

Greenwich Democratic Town Committee

By-Laws

PREAMBLE

The enrolled Democratic voters of the Town of Greenwich are the Greenwich Democratic Party. The policies and principles of the Democratic Party of the Town of Greenwich shall be formed, directed and executed by the Democratic Town Committee (the "Town Committee") representatives of the enrolled Democrats of the Town of Greenwich. The Democratic Town Committee shall have full control of the party interests in all primaries, caucuses, general and special elections in the Town of Greenwich and shall do all in its power to advance the interests of the Democratic Party.

ARTICLE I - MEMBERSHIP

Section 1. The Town Committee shall consist of seventy-five (75) members who are enrolled in the Democratic Party in the Town of Greenwich. No person shall be elected to or shall hold the position of Town Committee member unless his or her name appears on the last completed enrollment list of the Democratic Party.

Section 2. Town Committee membership shall be on a district basis and shall be apportioned by the following method based on municipal general elections held every other year:

Each District shall have a number of members equal to the product of these two numbers: a) the total number of votes for all Democratic candidates in that District divided by the total number of votes for all Democratic candidates in Town and b) seventy-five (75). (Fractions will be rounded up when .5 or higher and down when less than .5.)

Each district shall have not less than two representatives. Within two weeks after municipal elections, the Town Committee Chairperson (the "Town Chair") shall publicly announce the new apportionment of the Town Committee members among the various districts.

Section 3. The members of the Town Committee shall be elected from their respective voting districts as hereinafter set forth. Full participation by all Democrats with particular concern for minority groups, women and youth is encouraged.

Section 4. In each even-numbered year, the Town Committee shall fix the first Tuesday of March for the holding of a Primary for the election of Town Committee members. Said Primaries shall be conducted in accordance with the Connecticut General Statutes.

Section 5. The terms of Town Committee members shall start on the day following the day established for holding the primary for election of said Town Committee members and ending on the day established for holding the primary for the election of the members of the succeeding Town Committee. The provisions of this section shall apply notwithstanding the lack of cause for a primary to elect said members. The Committee member shall no longer be a member of the Town Committee sixty (60) days after a Town Committee member ceases to be a legal resident of the district from which the Town Committee member was elected.

Section 6. The Town Committee, as the first order of business, shall fill a vacancy on the Town Committee by electing to such position the person nominated by a majority of the members of the Town Committee elected from the district in which the vacancy exists. If a majority of the members from such a district present and voting at a meeting called for that purpose do not agree upon a nominee, or in the event that the district is without representation for more than one month because of such vacancy, such vacancy shall be filled by the person elected at a caucus of the enrolled Democrats in the district convened by the Town Chair, or upon petition of five percent (5%) of the enrolled Democrats in the district, in accordance with Article VIII, or by a

majority of members from such district at a meeting called by the Town Chair, from the district candidates, including district candidates recommended by the Candidate Search Committee. The name of the candidate chosen will be read at the next Town Committee Meeting, and the nominee will take office at the time of the following Town Committee Meeting. No person who resigns from the Town Committee shall be eligible for membership on the Town Committee from the district represented at the time of resignation until the general election of Town Committee members next following the date of his/her resignation.

Section 7. The Town Committee shall also elect, from time to time, by Town Committee ballot, Associate Members from the community at large. Associate Members must be legal residents of the Town and enrolled Democrats excepting legal minors. The Associate Members have no voting privileges, but will receive notification of and minutes from Town Committee meetings; may participate in such meetings, and may serve on any committee. While not mandated, Associate Members should be given priority when Town Committee Member vacancies occur in the respective Districts.

Section 8. Each member acknowledges that by undertaking membership in the Democratic Town Committee, he/she accepts a commitment for reasonable participation in and/or support of the campaigns of the endorsed candidates, consistent with the circumstances and abilities of each respective member. The Candidate Support Committee is charged to set reasonable standards of participation of members, to communicate with members regarding their participation, and to assist the campaigns of endorsed candidates in the organization and coordination of the participation of members in those campaigns.

