



# Constitution and By-Laws

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## SECTION A: CONSTITUTION

### Article I - Names

The name of this organization shall be the "Ontario Association of Public Health Dentistry" (OAPHD) hereinafter referred to as the "Association".

### Article II - Mission

#### VISION

The Association is dedicated to health for all by assuring optimal oral health.

#### MISSION

The Association is committed to:

1. Universal access to appropriate oral health care for all residents of Ontario; and
2. Acquisition and dissemination of dental knowledge, skills and capabilities within public health dentistry.

This will be achieved through:

- Research and evidence based initiatives;
- Policy development and advocacy;
- Population health promotion;
- Collaboration and strategic alliances;
- Professional development and peer support.

#### VALUES

Members of the Association:

- Believe in equity of access to optimal oral health for all;
- Work in collaboration with one another, other organizations and communities to achieve the mission;
- Respect diversity in professional and working relationships;
- Are committed to ethical professional practice with a strong emphasis on competence and excellence;
- Are accountable and responsible in the effective and efficient use of resources;
- Support publicly administered programs and services that are evidence based and meet the needs of our communities.

## **PURPOSE AND GOALS**

The purpose of the Association is to provide leadership for improving the oral health of the public based on the principles of dental public health.

The major goals are to:

- Promote and support education of the public, health professionals and other decision-makers about the importance of oral health and its relation to overall health and well-being;
- Promote and support new and existing programs and policies that are effective in prevention of oral diseases, health promotion and ensure equitable access to oral health services;
- Develop and maintain competency in the practice of dental public health by providing a supportive environment for members;
- Promote and support the expansion of the knowledge base for the practice of dental public health; and
- Promote and support effective management of the Association.

## **Article III - Organization & Dissolution**

The Association is a not-for-profit organization.

If this Association is dissolved at any time, no part of its funds or property shall be distributed to or among its members but, after the payment of all the indebtedness of the Association, the remaining funds or properties shall be used to foster the art and science of dental public health in a manner to be determined by the then governing body of the Association.

## **Article IV - Membership**

The membership of this Association shall consist of persons whose qualifications and classifications shall be as established in Chapter I - Classifications, Sections 1 and 2 of the By-Laws.

## **Article V - Dues & Fees**

The dues and fees of the Association shall be established as per Chapter I - Classifications, Section 5 of the By-Laws.

## Article VI - Governance

### Section 1 - Legislative Body

The legislative and governing body of this Association shall be the General Assembly as provided in Chapter II – Assembly of Voting Members, Sections 1 to 6 of the By-Laws.

### Section 2 - Administrative Body

The administrative body of this Association shall be the Elected Officers as provided in Chapter III - Officers, Section 1 of the By-Laws.

## Article VII - Elected Officers and Committees

### Elected Officers

The Elected Officers of this Association shall be a President, a President-Elect, an Immediate Past President, a Secretary, a Treasurer and two Members at Large. These officers shall be elected under the provision of Chapter III - Officers, Sections 2 and 3 of the By-Laws and shall form the Executive Committee.

The **President** shall:

- Have the authority and responsibility to execute the policies and edicts of the Assembly and the Executive Committee;
- Preside at all meetings, preserve order and enforce the Constitution;
- Ensure the preparation of meeting agendas;
- Ensure that all officers perform their respective duties;
- Keep the membership informed of business transacted at Executive Committee meetings;
- Decide all questions of order, subject to appeal by any member of the meeting;
- Serve as an ex-officio member of all standing committees of the Association;
- Represent the Association in all official or public matters outside the Association;
- Hold this office for one year;
- Assume the position of Immediate Past President on the first day of the next fiscal year.

The **President-Elect** shall:

- Assume the President's role on the first day of the next fiscal year; in the event the President vacates the role prior to year end, for the remainder of

- that fiscal year and then complete the original term of office;
- Have all the powers and perform all the duties of the President in the absence, disability or resignation of the President;
- Be responsible for other duties as assigned;
- Hold this office for one year.

