# BYLAWS OF THE FLORIDA ASSOCIATION OF NURSE ANESTHETISTS 

## (DBA FLORIDA ASSOCIATION OF NURSE ANESTHESIOLOGY)

## (As Amended by the FANA Membership October 2023)

## ARTICLE I

NAME
The name of this organization shall be Florida Association of Nurse Anesthetists, Inc. (hereinafter known as FANA) DBA (Doing Business As) Florida Association of Nurse Anesthesiology.

## ARTICLE II

OBJECTIVES
The objectives of FANA shall be to promote the best interests of its members; to cooperate with the American Association of Nurse Anesthesiology (hereinafter known as AANA); to facilitate cooperation between anesthetists and the medical profession, hospitals, and other agencies interested in anesthesia; and, in general, to advance the science and art of anesthesiology.

## ARTICLE III

MEMBERSHIP
SECTION 1. Membership

Membership in FANA and procedures with respect to admission to membership, maintenance of membership, classes of membership, qualifications thereof, and the exercise of the privileges thereof shall be such as are stipulated in the Bylaws of AANA.

## SECTION 2. Conduct of Members

If a member is found to be in violation of FANA Bylaws, ethical standards, professional conduct, violation of the standing rules, or principles of FANA, the FANA Board of Directors may, by two-thirds (2/3) vote of the entire Board, submit in writing the specific
complaint against the member or request for disciplinary action to the AANA in accordance with AANA Bylaws.
The Board of Directors will notify the member in question by registered or certified mail at the address of record with FANA, within five (5) working days, of the submission of the complaint to the AANA Board of Directors. FANA will follow the recommendations of the AANA Board of Directors in accordance with the AANA Bylaws.

## ARTICLE IV

BOARD OF DIRECTORS

## SECTION 1. Composition

The Board of Directors shall be composed of nine (9) voting members: the President, President-elect, Vice President, Secretary-Treasurer, and five (5) Directors; and two (2) non-voting members: the immediate Past President and one resident member elected by the Florida Association of Resident Registered Nurse Anesthetists (FARRNA) subject to acceptance and approval of the FANA Board of Directors.

## SECTION 2. Duties

A. The Board of Directors shall govern the affairs of the Association, provide strategic direction, and assure that the organization is resourced appropriately to meet its goals to advance the Association. Accordingly, the Board of Directors may outsource operational functions as necessary. The Board of Directors shall have full power and authority over the affairs of the Association between meetings of the membership.
B. The Board of Directors shall:

1. Control and manage all funds and property of FANA.
2. Select depository for funds.
3. Provide for auditing of the Secretary-Treasurer's books before the annual meeting, or at such times as the Board may deem advisable.
4. Approve appointments of the President.
5. Perform other such duties as referenced herein.

## SECTION 3. Meetings

A. The Board shall meet in person at least twice annually, and as frequently as the business of FANA requires. The annual schedule of regular meetings shall be affirmed at the first meeting of the fiscal year.
B. Special meetings of the Board may be called by the President at such times as the business of FANA may require with adequate notice and shall otherwise be called

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 upon written request of five (5) members of the Board.C. Five (5) members of the Board shall constitute a quorum at any meeting of the Board of Directors.
D. The President may periodically schedule a Board Conference Call upon timely notice to the Board members. Written minutes of the conference call shall be taken by the Secretary-Treasurer or the Business Manager and distributed to Board members and others as deemed appropriate by the President.
E. When appropriate, the President may declare that a Board of Directors meeting, or a portion thereof, is to be in Executive Session. Written minutes of the Executive Session shall be taken by the Secretary-Treasurer or the Business Manager, and those minutes shall be filed in the FANA archives. Distribution of those minutes shall be limited to only those who participated in the Executive Session and to the FANA Board of Directors unless the Board of Directors votes otherwise.
F. Regular and Special meetings of the FANA Board of Directors may be conducted in person or by conference call, teleconference, or other electronic media as permitted by applicable law. All Board of Directors conference calls are closed sessions.
G. Agendas with supporting materials will be available to the Board of Directors at least seven (7) days prior to a regular meeting. Substantive meeting content added after this period may be introduced but any vote on the issue will be placed on a subsequent agenda. In extraordinary circumstances, the Executive Committee may waive this requirement.
H. All members of the Board of Directors are entitled to timely notice of all meetings. Notice may be achieved by electronic means to the e-mail address on file with FANA. Board member attendance at a meeting waives responsibility for notice.