ARTICLE II – OFFICERS

Section 1. After they take office, the members of the Town Committee shall meet for their organization as hereinafter provided and shall as the first order of business, elect the Town Chair, Town Committee Vice-Chairpersons (the “Vice-Chairs”)(Maximum: 4), the Secretary and a Town Committee Treasurer (the “Treasurer”), and such other officers as may be deemed advisable. The Town Chair of the outgoing Town Committee shall call an organization meeting of the newly elected members of the Town Committee, stating the purpose thereof, which meeting shall be held within thirty days after the newly elected members shall have taken office. Said notice shall be in writing and shall be e-mailed at least seven (7) days prior to the meeting date. In the event that said Chair shall neglect or refuse to call an organization meeting, such meeting shall be called by the Vice-Chairs serving concurrently with said Town Chair. If, for any reason, said meeting is not called in the manner prescribed, it shall be the duty of the State Central Committee members in the district to do so. The notice of such meeting call by either the said vice-chairpersons or said members of the State Central Committee shall be issued to each of the newly elected Town Committee members within forty-eight (48) hours of the necessity of either to do so, notwithstanding any party rule concerning time and notification of meetings to Town Committee members.

Section 2. Officers of the Town Committee shall be elected by the Committee from its membership. No person who is not a member of the Town Committee shall be an officer of the Town Committee except that an Officer who changes his/her legal residence from one voting district to another voting district within the Town of Greenwich during the term of office may, by a vote of two-thirds (2/3) of the members of the Town Committee present and voting, be allowed to retain the office until the expiration of the term.

Section 3. Officers so elected shall hold office for the term of the Town Committee electing them.

Section 4. Each of the officers shall have the duties usually incident to the office and such other duties as the Town Committee may assign to that person. Duties of the Vice-Chairs include accepting assignments on behalf of the Town Committee from the Town Chair, co-chairing Town Committee meetings in the absence of the Town Chair, overseeing the operation of the Standing Committees and receiving reports of the Standing Committee Chairpersons (the “Standing Committee Chairs”, discussed in Article VI, Section 2).

Section 5. Within one week after organization of the Town Committee, the Secretary shall file with the Secretary of the State Central Committee a list of the names and addresses of the officers and members of the Town Committee and the name and address of the Democratic Registrar of Voters.

Section 6. If there shall be a vacancy in any office of the Town Committee arising from any cause, the Town Committee shall fill the vacancy at its next regularly scheduled meeting by a majority vote of the Committee members present and voting. A notice and agenda for that meeting shall be sent to the members seven (7) days in advance.

ARTICLE III – MEETINGS

Section 1. The Town Committee shall meet at least six (6) times a year at the call of the Town Chair. Regular meetings shall be held not later than two (2) months from the preceding meeting. A calendar with the dates of regular meetings shall be furnished to Town Committee members by the Chairperson within one month after election. The Secretary shall give written, or at the election of individual members, electronic mail notice of the time and place of such meetings, mailed at least seven (7) days prior to the meeting date. An exception will be made to the requirement of the seven days' notice in the case of a meeting called to replace a party-endorsed candidate for nomination or election who shall have died, withdrawn or become disqualified prior to twenty-four (24) hours before opening of the polls for a primary or election. In such cases, if time does not permit seven days' notice, the rule is waived.

Section 2. Special meeting: A meeting may be called by the Town Chair and shall be called by the Town Chair on the written request of twenty percent (20%) of the members of the Town Committee, or upon petition of five percent (5%) of the enrolled Democrats in the Town, which request or petition shall state the object of such meeting. No other business shall be brought before the meeting except that stated in the written request or petition. In the event the Town Chair neglects or refuses to call a meeting to be held within fourteen days following such request or petition herein specified, any one of the members of the Town Committee requesting such meeting or any one of the enrolled Democrats in the Town so petitioning may call such meeting by sending a notice to each member of the Town Committee of the time and place of such meeting and the purpose thereof, said notice to be e-mailed at least five (5) days before the date of such meeting.

Section 3. No Town Committee member shall vote by Proxy at any meeting of the Town Committee or at any meeting of the committees of the Town Committee, except as specifically permitted in Article V, Section 1.

Section 4. All voting shall be by voice vote or a show of hands except that if one-third of the members present at a meeting vote to have a record vote (written or by roll call), a record vote shall be taken on any matter included in the call of the meeting. A record vote shall be taken whenever the number of candidates nominated for any office to which two or more candidates may be endorsed exceeds the number of candidates who can be endorsed for that office. Nominations may be made from the floor.

Section 5. Except as herein otherwise provided, a majority vote of the members present and voting at any meeting shall be decisive of any question.