The ***Immediate Past President*** shall:

- Conduct nominations and elections;
- Act as Chair for the Constitution and By-Laws Standing Committee;
- Audit the year end accounting (March 31<sup>st</sup>) upon taking office;
- Ensure an invitation is extended to incoming Master of Science students to join OAPHD;
- Be responsible for other duties as assigned;
- Hold this office for one year.

The ***Treasurer*** shall:

- Receive and have custody of all monies due the Association;
- Issue proper receipts and deposit such monies in the name of the Association in any Chartered Bank or Trust Company in Ontario in any account or investment approved by the Executive Committee;
- Appoint a cheque co-signer who is a member in good standing;
- Pay all accounts duly approved by the Executive Committee, sign cheques, promissory notes, bills of exchange and other instruments involving the liabilities of the Association;
- Keep books showing receipts and expenditures in such a form as may meet the approval of the Executive Committee;
- Provide financial reports to the Assembly at the General meetings;
- Keep a full and complete statement of assets and liabilities of the Association and present a financial statement at year end;
- Be responsible for the purchase of all material required by the Association;
- Be responsible for other duties as assigned;
- Hold this office for a minimum of one year.

The ***Secretary*** shall:

- Maintain a full and accurate account of all Executive Committee meetings and distribute these to Executive Committee members;
- Notify the membership of the annual and all general meetings;
- Maintain a full and accurate account including movers and seconder's names for all general meetings and ensure distribution to members;
- Serve as the contact person for internal communication;
- Ensure the maintenance of archives of the Association;
- Maintain an electronic copy of all communications forwarded or received, and answer all correspondence as directed;
- Be responsible for tracking proxy votes;

- Ensure a current copy of the Constitution and By-Laws is maintained;
- Maintain an updated membership roster;
- Be responsible for other duties assigned;
- Hold this office for a minimum of one year.

The **Members at Large** shall:

- Serve as members of Standing and Ad Hoc Committees, as necessary, including the Health Promotion and Advocacy Committee and the Professional Development Committee;
- Be responsible for other duties as assigned;
- Assist other members of Executive Committee upon request;
- Hold this office for a minimum of one year.

One **Member at Large** shall be responsible for ensuring the maintenance of the website and listserve. This may be accomplished through the appointment of a Member in good standing as the **website/ listserve administrator**. The website/ listserve administrator shall be tasked with the following:

- Ongoing maintenance of the OAPHD website;
- Providing recommendations to the Executive Committee regarding the OAPHD website;
- Maintenance and development of list serves related to OAPHD;
- Distribution of OAPHD membership applications;
- Maintenance of a current OAPHD membership list;
- Immediate posting of member information distributed by the Secretary or the Executive Committee;
- Other related duties as assigned by the Executive Committee.

## **Committees**

Committees shall be established according to the By-Laws, Chapter III – Officers, Section 5 to 11.

All committees are established under the authority of and report to, the Executive Committee and are required to provide recorded minutes of all meetings as well as regular reports to the Assembly.

## **Article VIII - Amendments**

This Constitution may be amended at any session of the General Assembly by a two-thirds affirmative vote of the Members present and voting, provided that the proposed amendment shall have been made available for review to all members eligible to vote at least thirty (30) days prior to the date on which the vote is to be taken.

Members who are unable to attend may assign a proxy vote in writing to any voting member who will be present and shall inform the Secretary of such action.

### **Article IX - Annual Meeting/General Meetings**

The Association shall hold an Annual Meeting during the spring of each year to: receive reports from the Officers, appointed representatives and each Committee Chair; elect new Officers and committee members; and transact such other business as may be properly placed before the Annual Meeting. Additional General Meetings will be held, on average, four times per year.

### **Article X - Principles of Conduct**

Members of the Association promote optimal oral health and the prevention of oral diseases among the individuals, families and groups who make up communities in Ontario. Members honour the principles of: informed choice for people and communities; fairness in access to oral health services for all; continuing competence; and obedience to the law.