## SECTION 4. Terms of Office

A. Two (2) Directors shall be elected in odd years and three (3) directors shall be elected in even years at the annual meeting for a term of two (2) years, and until successors are elected, but shall not be eligible to serve more than two (2) consecutive terms.
B. The resident member elected by FARRNA shall serve a one (1) year term on the Board of Directors.

## SECTION 5. Absence

Every Board of Directors member is expected to be in attendance for each Board of Directors meeting; however, if any member of the Board of Directors is unable to attend a Board of Directors meeting that member shall notify the Executive Committee through written or verbal communication, stating the reason for his/her absence. If a Board member is absent from three (3) consecutive Board meetings his/her resignation shall be deemed to have been tendered and accepted.

SECTION 6. Resignation

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Except as otherwise provided herein, resignation from the Board shall be submitted in writing and shall become effective on its acceptance or within one month of the date of its submission, whichever comes first.

## SECTION 7. Removal from Office

Any officer or director may be removed from an office or position by a unanimous vote of the full Board of Directors excluding the member in question for good cause as determined by the Board of Directors. The Board of Directors may act up to and including removal from office by a two-thirds (2/3) majority vote if a member is regularly absent from Board of Directors meetings.

## SECTION 8. Vacancies

If a vacancy occurs in any officer or director position, except for the President and President-Elect, the President may appoint a member to serve the remaining term of office, with the consent of the Board of Directors. If the Immediate Past President should vacate the ex officio position, the position will remain vacant until the sitting President fulfills his/her term(s). If the President should vacate the position, the President-Elect assumes the position of President and the President elect position remains vacant until the next membership election, however, the vice president will fulfill the regular duties of the President-Elect.

## SECTION 9. Compensation

No director or officer shall receive any fee, salary or remuneration of any kind for services in such capacities. However, directors and officers may be reimbursed for reasonable expenses incurred, as defined by policy of the Board of Directors, upon presentation of an invoice accompanied by receipts. Additionally, if a director or officer provides a service to the association beyond the scope of volunteer leader, a reasonable stipend may be paid on a fee for service basis, in alignment with those who provide a similar service; however, the Board of Directors shall not contract for such services without a fair and objective bidding process.

## SECTION 10. Electronic Voting and Consent

A. In matters that have been previously discussed during an official meeting, the Board of Directors may officially approve such matters electronically by majority vote. In matters that have not been discussed previously, the Board of Directors may approve electronically as long as at least two-thirds $(2 / 3)$ of the Board of Directors vote and there are no negative votes. If the vote is rejected, the matter will be addressed in a subsequent meeting. Political contributions may be approved electronically by majority vote, following a twenty-four (24) hour comment period.
B. All actions approved by electronic vote must be recorded in the minutes of the subsequent Board of Directors meeting.

## ARTICLE V

## OFFICERS AND SPECIAL APPOINTEES

## SECTION 1.

The officers of FANA shall be President, President-elect, Vice-President, and SecretaryTreasurer.

## SECTION 2. Eligibility for Office

A. No member shall be eligible for the office of President or President-elect who has not served on the FANA Board of Directors for at least two (2) years. The Vice President, Secretary-Treasurer, and Directors shall have served on a FANA state committee or have been an officer or committee member in another state association for at least one (1) year.
B. No officer or member of the AANA Board of Directors may hold office in FANA. In the event that a member of the FANA Board of Directors accepts an office in AANA, resignation of the member's office in FANA shall be deemed to have occurred upon acceptance of the office in AANA.
C. SECTION 3. Terms of Office
A. The President-Elect shall serve for three (3) years: one (1) year as President-Elect, one (1) as President and one (1) as Immediate Past President.
B. The Vice President shall serve a one (1) year term.
C. The Secretary-Treasurer shall serve a two (2) year term, elected during even numbered years.
D. Consecutive Board of Directors and officers service is limited to two (2) terms in the same office. Individuals who have served as President must allow a two (2) year interval before running as a director or officer of FANA.

