executive Board and will not be made public to the Association. Nominees for officer positions must sign a sworn declaration under penalty of perjury declaring that the nominee has never been convicted of any crime relating to fraud, embezzlement, forgery, or tax evasion. Pending the review of a background check and/or the signed declaration, the Executive Board will determine if the individual is acceptable to serve or continue serving as a representative of the neighborhood.
- D. **Election Process.** Election of officers from nominees who have accepted nominations shall be held at the November meeting by ballot. A simple majority vote (greater (>) than 50 percent) of the Members in attendance is required for election. In the event there is no clear majority vote or in the event of a tie, there shall be a run-off election between the two candidates who received the most votes. Ballots shall be counted by the current board members and kept for six (6) months. The newly elected officers shall be announced at the time of the election.
- E. **Taking of Office.** Elected officers, other than those who fill a vacant position as described in Article V(B), shall commence their term of office on January 1st, at which time the outgoing officers shall relinquish all records to the new officers.
- F. **Vacancies in Office.** If the President's office is vacated, the Vice-President shall assume the title and duties of the President for the remainder of the term. The office of the Vice-President shall be declared vacant. If any other Executive Board member vacates their position, written notice is to be provided to the Executive Board and shall be presented at the following Association Meeting. Nominations of Members who meet eligibility as defined in Article V, Section (A) that are received no later than fourteen (14) days prior to the



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next regular monthly meeting shall be announced at the next monthly Association Meeting. All candidates in good standing will be voted on by a simple majority (greater (>) than 50 percent) at the monthly Association Meeting following the announcement of candidates.

- G. **Removal of Officers.** The Executive Board must notify the Association at the monthly meeting of its intent to remove any officer, which will then be voted on by Association members at the next regular meeting. A two-thirds vote of the membership, inclusive of the board, attending a regular or special meeting called for such purpose shall be required for removal of any officer.
- H. **Absenteeism.** Any officer who has three unexcused absences from consecutive Executive Board or consecutive regular membership meetings may be removed from office pending review by the Executive Board.
- I. **Investigations and Vote Challenges.**
 - 1. Any dispute regarding the conduct and or result of the election at a regular scheduled meeting of the Association no later than the 3rd month following the vote shall be investigated by a special committee appointed by the Member-At-Large, in the event of a conflict of interest or a vacancy of Member-At-Large nominations will be taken by the Association and approved by majority vote (greater (>) than 50 percent). The committee shall consist of three (3) Association Members who are in good standing and current in the payment of dues. The committee shall present its findings and recommendations to the Membership at the next regular meeting, or at a special meeting called for such purpose, whichever is earlier, in the form of a motion to be voted on by the Members of the Association in accordance with Article VIII. A simple majority vote (greater (>) than 50 percent).
 - 2. A vote by the membership for any officer may be overturned by no less than a two-thirds majority of those Members present at a regular or special meeting called for such purpose.

ARTICLE VI OFFICERS

- A. **Elected Officers.** Members who satisfy the criteria set forth in Article V, Section (A) shall be eligible to hold any elected office. The elected offices of the Merion Village Association Executive Board shall consist of a President, Vice President, Treasurer, Secretary, and Member-at-Large. Such officers shall be elected by a simple majority (greater (>) than 50 percent) of the Members in attendance at the Association's November meeting as set forth in Article V, Section (D). The term of office for the President, Vice President, Treasurer, and Secretary shall be for two (2) years commencing in January following the election, with the voting for President and Secretary to be held in even-numbered years, and the voting for Vice President and Treasurer to be held in odd-numbered years. The term of the officer Member-At-large shall be 1 year commencing in January following the election.
- B. **Duties of Officers.**
 - 1. The President:



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- a) Shall preside at all Association meetings and act as Chair of the Executive Board. Shall authorize the Treasurer to expend funds, and to maintain auditable records of all monies received and expended.
 - b) May be ex-officio member of any committee.
 - c) Shall perform any other duties related to the office of President.
 - d) In addition, the President or the President's designee shall represent the Association and act as the Association's liaison before governmental agencies. The President shall work with the Membership of the Association in developing an official Association statement prior to any such meeting or communication with a governmental agency. The President shall provide an objective report to the Members at the next general meeting regarding such meetings and communications.
2. The Vice President:
- a) Shall assist the President and preside at meetings of the Association and the Executive Board in the President's absence.
 - b) Shall assume the duties of President when the President is unable to perform such duties.
 - c) May participate as a member of a committee.
 - d) Shall succeed to the office of President for the remainder of the term when vacated.
 - e) Shall present the Treasurer's Report in the absence of the Treasurer.
3. The Secretary:
- a) Shall maintain an accurate and objective record of the Association and Executive Board meetings.
 - b) Shall provide for the reporting of minutes at meetings of the Association and Executive Board.
 - c) May participate as a member of a committee.
 - d) Shall inform the membership of the time and location of upcoming Association meetings.
 - e) Shall prepare and file all correspondence.
 - f) Shall maintain a list of members in good standing.
4. The Treasurer:
- a) Shall account for all money received and disbursed by the Association.
 - b) Shall collect membership dues and report to the Secretary a list of updated membership status.
 - c) May participate as a member of a committee.
 - d) Shall disburse funds approved by the President and/or the Executive Board and shall maintain a written accounting of all Association funds in a manner acceptable for audit.
 - e) Shall maintain all records and receipts of all financial transactions.
5. Member-At-Large:
- a) Shall serve as a member of the Executive Board.
 - b) Shall represent the general membership at the Executive Board meetings.
 - c) May participate as a member of a committee.
 - d) Shall appoint a special committee as set forth in Article V, Section (I).

ARTICLE VII COMMITTEES



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A. Executive Board (Required).

1. The Executive Board shall include all duly elected officers.
2. The Executive Board shall meet regularly each month to discuss issues and act upon recommendations of the Association membership.
3. The Executive Board may appoint the chairperson(s) for any standing, optional or ad hoc committee pursuant to the Association's Constitution and Bylaws.

B. Zoning Committee (Required).

1. The Zoning Committee shall include only Association Members and will be established on an annual basis with members serving for one (1) year. A Chairperson shall be elected by committee members unless otherwise appointed by the Executive Board.
2. The Zoning Committee shall regularly receive, review and make recommendations on all applications affecting the use, zoning, development, or similar reviews pertaining to public or private property wholly or partially within the Association Boundaries as set forth in Article I. The Zoning Committee shall meet as often as needed to conduct necessary and appropriate business.
3. All official applications must be submitted formally to the City of Columbus and disseminated to the Executive Board and the Zoning Committee. The Zoning Committee and the Association cannot officially approve or reject a proposal without formal documentation listed above. Applicants are welcome to submit on an unofficial basis to review any proposals prior to submitting paperwork to the city to solicit input on potential projects. These types of unofficial inquiries do not guarantee approval or rejection of the project when submitted for official review.
4. Applications should be discussed in a timely manner and shall be included on next regularly scheduled meeting agenda. Applications submitted under fourteen (14) days prior to a meeting date will be held until the following meeting to allow notifications to take place.
5. If, at the recommendation of the Zoning Committee, any such application for rezoning, variance, special permit or zoning appeal is deemed to be of substantial impact on the character of the Merion Village neighborhood or to the general welfare of Merion Village residents, a special meeting of the Association shall be called not later than thirty (30) days thereafter. Written notification of the time, date, place and purpose of such special meeting shall be delivered to the membership, by U.S. Mail or other written means, not less than seven (7) days before the date of such special meeting.
6. The membership shall be notified no less than one (1) week before a meeting of any Zoning Committee topics to be voted on. When possible, the Zoning Committee shall notify adjacent property owners (within 100 feet of the parcel) 1 week before a meeting.
7. All applications for rezoning, variance, special permit or zoning appeal shall be presented to the Association Members for a vote by secret ballot at a regularly scheduled meeting or special meeting called for such purpose. Any vote for the approval or disapproval of such application for rezoning, variance, special permit or zoning appeal shall be determined by a simple majority (greater (>) than 50 percent) of those Members present to vote. A tie vote shall be construed as disapproval.
8. The Chairperson of the Zoning Committee shall be responsible for reporting the activities of the Committee to the Association and the Executive Board. The Chairperson shall coordinate with the



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Executive Board to ensure proper notice of Association zoning votes to the Columbus South Side Area Commission or other appropriate City department or official.

9. The Chairperson and Executive Board should be aware of all processes and timelines as set forth by the City of Columbus and the Columbus South Side Area Commission. Adherence to these must be maintained unless otherwise approved in writing by the City or Commission.

C. **Ad Hoc Committees (Optional).**

1. Ad Hoc Committees shall include only Association Members.
2. Ad Hoc Committees shall assume responsibility for those tasks and matters assigned to them by the Association or Executive Board.
3. Ad Hoc Committees shall meet as often as needed to conduct necessary and appropriate business.
4. Ad Hoc Committees shall report activities of the committee to the Association and the Executive Board.
5. Ad Hoc Committees may include, but are not limited to Membership, Communications, Activities/Social, Business, and special projects.