Section 6. The platform for each Town Election shall be approved by the Town Committee at least five (5) weeks before the election to which the platform is to pertain.

Section 7. Meetings shall be adjourned from time to time and from day to day on the vote of two-thirds (2/3) of the members present.

Section 8. Two-fifths (2/5) of the membership of the Town Committee shall constitute a quorum at any meeting.

Section 9. Town Committee meetings shall be open to the public.

ARTICLE IV – DISTRICT CHAIRPERSONS AND MEETINGS

Section 1. The Town Committee members from each voting District shall elect in even-numbered years from among their members a District Chair. In the event of a tie vote, such vote shall be dissolved in the manner provided in Section 1(b) of Article VII.

Section 2. District meetings shall be held as often as the District Chair or the Town Committee members of said district may desire. The District Chair shall call a meeting of the Town Committee members from the District upon petition of five percent (5%) of the enrolled Democrats in the District.

ARTICLE V – EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be formed by the Town Committee at the organizational meeting held in March in even numbered years, and shall consist of the District Chairs and the Officers of the Town Committee (maximum: 7): the Town Chair, Vice-Chairs (maximum: 4), the Secretary and the Treasurer. Each member of the Executive Committee shall have one vote. The District Chairs may designate another member of the Town Committee from their District to represent said District Chair at an Executive Committee Meeting and that designated person may vote at said meeting if the Town Chair or Secretary is notified by the District Chair prior to the Executive Committee meeting. The Democratic Select Persons and State Central committee persons shall be Ex-Officio members of the Executive Committee.

Section 2. The Executive Committee shall be the Nominating Committee of the Town Committee, except where otherwise indicated; and shall have the power to grant or deny authorization of expenditures from the Town Committee budget over \$500.00. (The Chair of the Town Committee shall have the power to grant or deny authorization of expenditures from the Committee budget up to and including \$500.)

Section 3. Meetings of the Executive Committee shall be called by either the Town Chair or by four (4) or more members of the Executive Committee. A simple majority of the Executive Committee shall constitute a quorum. A report of action taken at meetings of the Executive Committee shall be made at the next following Town Committee meeting.

ARTICLE VI – STANDING COMMITTEES

Section 1. The Chairperson may name standing committees of the Democratic Party at the organization meeting of the Town Committee. These committees might include:

Finance (to develop and implement plans to increase Town Committee annual funding, set yearly fund raising goals, advise Treasurer in obtaining and disseminating funds and propose allocation of funds for local and state races, propose an annual expenditure budget and revise same from time to time in keeping with actuality);

Governmental Liaison (to establish contacts with local and state government bodies and report, in writing, developments of interest as they occur with primary accountability for sourcing and maintaining voting records of local elected officials);

Programs and Events (to conceive and develop plans to attract the greater number of Democratic Party members to gather, outreach for special speakers at Committee Meetings and other special functions and generate sponsorship ideas that place the party in a positive light);

Candidate Search (to access and contact interested candidates for local, state and committee offices and boards and present resumes of each to the Executive Committee);

Research and Issues (to define and explain local and state issues to the Town Committee and update the same, develop plans to keep abreast of Greenwich voter sentiment, and participate in the formulation of the Democratic Platform);

Communications (to develop, produce and disseminate communications that promote the Party, its

candidates and its issues platform to the public, utilizing advertising, public relations, direct mail, interviews and speeches);

Voter Registration and Turnout (to develop and implement plans to maximize Democratic registration and voter turnout in local, state and national elections);

Rules (to assure that all actions of the Town Committee conform with its By-Laws, the State Statute and State Party rules, and to ensure that necessary notifications under these Statutes, Rules and By-Laws are disseminated);

Headquarters (to establish and manage the Greenwich Democratic Town Committee Headquarters by locating an optimal venue, furnishing the Headquarters, sourcing and managing a volunteer organization, ordering advertising materials, etc.); and

District Leader Liaison (to maintain contact with all District leaders to insure their cooperation, understanding and effectiveness in their various assigned tasks). Other committees from time to time may also be named by the Town Chair as may be deemed necessary by the Town Committee.

Section 2. Each Standing Committee will be formed with not less than three (3) Standing Committee members, each of whom is appointed by the Town Chair.