## SECTION 4. Officer Roles and Responsibilities

## A. The President

1. The President shall be the principal officer of the Association and shall, in general, supervise and direct all the affairs of the Association in consultation with the Board of Directors.
2. The President is the lead contact with the Association management company handling operational affairs for FANA, with legal counsel and lobbyists, and other contractors who support the Board of Directors.
3. The President shall assure the integrity of governance, assuring that the Board of Directors processes are fair, civil, and inclusive of diversity of opinion and in alignment with the applicable laws of Florida, the FANA By-laws, FANA Policy and contractual responsibilities required by outside entities.
4. The President shall preside at all general meetings of the Association and the

Board of Directors.
5. The President shall appoint standing committee chairs and special committees subject to the approval by the Board of Directors.
6. The President shall provide the first notification of election results to those on the ballot as well as the membership once election results are verified.
7. The President, with the consent of the Board of Directors, is authorized to sign contracts or other instruments committing organizational resources on behalf of the Association
8. The President shall keep the Board of Directors informed of Association affairs and shall act with the full knowledge and consent of the Board of Directors.
9. The President shall assure that the members of FANA are informed of pertinent national and state practice issues and Association concerns.
10. The President shall prepare and present a report of the business of the year at one of the membership meetings during the year.
11. The President shall represent FANA at all major meetings of the national Association as the official delegate of the State Association. In the event that the President is unable to attend the AANA Annual Congress, the President will appoint an appropriate representative to attend in his/her place.
12. The President shall assure that the President-Elect is exposed to all functions of the Presidency and key contacts to assure readiness to serve and a seamless transition.
B. The President-elect shall:

1. Succeed to the office of President at the Business Luncheon Meeting of the Annual Meeting.
2. Assume all duties of the President in the event the President is unable to serve.
3. Retain and maintain the archives of the Association passed down by the current President.
4. Temporarily assume the duties of the Secretary-Treasurer in the event of meeting absence.
5. Champion the development and implementation of the FANA strategic plan and assure an effective orientation of new Board of Directors and committee members.
C. The Vice President shall:
6. In the absence of the President Elect, serve in his or her stead, with all powers of that office.
7. Fill a vacancy in the office of President-elect for the unexpired term (including the right to succeed to the office of President.)
8. Perform other duties as requested by the President and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.
D. The Secretary-Treasurer shall
9. Assure the integrity of corporate documents, and is responsible for accurate and complete corporate records for the Association, including:
a. Approved minutes of all Board of Directors, Executive Committee and General Membership meetings.
b. Written notification to officers of their election and members of their committee appointments, following the President's announcement of election results.
c. Current Association Bylaws and other official documents, disseminated to new members of the Board of Directors.
d. An alphabetical list of members and their addresses.
e. Notification to AANA of the names and addresses of new officers and directors.
f. Assurance that official governing documents and corporate records are preserved and accessible when needed.
10. Assure the integrity of financial statements, seeing to it that the Association's funds and financial assets are safe, secure, and appropriately accounted for. Financial literacy is highly desirable for this role. The Secretary-Treasurer, in consultation with the Executive Committee and the Association's accountant, is accountable for:
a. Accurate and timely accounting of all revenue, payables, and receivables
b. Developing an annual budget in consultation with Committees and the Association's strategic plan.
c. Presenting an accurate and transparent financial report to the Board of Directors on a quarterly basis and to the membership at General Membership Meetings.
d. Assuring that the Association is properly insured, including bonding to guard against embezzlement and fraud, and liability insurance for directors and officers.
e. Assuring that the Association tax forms, and corporate annual reports are submitted in a timely manner.
f. Giving guidance to the Board of Directors on how potential decisions may impact the long-term budget for the Association.

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E. The FANA Board of Directors shall annually appoint:

1. A Federal Political Director (FPD) who shall work with AANA to organize FANA members for a productive mid-year assembly presence and be the key contact with AANA Legislative Department.
2. A State Reimbursement Specialist (SRS) who shall become a resource to FANA and AANA on all matters regarding reimbursement practices in the state of Florida.
3. A Peer Assistance Advisor
F. Association Property

Each officer shall deliver any Association property and records to a successor or to the President within one (1) month after the annual meeting.