As members of the Association who serve communities of people, we undertake to:

- 1) Carefully assess the oral health status of the community and factors that impinge on achieving good oral health;
- 2) Develop optional plans to improve the oral health of the community, including potential impact on the diagnosed problem, advantages, disadvantages and costs;
- 3) Present all options so that informed community choices can be made;
- 4) Implement the selected program option to the highest possible standard;
- 5) Advocate on behalf of those who do not have optimal oral health;
- 6) Contribute to the global goal of good oral health by freely sharing acquired knowledge and experience and by learning from others through diligent study and continuing education;
- 7) Contribute to the advancement of the Association through active participation;
- 8) Abide by the legal requirements that regulate the provision of oral care, while advocating for change where they conflict with the achievement of good oral health for all.



## SECTION B: BY-LAWS

### CHAPTER I - MEMBERSHIP

#### Section 1 - Classifications

The classifications of membership of the Association shall be as follows:

- Active
- Life
- Retired
- Member on Leave
- Student
- Honorary
- Associate

#### Section 2 - Qualifications

**Active Membership** shall be open to individuals whose *primary employment* is in dental public health practice, teaching, research or community dentistry programs.

**Student Membership** shall be open to students enrolled in an accredited school of dentistry, dental hygiene, public health or such other accredited educational institution that is acceptable to a majority of the Executive Committee.

**Life Membership** shall be limited to any former member of the Association who is no longer active in public health dentistry. Life Membership shall be conferred upon a member when such recommendation is brought forward by the Executive Committee and is supported by a majority of votes at an Annual General Meeting.

**Honorary Membership** may be conferred upon any non-member who has made an outstanding contribution to dental public health, preventive dentistry or related sciences. Honorary membership may be conferred upon a member when such recommendation is brought forward by the Executive Committee and is supported by a majority of votes at an Annual General Meeting.

**Retired Membership** shall be open to individuals whose prior primary employment was in dental public health practice, teaching, research or community dentistry programs. Eligibility will be reviewed annually by the Executive Committee.

**Associate Membership** shall be open to individuals whose primary employment is in public health practice, teaching, research or community health programs. Eligibility will be reviewed annually by the Executive Committee.

**Member on Leave:** Upon approval of Executive Committee a former active member may request a leave of membership which entitles the member to attend General Assembly meetings, receive minutes and other association correspondence. Eligibility will be reviewed annually by the Executive Committee.

### **Section 3 - Applications**

Applications for membership shall be submitted annually to the Executive Committee for consideration.

### **Section 4 - Privileges**

#### **Definition**

#### ***Member in Good Standing***

*A Member of the Association is considered a "Member in good standing" when annual dues have been remitted; the member abides by Article X - Principals of Conduct of the Association; and actively supports the objectives of the Association.*

*A member who fails to remit current annual dues shall have their membership terminated. The individual may have their membership reinstated only upon the approval and recommendation of the Executive Committee.*

#### ***Active Members***

An Active Member in good standing shall be entitled to attend any session of the Association and receive such services as are provided by the Association. An Active member shall be eligible for election or appointment to any office or committee of the Association and is entitled to speak and vote on any matter presented to the Assembly of the Association.

#### ***Other Members***

The remaining membership categories including: Student; Life; Honorary; Retired; Associate; and Member on Leave shall be entitled to attend any sessions of the Association and to receive such services as are provided by the Association. Upon the request of the Executive Committee they may serve on ad hoc committees of the Association. They are not permitted to vote at the general meeting nor can they be elected to an office of this Association.

### **Section 5 - Fees, Dues and Fiscal Year**

#### **Fees and Dues**

Annual fees shall be due and payable at the beginning of each fiscal year. The amount is to be determined periodically by the General Assembly. Association members whose dues are in default after June 1 will have their membership terminated. New members joining the Association after September 1 of their initial membership year will be required to pay half of the set annual fee.

#### **Fiscal Year**

The fiscal year of the Association shall be from April 1 to March 31. New members joining after September 1 of their initial membership year will be required to pay half the annual fee.

## **CHAPTER II - ASSEMBLY OF VOTING MEMBERS**

### **Section 1 - Composition**

The Assembly shall be those Active Members present at any duly constituted general meeting. Active members who are unable to attend may assign a proxy vote in writing, to a member who is present, and shall inform the Secretary of this intent. The Secretary shall determine, upon request of the President, the eligibility to vote of any person present.