ARTICLE VII- ENDORSEMENT OF CANDIDATES; NOMINATION OF MUNICIPAL OFFICERS; ELECTION OF COMMITTEE MEMBERS AND DELEGATES; APPOINTMENTS

Section 1. Party Endorsement, Tie Votes, Replacement of Candidates, and Certification.

Section 1(a). The Town Committee, at a meeting called for such purpose, shall select, from among registered Democratic nominees proposed at such meeting, the party-endorsed candidates for each municipal office and for delegates to conventions. When the purpose is to select an individual candidate for a municipal office, then the nominees receiving the majority vote of the Town Committee members present and voting shall be the party-endorsed candidates. When the purpose is to select two (2) or more persons as candidates for any municipal office or as delegates to conventions then those nominees, in number equal to the number of candidates or delegates to be selected, who receive the greatest number of votes of the Town Committee members present and voting shall be the party-endorsed candidates or delegates provided all such candidates receive no fewer than a majority of the votes of the Town Committee members present and voting. Candidates for a municipal office for which not all the electors of the Town Committee are entitled to vote, and in nominating delegates for a convention which will nominate a candidate for any office for which not all the electors of the Town of Greenwich are entitled to vote, only those members of the Town Committee representing the voting districts of said Town which are entitled to vote for candidates for such office shall be entitled to vote.

Section 1(b). If the first vote taken on the selection of a party-endorsed candidate results in a tie, then the second ballot shall be taken. If this ballot also results in a tie vote, a third ballot shall be taken. If the tie vote still persists, such vote shall be dissolved by lot by the Chairperson of the Town Committee in the presence of not fewer than three disinterested persons, after notifying the candidates.

Section 1(c). The Secretary shall certify to the Town Clerk the names and street addresses of the party-endorsed candidates selected as provided in Article VII, Sections 1(a) and 1(b), the title of the office or position as a committee member or delegate, for which each person is endorsed, and the date upon which the primary is to be held. In the case of the endorsement of a person for an office or for a position as Town Committee member for whom only the electors of a political sub-division of the town may vote, the Secretary shall certify to the Town Clerk the name or number of such political sub-division.

Section 1(d). If a party-endorsed candidate for nomination to a municipal office or for election to the Town Committee, or delegate to a convention, dies prior to 24 hours before the opening of the polls at the primary or withdraws his/her name from nomination prior to ten (10) days before the day of the primary, or for any reason becomes disqualified to hold office or position for which he/she is a candidate, an endorsement shall be made to fill such vacancy by the Town Committee by a majority vote of the Town Committee members present and voting at a meeting called for that purpose; provided, that if the original endorsement was made only by the members of the Town Committee elected from certain political sub-divisions of the town, only such members shall participate in the endorsement to fill such vacancy. A tie vote shall be dissolved as provided in Article VII, Section 1(b).

Section 1(e). The nominations of the Democratic Party, including both party-endorsed and petition candidates, to all offices and the election of members of the Town Committee and delegates to conventions shall be made in all respects as provided in the Special Act and State election laws as the same may be amended from time to time. Whenever a primary for nomination to a municipal office or for the election of Town Committee members or delegates to a convention is to be held under the provisions of said Act, the nominee of the Democratic Party for such office, and the members of the Town Committee and the delegates to conventions shall be determined by a plurality of votes cast.

Section 2. Nominations to Municipal Office.

Section 2(a). Candidates for municipal office (defined in Article XII) chosen as provided in Article VII, Section 1 shall run in the primary for such office as party-endorsed candidates; provided any such candidates shall be the nominee of the Democratic Party for the office for which he/she is a candidate if no valid opposing candidacy has been filed for nomination to such office by four o'clock P.M. on the twenty-first (21st) day preceding the day of the general election for such office, as provided in the Special Act.

Section 2(b). Candidacies for nomination by the Democratic Party to a municipal office may be filed by or on behalf of any person whose name appears on the last-completed enrollment list of such party within the voting districts of the Town of Greenwich by which the person is to be nominated by filing with the Town Clerk a petition signed by at least one percent (1%) of the enrolled voters of said districts.

Section 2(c). If a nomination has been made for a municipal office and the nominee thereafter but prior to twenty-four hours before the polls open on the day of the election for which such nomination has been made, dies, withdraws his/her name, or for any reason becomes disqualified to hold the office for which he/she has been nominated, a nomination to fill such vacancy may be made by the Executive Committee of the Town Committee, by a majority vote of the members present and voting at a meeting called for that purpose. A tie shall be dissolved by the Chairperson of the Town Committee in the manner provided in Article VII, Section 1(b).