## ARTICLE VI

## NOMINATIONS, ELECTIONS, AND VOTING

SECTION 1. Nominations
A. The Leadership Development and Nominating Committee shall develop a slate of qualified candidates for election.
B. Only active members shall be eligible for nomination.

1. All prospective and identified candidates will be personally contacted and will receive a description of the office, responsibilities, qualifications, and term.
2. The Leadership Development and Nominating Committee will solicit interested members from the FANA leadership during the selection process.
a. The Leadership Development and Nominating Committee is empowered to solicit, scrutinize qualifications and commitment, and nominate members qualified under these Bylaws to meet the ballot requirements for each office. Every effort will be made to recruit emerging leaders and a diverse slate of qualified candidates.
b. Members of the Leadership Development and Nominating Committee are not eligible to run for an elected position on the ballot. If a member of the committee wishes to run for an open seat, the member must first resign from the committee.
c. Once the slate for elections is established and disseminated to the membership, the role of the Leadership Development and Nominating Committee is complete regarding elections.
3. Interested candidates shall submit in writing their willingness to serve in a specific office for the coming term. Candidates shall submit a biographical sketch, a photograph, and a position statement to the Leadership

Development and Nominating Committee Chair thirty (30) days before the election period.
4. Nominations for the official ballot will be closed sixty (60) days prior to the July 1 election period.
5. The President shall determine election results for electronic pallots. The president-Elect or designee shall validate the results before any election results are announced. The President announces election results once validated.

## SECTION 2. Elections

A. The Ballot

1. No member may hold more than one office at a time.
2. Write-in votes may be cast for member CRNAs for all offices on the official ballot.
B. Voting
3. Each member is allowed one (1) ballot vote by electronic or paper means.
4. Electronic voting will be open for fourteen (14) days.
5. Members who wish to submit a paper ballot may do so by request to FANA Headquarters in writing, by e-mail, or other documentable electronic means. The mail-in ballot must be returned in the official envelope and received at the FANA Headquarters by July 14. Ballots not received by July 14 are invalid.
6. Not less than fourteen (14) days prior to the Annual Meeting, the President and President-Elect shall meet to tally the ballots. The President-Elect will provide the President with the ballot results upon validation of the count. A majority of votes cast shall elect the officers and a plurality shall elect directors. Ballot results are to be kept in confidence, until direct communication of the outcome of the election is provided to all candidates by the FANA President, which shall not be less than ten (10) days prior to the Annual Meeting. Once the outcome of the election has been communicated to all candidates, the results (ballot totals and tallies for each election office) shall be posted on FANA's member-only website and formally announced at the Annual Business Meeting by the President or Designee.
7. In the event that no officer receives a majority vote, the voting members in attendance at the Annual Business Meeting shall vote by ballot from between the two candidates who receive the most votes.

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## ARTICLE VII

MEETINGS. QUORUM

## SECTION 1. Meetings

FANA shall hold an annual meeting, a winter meeting, and a spring meeting at times, dates, and locations chosen by the Board of Directors. The Annual Meeting (which will include the Annual Business Meeting) will be held in September or October. The purpose of the Annual Business Meeting is to announce election results, receive reports from officers and committee chairs, approve the budget, approved Bylaws changes and conduct other business as necessary. FANA will ensure that members have the option to participate remotely in the Annual Business Meeting (including voting) each year. The Winter and Spring meeting may be combined at the direction of the Board of Directors.

## SECTION 2. Quorums

A. Twenty (20) active members shall constitute a quorum at the Annual Business Meeting.
B. Ten (10) active members shall constitute a quorum at the Winter and Spring meetings.
C. Ten (10) active members shall constitute a quorum at any special meeting.

## ARTICLE VIII

COMMITTEES

## SECTION 1. Standing Committees

The standing committees of FANA shall be: Executive, Communications, Leadership Development and Nominating, Member Services, Community/Government Relations, Diversity/ Equity/Inclusion (DEI), and Program.