ARTICLE VIII

MEETINGS & VOTING PROCEDURES

- A. **Regular Meetings.** There will be regular meetings of the Association held at such time and place as may be determined by the Association. Regular meetings shall be open to the public.
- B. **Special Meetings.** Special meetings can be called for any topic that is deemed too lengthy or detailed in discussion that it will disrupt a regular meeting. Topics are not limited and can range from general association business, development review, or for making recommendations to the city. Special meetings of the Association may be called by the Executive Board or at the request of any ten (10) Members. Special meetings shall be held at such time or place as designated by the Executive Board or agreed upon by vote of the Members. E-Mail written of the date, time, place, and purpose of any special meeting shall be given to the Members of the Association at least seven (7) days in advance of such meeting. Special meetings shall be open to the public.
- C. **Motions.** Any Member of the Association in good standing shall have the right to make a motion in regard to any matter presently under consideration or being discussed at any regular or special meeting of the Association.
- D. **Voting.** Unless otherwise provided herein or upon proper motion, all votes at a regular or special meeting of the Association shall be by acclamation (i.e., by voice, show of hands, or ballot). Any member in good standing may request a counted vote. The vote shall be determined by a simple majority (greater (>) than 50 percent). A tie vote shall be construed as disapproval. A quorum shall consist of fifteen (15) members, inclusive of the board. If a quorum is not reached, a two-thirds vote of the membership, inclusive of the Board, attending a regular or special meeting shall be required. Items of a time-sensitive nature shall be discussed and decided by those in attendance by a simple majority (greater (>) than 50 percent) regardless of whether a quorum is present or not.



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- E. **Robert's Rules of Order.** Meetings shall be conducted in accordance with Roberts Rules of Order. Any question as to the order of or procedure at a meeting of the Association, which is not otherwise provided for in the Constitution and Bylaws of the Association, shall be determined in accordance with Roberts Rules of Order.
- F. **Meetings.** The presiding officer shall attempt to limit Regular or Special Meetings of the Association to ninety (90) minutes unless exceptional circumstances exist. Issues that cannot be resolved during such meetings shall, upon motion, be tabled until the following regularly scheduled meeting.

ARTICLE IX

FISCAL MANAGEMENT

- A. **Fiscal Year.** The fiscal year of the Association shall be from January 1 to December 31 of each calendar year.
- B. **Accounting.** A full, clear, and suitable accounting of all Association funds shall be available to the membership at each regular meeting of the Association. Such accounting shall include, without limitation, periodic reports to the membership by the appropriate fiscal officers, and periodic reports by officers appointed for that purpose or by independent auditors.
- C. **Annual Reports.** A year-end accounting report shall be prepared by the Treasurer for the membership and the new Treasurer no later than the March regular meeting. Annual reports and tax documents will be published on the Association's website.

ARTICLE X

AMENDMENT

- A. **Proposing.** All proposed changes and amendments to the Constitution and Bylaws shall be submitted in writing to the Executive Board at least ten (10) days prior to a regular meeting. Any Member of the Association in good standing shall be entitled to present and/or propose changes to the Constitution and Bylaws.
- B. **Reading/Hearing.** At the next regular scheduled meeting of the Association, there shall be a public reading and hearing on the proposed changes or amendments to the Constitution and Bylaws.
- C. **Vote Required.** At least (1) month after the reading/hearing of proposed changes, during a regularly scheduled meeting or special meeting called for such purpose, a vote shall be required to change the Constitution and Bylaws. The vote shall be held in accordance with the voting procedures outlined in Article VIII, Section (E).

ARTICLE XI

PROCEDURE



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- A. **Agenda.** Items may be placed on the meeting agenda by action of the Association membership, the Executive Board, and/or by the President. Persons wishing to be added to the agenda must notify the President no later than ten (10) days prior to the scheduled meeting. This notification should include a synopsis of the topic to be discussed and an approximate time limit.
- B. **Robert's Rules of Order.** Any question or procedure not stipulated in the Constitution and Bylaws shall be determined by Robert's Rules of Order Revised.

ARTICLE XII TERMINATION

- A. **Dissolution and Distribution.** Upon the dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.



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This Constitution and Bylaws shall supersede any prior "Constitution" or "Bylaws" of the Association.

Revised and Effective March 2024

Revised and Effective November 2017

Revised and Effective April 2016

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