At the discretion of the President, in-camera sessions may be held to discuss confidential matters or policy issues of a sensitive nature. In-camera sessions will be open only to Active Members, and individuals identified by the President.

### **Section 2 - Powers**

The Assembly shall be the authoritative body of the Association with the legislative power to determine the policies that govern the Association and all of its activities. The Assembly shall have the power to enact, amend and repeal the Constitution and By-Laws, elect officers, appoint representatives and establish committees of the Association. The Assembly has the power to approve all memorials, resolutions or opinions issued in the name of the Ontario Association of Public Health Dentistry. It shall have the power to set meeting dates of the Association, as stated in Chapter II – Assembly of Voting Members, Section 2 of the By-Laws.

### **Section 3 - Duties**

It shall be the duty of the Assembly to receive and act upon reports of the committees of the Association.

### **Section 4 - Transfer & Limitation of Powers and Duties**

Except the power to amend, enact and repeal the Constitution and By-Laws, the Executive Committee may exercise all the powers and duties of the Assembly with respect to any matter that, in the opinion of the Executive Committee, requires attention between meetings of the Assembly.

Where the Assembly delegates to any committee any power or authority, the exercise of such power or authority by such committee is subject always to the approval of the Assembly and must be ratified by the Assembly.

### **Section 5 - Special Meetings**

A special meeting of the Association may be called by the President on a majority

affirmative vote of the members of Executive Committee.

## **Section 6 - Official Call**

The Secretary shall ensure an official notice of the time and place of the Annual Meeting is communicated to the membership at least thirty (30) days before the opening of such meeting.

## **CHAPTER III - OFFICERS**

### **Section 1 - Elected Officers**

The Elected Officers of the Association shall be a President, a President-Elect, an Immediate Past President, a Secretary, a Treasurer and two Members at Large.

### **Section 2 - Eligibility**

Only an Active Member in good standing shall be eligible to serve as an Elected Officer.

### **Section 3 - Nominations**

A preliminary list of nominations for elected office (with the exception of the President and Immediate Past President offices which will be filled by the incumbents) shall be developed by the Executive Committee. The Secretary shall ensure this list is communicated to the membership along with the notice of the meeting as outlined in Chapter II, Section 6 – Official Call.

At the Annual Meeting the Assembly will be given an opportunity to provide any nominations from the floor that are to be added to the list. The voting process will be by show of hands or as decided by the chair. Active members who are unable to attend may assign a proxy vote in writing to a member who will be present, and shall inform the Secretary of such action. Election results shall be duly recorded by the Secretary.

#### **Terms of Office**

##### ***President, President Elect and Past President***

The President shall hold this office for a one year period from the Annual Meeting at which the election took place. The President shall then succeed into the office of the Past President for one year without further election.

The President-Elect shall succeed to the Office of the President without further notice at the Annual Meeting upon which the previous President has completed the term of office.

***Secretary, Treasurer and Members at Large***

The Secretary, Treasurer and Members at Large shall hold office from the Annual Meeting at which they were elected to the following Annual Meeting where they may be re-elected. Any of these Elected Officers who have served on the Executive Committee for nine consecutive years are not eligible again for election until at least three years have passed.

**Vacancy**

In the event the Office of President becomes vacant, the President-Elect shall serve as President for the remainder of the term in addition to serving the full term for which the Officer was elected.

In the event the Office of President-Elect becomes vacant, the Immediate Past President shall assume the duties until the next meeting at which time the position will be filled in accordance with provisions of Chapter III, Section 3 of these By-Laws.

In the event the Office of Secretary, Treasurer or Member at Large becomes vacant, the President shall appoint a member to serve until the next session of General Assembly when a successor shall be elected.

**Section 4 - Quorum and Voting**

Twenty per cent or twenty (20), whichever is less, Active members of the Association shall constitute a quorum for the transaction of business at a General meeting.

Every vote at a General meeting shall be by a show of hands or as the chair of the meeting shall otherwise determine (including with respect to the manner in which any members participating by conference telephone may signal their assent or dissent in respect of any matter).