## SECTION 2. Committee Appointments

A. Except for the Leadership Development and Nominating Committee, each chair shall recommend the appointment of a minimum of one (1) active member and may appoint one (1) resident member subject to the approval of the President. The Chair of the committee shall, within thirty (30) days, send the recommended committee roster to the President for approval and to the FANA Business Manager for distribution to the Board and other Committee Chairs. In efforts to encourage new volunteers, the Leadership and Nominating Committee may also recommend members to serve on Committees.
B. Special/Ad Hoc committees shall be appointed by the President subject to the approval of the Board of Directors. Such committees shall cease to exist once the specific project is completed.

## SECTION 3. Term of Office

A. Members appointed or elected to committees shall serve for two (2) year terms with $50 \%$ rolling off or renewing terms annually.
B. Committee members may request to renew their appointments for up to three (3) consecutive terms.

## SECTION 4. Duties

A. Chairs of appointed or elected committees are accountable to the Board of Directors and are responsible for carrying out duties as assigned by the Board.
B. Specific duties of Committee chairs include:

1. Preparing reports for Board of Directors Meetings when milestones are due or achieved; to be submitted to the FAAN Business Manager no less than two Deleted: then (2) weeks prior to the meeting.
2. Turning over all records and correspondence to the President within thirty (30) days after their terms expire.
3. Assuring quality committee experience for all committee members.
4. Holding committee meetings to accomplish assigned goals.
C. The members of appointed or elected committees shall cooperate with the chair in carrying out the duties as assigned.
D. Regular and special meetings of standing and special committees may be conducted in person or by conference call, teleconference, or other electronic media as permitted by applicable law.

## SECTION 5. Specific Duties

A. Executive Committee

1. The committee shall be composed of FANA's elected officers (the President, Vice President, President-Elect, and Secretary-Treasurer). The Immediate Past President and Association Manager shall serve on the Executive Committee as ex-officio, non-voting members.
2. The primary focus of the Executive Committee is the corporate business of the Association, while the Board of Directors' primary focus is on the mission of the Association. Consequently, the Executive Committee is to oversee the business of the Association and to be a sounding board for the Association Manager. The Board of Directors holds the authority for all other Association decisions.
3. Corporate business includes an annual review of contracts for value received and quality of service, making recommendations to the Board of Directors if a change is recommended. If a change of vendors is explored or there is a new substantive initiative, the Executive Committee will oversee the RFP process.

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4. The Executive Committee shall exercise the authority of the Board of Directors between meetings of the Board of Directors but only to the extent that:
a. It is necessary to act on unanticipated business that requires action between Board of Directors meetings; and
b. The action taken is not contrary to the instructions of the Board of Directors.
B. Communications Committee

The committee shall:

1. Execute appropriate communications to the membership through the web page, social media and other modes as needed;
2. Develop materials intended to educate other health care professionals about CRNAs; and
3. Conduct public relations campaigns of FANA.
C. Leadership Development and Nominating Committee
4. The committee shall identify and involve emerging leaders in the work of FANA. It is accountable to encourage and engage active volunteer involvement as committee members or micro-volunteers, particularly from CRNAs who have not been involved in the work of FANA. Additionally, in preparation for annual elections, the committee shall prepare and present a slate of qualified and vetted candidates for election who have the capacity and readiness to serve.
5. New committee members may be appointed by the President with approval of the full Board of Directors. Qualified committee members should have broad knowledge of the CRNA membership and/or in positions where they are exposed to emerging CRNA leaders.
6. This committee is chaired by the Immediate Past President.
7. A committee member shall not be a candidate for any other elected position within the FANA while serving on the committee. If a Leadership Development and Nominating Committee member resigns from the committee by January 1 that person will be eligible to run for a position in the upcoming election.
D. Member Services Committee
8. This committee shall work to connect members with FANA through social activities and personal contact, optimize member engagement with FANA, and be responsible for member surveys to determine member satisfaction.
9. This committee shall also be responsible for engaging with non-members and encouraging membership.
E. Program Committee
10. The committee is responsible for the preparation of programs for the two state meetings and online education offerings, subject to the approval of the Board of Directors,
11. The committee shall incorporate sessions on well-being.
12. The committee, in consultation with the FANA Business Manager, shall select meeting sites.
13. Committee membership shall consist of a minimum of four members.
F. Government/Community Relations Committee