Section 2(d). If for any reason sufficient endorsements as provided for herein fail to be made of candidates for municipal offices, Town Committee members or delegates to conventions, the provisions of the Special Act and of the State election laws, as the same may be amended from time to time, shall govern.

Section 3. Election of Town Committee Members.

Section 3(a). In even numbered years a caucus of the enrolled Democrats shall be held in each voting district for the purpose of endorsing candidates for membership on the Town Committee from that district. The date of the caucus shall be no earlier than the fifty-sixth (56th) day nor later than the forty-ninth (49th) day preceding the day of the primary for Town Committee members, and shall be announced by the Democratic Town Committee no later than December 1st of the preceding year. Any enrolled Democrat may be a candidate for endorsement in the district in which such Democrat resides and may declare candidacy at least ten (10) days before the date of such caucuses by filing with the Registrar of Voters a petition favoring such candidacy signed by five percent (5%) of the enrolled Democrats from such district,

provided, however, that incumbent members of the Democratic Town Committee who have served for at least one (1) full term shall not be required to file such a petition but may instead file in like manner a signed statement of candidacy for such endorsement. Additional candidates may be nominated at the caucus.

The Town Committee shall publish a notice of the caucus to be held in each district specifying the date, hour, place and purpose of each caucus, in a newspaper having a general circulation in the Town at least five (5) days prior to the date of the caucus. Those persons in number equal to the number of candidates to be selected who receive the greatest number of votes cast by secret ballot at the caucus shall be the party-endorsed candidates. There shall be no quorum requirement for any such caucus.

Section 3(b). Prior to the election of party-endorsed candidates for the Town Committee, the Town Chair shall cause to be printed and circulated at the caucus and the Town Committee meeting preceding the caucus the attendance records of the incumbents: the number of meetings which the incumbent actually attended.

Section 3(c). Candidates for Town Committee membership chosen as provided in Article VII, Section 3(a) shall run in the primary for Town Committee members as party-endorsed candidates; provided such candidates shall be deemed elected as members of the Town Committee if no valid opposing candidacy has been filed for Town Committee members by four o'clock P.M. on the twenty-first (21st) day preceding the day of the Democratic primary for Town Committee members, as provided in the State election laws. In the vote in a primary for the election of Town Committee members from a voting district, only persons on the last completed enrollment list of the Democratic Party in such voting district shall be eligible to vote.

Section 3(d). Within the time specified in Section 3(a), a candidacy for election by the Democratic Party to the Town Committee may be filed by or on behalf of any person whose name appears on the last-completed enrollment list of such party within the political sub-division within which a Town Committee member is to be elected, by filing with the Registrar of Voters a petition signed by at least five percent (5%) of the electors whose names appear on the last completed enrollment list of such party in such political sub-division.

Section 3(e). Any provision of these rules notwithstanding, no primary shall be held for the election of members of the Town Committee unless candidacies for such election numbering at least twenty-five percent (25%) of the number of Town Committee members to be elected in the political sub-division are filed in conformity with the rules by persons other than party-endorsed candidates.

Section 4. Selection of Delegates.

Section 4(a). In the case of candidates for election as delegates to any convention, any Town Committee member entitled to vote for the election of such delegates may propose one or more nominees whose names appear on the last-completed enrollment list of the Democratic Party for the selection by the Town Committee. From among such nominees the Town Committee shall select as provided in Article VII, Section 1, a slate composed of a number of persons equal to the number of delegates to which the Town is entitled under the State rules of the Democratic Party.

Section 4(b). Each person nominated for selection by the Town Committee as a delegate to a convention which will select party-endorsed candidates for a major office on the federal, state and district levels, shall make public, before selection of such delegate by the Town Committee, the candidates preferred by such delegate for each such major office, or that such delegate has no preference if that is the case.

Section 4(c). The slate of candidates for delegates to a convention chosen as provided in Article VII, Section 1 shall run in the primary for delegates to such convention as the party-endorsed slate; provided such slate of candidates shall be deemed elected as the delegates to such convention if no valid opposing candidacy by a complete slate of persons other than party-endorsed candidates has been filed by four o'clock P.M. on the twenty-first (21st) day preceding the day of the Democratic primary for delegates to conventions, as provided in the State election law.