**Section 5 - Standing Committees**

The Assembly shall have the power to appoint Standing Committees to conduct the business of the Association. Standing committees include, but are not limited to:

- Executive Committee
- Professional Development Committee
- Policy Committee
- Health Promotion and Advocacy Committee
- Constitution and By-Laws Committee

All Standing Committees, except the Executive Committee, shall be composed of at least three members. Members shall be elected for terms that allow for an ongoing rotation of members over at least a three year cycle. The Executive Committee will be represented on each standing committee by an Executive member who will serve as a liaison between the Executive Committee and the Standing Committee. The Chair of each Standing Committee will be responsible for ensuring that the proceedings of the Committee are recorded in minutes and that such minutes are made available in a timely fashion to the Executive Committee. The Chair will provide a report of the proceedings to the Assembly at each General Meeting.

## Section 6 - Ad Hoc Committees

From time to time Ad Hoc Committees may be established by, and under the direction of, the Executive Committee to support the strategic direction of the Association and/or to address specific issues. The Executive Committee will be represented on each ad hoc committee by an Executive member who will serve as a liaison between the Executive Committee and the ad hoc committee. The Chair of each Ad Hoc Committee will be responsible for ensuring that the proceedings of the Committee are recorded in minutes and that the minutes are made available in a timely fashion to the Executive Committee. The Chair will provide a report of the proceedings to the Assembly as directed by the Executive Committee. The terms of all members of any Ad Hoc Committee will lapse at the conclusion of the assignment for which they were selected unless authorized to continue by vote of the Assembly.

## Section 7 - Election of Committee & Chair

All members of Standing Committees shall be included in the nomination list presented by the Executive Committee or when nominated by Active Members present at the Annual General Meeting as outlined in Chapter III, Section 3 Nominations. A majority vote of the Active Members present, including any authorized proxy votes, shall constitute election.

The Chair of all Standing and Ad Hoc Committees shall be chosen from and by the committee members, unless already specified as the duty of an Elected Officer.

## Section 8 - Duties of Standing Committees

The following shall be the duties of the Standing Committees of the Association:

***Executive Committee*** shall:

- Be composed of at least one representative registered with each of: a) the Royal College of Dental Surgeons of Ontario, and b) the College of Dental

Hygienists of Ontario;

- Be composed of the President, President-Elect, Secretary, Treasurer, the Immediate Past President and two Members at Large;
- Be responsible for the efficient handling of matters of business ensuring that the decisions of the Assembly are duly enacted;
- Be responsible for carrying on the business of the Association between meetings;
- Ensure that strategic planning sessions are conducted on a regular basis;
- Ensure an annual program to solicit membership in the Association is conducted;
- Ensure the credentials of applicants for memberships are reviewed and approval provided as required;
- Ensure the provision of a list of approved candidates for membership to the Secretary as well as to the web/ listserve administrator;
- Recruit and nominate candidates for Standing Committees and for the offices of President-Elect, Secretary, Treasurer and two Members at Large for election at the Annual Meeting or at a regular meeting should these offices become vacant;
- Undertake other tasks as requested by the Assembly.

***Professional Development Committee*** shall:

- Be composed of at least one member of Executive and at least two members of the Association;
- Ensure the provision of at least one education session per year for public health dental personnel;
- Survey Association members and attendees at any education session for topics of interest;
- Provide reports to both Executive Committee and to the Assembly at the General Meetings.

***Policy Committee*** shall:

- Be composed of one member of the Executive Committee and at least two members of the Association;
- Shall develop evidence-based position papers and/or policy statements as identified by the Association;
- Provide reports to both Executive Committee and to the Assembly at the General Meetings;
- Ensure that position papers and/or policy statements developed by the Policy

Committee are approved by the Association, except in extraordinary situations when the approval of the Executive Committee is deemed sufficient. In this event such position papers and/or policy statements shall be ratified by the Assembly at the next general meeting;

- Provide a final dated version of approved position papers and/or policy statements to the website/ list serve administrator;
- Review approved position papers and/or policy statements at regular intervals in order to ensure they continue to reflect current evidence and/or best practice.