The committee shall work under the direction of the Board of Directors and in consultation with AANA Government Relations staff and the FANA lobbyist in matters pertaining to the specialty practice of nurse anesthesia. The Committee focus is on building the infrastructure for legislative success, participating in FANA's legislative strategy, and planning CRNA Lobby Day at the Capitol.
G. Diversity/Equity/Inclusion (DEI) Committee

1. The committee is responsible for incorporating the tenets of Diversity, Equity, and Inclusion into every aspect of FANA structures and functions;
2. Specifically, the committee shall present the Board with the current state of DEI within the FANA organization.
3. The committee co-chairs will work with the other committees to ensure that DEI is incorporated into the structure of all committees with the goal that DEI becomes the natural culture of the organization.
4. The committee shall host no fewer than three (3) activities per annum at FANA meetings and other events.
5. The committee shall provide a clear means of anonymous communication for members to voice concerns and make suggestions related to matters of DEI within the FANA culture.

## ARTICLE IX

MISCELLANEOUS PROVISIONS
SECTION 1. Dues

Dues and payment thereof for FANA shall be such as are stipulated in the AANA Bylaws.

## SECTION 2. Fiscal Year

The fiscal year shall begin November 1.
SECTION 3. Indemnification
A. FANA shall, to the extent legally permissible under the laws of Florida, indemnify each person who may serve or who has served at any time as an officer, director or committee member of FANA against all expenses and liabilities, including but not limited to attorney's fees, judgments, fines, penalties and settlement payments,
reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may be involved by reason of and directly related to his or her service in such capacity. Provided however, no indemnification shall be provided for any of the persons listed above with respect to any matter as to which he or she shall have been determined by the Board or a court of competent jurisdiction, not to have acted in good faith. Any compromise or settlement payment in any matter subject to this paragraph shall be approved by a majority vote of a quorum of Board members who are not at that time parties to the proceeding.
B. Expenses (including reasonable attorneys' fees) incurred in defending a civil or criminal action, suit, or proceeding may be paid by FANA in advance of the final disposition of such action, suit, or proceeding, if authorized by the Board of Directors, upon receipt of an undertaking by or on behalf of the indemnitee to repay such amount if it shall ultimately be determined that such indemnitee is not entitled to be indemnified hereunder.
C. The indemnification provided hereunder shall inure to the benefit of the heirs, executors and administrators of any person or persons entitled to indemnification hereunder. The right of indemnification under this Article shall be in addition to and not exclusive of all other rights to which any person may be entitled.
D. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified officer, director or committee member under this Article shall apply to any such person with respect to acts or omissions which occurred at any time prior to such amendment or repeal.

## SECTION 4. Insurance

FANA shall provide Directors' and Officers' Liability Insurance in an amount not to exceed $\$ 500,000.00$ to protect the personal assets of Board members while acting within the scope of their duties as the FANA Board of Directors.

## ARTICLE X

## PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern FANA meetings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any special rules of order FANA may adopt.

## ARTICLE XI

AMENDMENTS

These Bylaws may be amended by an affirmative vote of two-thirds (2/3) of those members voting electronically after the Annual Business Meeting, provided notice of the proposed amendment(s) has been appended to the meeting notice or agenda and posted in the FANA website at least thirty (30) days prior to the date thereof. The Bylaws may also be amended by an affirmative vote of $2 / 3$ of the members voting electronically in response to a bylaw amendment proposed by a $2 / 3$ vote of the Board of Directors. Such vote shall be held within 72 hours of the $2 / 3$ vote by the Board of Directors.

## ARTICLE XII

## DISSOLUTION

Upon dissolution, after payment of all debts, no part of the remaining assets may be distributed to any director, member, or officer of the Association. Remaining assets shall be distributed according to law; however, such distribution may only be to an organization exempt under the provisions of Section 501(c)(3) of the US Internal Revenue Code that holds an interest in alignment with the values of an association of nurse anesthetists.

Bylaws amended by the membership 10/14/2006
Bylaws amended by the membership 10/03/2009
Bylaws amended by the membership 10/22/2011
Bylaws amended by the membership 10/28/2017
Bylaws amended by the membership 10/20/2018
Bylaws amended by the membership 10/10/2020
Bylaws amended by the membership 10/02/2021
Bylaws amended by the membership 10/29/2022
Bylaws amended by the membership 10/7/2023