Section 4(d). Candidacies for election by the Democratic party as delegates to a convention may be filed by or on behalf of a slate of persons each of whose name appears on the last completed enrollment list of such party within the voting districts of the Town of Greenwich which are entitled to vote for candidates selected by such convention by filing with the Registrar a petition signed by at least five percent (5%) of the electors whose names appear on the last completed enrollment list of such party in the aforesaid voting districts.

Section 4(e). Each delegate to a convention elected in conformity with the law and with these party rules, may in writing designate an alternate delegate or a proxy to act for the delegate if absent. In the event of the delegate's failure to act, the Chairperson of the delegation may designate such alternate delegate or such proxy.

ARTICLE VIII– SPECIAL CAUCUSES

Section 1. Special caucuses in the Town or in any Town District may be called for any lawful purpose, but not the removal of Town Committee members, on the petition of not less than five percent (5%) of the enrolled Democrats in the Town or District. The petition shall include the time and purpose of the caucus. On receipt of such petition the Town Committee Chairperson shall give notice of the time, place and purpose of the caucus to all enrolled Democrats at least five (5) days in advance by publishing such notice at least once in a newspaper having general circulation in the Town. In the case of a district caucus the District Chairperson shall give the call at least five (5) days in advance of the date set to the enrolled Democrats of the District either by written notice or by publication in a newspaper with general circulation in the Town.

Section 2. Five percent (5%) of the enrolled Democrats in the Town or District shall constitute a quorum.

ARTICLE IX – PROCEDURE

Robert's Rules, Newly Revised Edition, shall be conclusive on parliamentary issues except where they conflict with these rules. A Parliamentarian may be appointed by the Town Chair for any and all Town Committee meetings.

ARTICLE X – FINANCING OF PRIMARY CANDIDATES

No money or other thing of value in the Town Committee Treasury or in any other fund subject to the control of the Town Committee shall be used in a party primary.

ARTICLE XI – AMENDMENTS TO RULES

Section 1. These rules may be amended by a majority of the Town Committee present and voting provided that the proposed changes have been read at the preceding meeting of the Town Committee and that such changes have been submitted to Town Committee members in writing in the call of the meeting at which they are to be acted upon.

Section 2. These rules may also be amended by a caucus of enrolled Democrats which shall forthwith be called by the Town Chair of the Town Committee upon filing a petition with the Registrar signed by at least five percent (5%) of the enrolled Democrats in the Town. Five percent (5%) of the enrolled Democrats in the Town shall constitute a quorum at such a caucus.

ARTICLE XII – DEFINITIONS

As used in these rules, the "Special Act" means An Act Concerning Nomination Procedures in the Town of Greenwich, Special Act No. 293 of 1953, and "State election laws" means Chapter 153 of Title 9 of the General Statutes of Connecticut (1965 revision), and the terms used in these by-laws shall have the same meaning as in the State election laws.

ARTICLE XIII – FILING OF RULES

Section 1. Within seven (7) days after party rules or any amendments to party rules are adopted by the Town Committee, a copy of the same shall be filed with the Secretary of the State and with the Town Clerk and with the Secretary of the State Central Committee. Any amendments so filed shall set forth in full the section to be amended. Matter to be omitted or repealed shall be surrounded by brackets, and new matter shall be indicated by capitalization.

Section 2. No authority of the State or any sub-division thereof having jurisdiction over the conduct of any primary shall permit the name of any party-endorsed candidate to be printed on the official ballot to be used at any such primary unless there has been filed in the office of the Secretary of State at least one copy of the party rules regulating such party and its method of selecting party-endorsed candidates for nomination to public office and for election as Town Committee members and delegates, such rules to be filed at least sixty days before such candidate is selected under said method of endorsement.

Section 3. If any provision of these rules is found to be in conflict with the provisions of the law or Connecticut Democratic State Party Rules, the provisions of the law and Connecticut Democratic State Party Rules shall govern.

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AMENDED: MARCH, 2001
AMENDED: JUNE, 2005
AMENDED: JUNE, 2006
AMENDED: MARCH 2008
AMENDED: JULY 2013
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AMENDED: DECEMBER 2017
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