***Health Promotion and Advocacy Committee*** shall:

- Be composed of one member of Executive Committee and at least two members of the assembly;
- Engage in activities that support the mission and strategic goals of the Association;
- Increase the profile of public health dentistry;
- Provide opportunities for networking;
- Provide opportunities for skill development and mentoring in the field of health promotion in order to meet the Ontario Public Health Standards;
- Advocate for access to dental care for low-income families;
- Provide reports to both Executive Committee and to the Assembly at the General Meetings.

***Constitution and By-Law Committee*** shall:

- Be composed of up to two members selected from the membership and chaired by the Past President;
- Review the Constitution and By-Laws annually;
- Facilitate the amendment process according to Article VIII of the Constitution and Section 12 of the By-Laws;
- Ensure a current dated version of the Constitution and By-Laws is given to the Secretary and the website/ list serve administrator.

## **Section 9 – Duties of Ad Hoc Committees**

**Ad Hoc Committees** shall:

- Be appointed by Executive Committee to address a specific issue;



- Be composed of one member of the Executive committee plus elected or volunteer members;
- Report to the Assembly as required;
- Be dissolved when the purpose has been accomplished.

### **Section 10 - Committee Quorum**

A majority of the total number of members of any committee shall constitute a quorum for the transaction of committee business.

### **Section 11 – Profession Specific Sections**

It is recognized that the OAPHD represents considerable professional diversity among its membership and that issues may arise that are unique or of primary interest to one or more of these professions rather than the membership as a whole. To accommodate and support the professional interests of the membership, profession specific sections may be established within the general structure of the Association.

**Establishment of a profession specific section** (hereinafter referred to as a Section):

- A Section may be created and maintained with the approval of the Executive Committee.
- An application for the creation of a Section must be submitted to the Executive Committee for consideration and must include proof of support by the majority (50% +1) of the Association members represented by the relevant profession.

#### **Termination of a Section**

A Section may be terminated by the Executive Committee if:

- Its activities are deemed to be contrary to the objectives and Constitution of the Association;
- A request for such action is made by the majority (50% +1) of the members of the Association represented by that profession;
- The membership of the Association no longer contains representatives of that profession.

#### **Privileges associated with a Section**

- A Section has the right to meet and discuss any issue specific to that Section.
- A Section has the right to recommend to the Executive Committee any action or response to any issue specific to that Section.
- The Executive Committee has the right to refuse endorsement of any proposed action by a Section if such action is considered to be contrary to

the objectives or constitution of the Association. Should endorsement be refused, the Section retains the right to take any such action as it considers appropriate conditional on it being clearly demonstrated to all relevant individuals and/or agencies that such action is supported only by the Section and does not represent the position of the Association.

### **Professional Specific Sections**

Ontario Society of Public Health Dentists (OSPHD)

## **Section 12 - Appointed Representatives**

The Association may appoint Active Members to serve as representatives of the Association to any organization that has been duly approved by the Assembly. All nominees for appointment shall be included in the nomination list circulated by the Executive Committee as outlined in Chapter III, Section 3 Nominations.

Appointed representatives shall serve for a period of at least one year and may be reappointed by the Assembly at subsequent Annual General Meetings.

The appointed representatives shall serve as a liaison between this Association and the organization to which they have been appointed. A report will be provided to the Executive Committee if any pertinent issues arise that require immediate action on behalf of the Association. Representatives shall provide a report to the Assembly at each General Meeting.

## **Section 13 - Amendments**

These By-Laws may be amended at any session of the General Assembly by a two-thirds affirmative vote of the Active members present, provided that the proposed amendment(s) shall have been made available for review to all Active members at least thirty (30) days prior to the date on which the vote is taken.

Date Originated:	June 12, 1997
Date Revised:	February 6, 1998
Date Revised:	January 17, 2003
Date Revised:	March 30, 2004
Date Revised:	January 21, 2005
Date Revised:	March 31, 2006
Date Revised:	November 30, 2007
Date Revised:	March 28, 2008
Date Revised:	March 27, 2009