



The American Legion  
Department of California  
205 13<sup>th</sup> St., Suite 3300  
San Francisco, CA 94103-2461

Post No. 521  
District No. 6  
Area 1

Direct to: Post   
Dept. File   
Date: 10/14/12

6700 8th Street, Rio Linda, CA 95673  
(Mailing Address)

Your articles, as submitted have been reviewed and disposed of as follows, by this Commission:

ARTICLES RECEIVED:

Cost. & By-Laws  
 By-Laws  
 Amendment

APPROVED

✓  
✓  
\_\_\_\_\_

DISAPPROVED

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\_\_\_\_\_  
\_\_\_\_\_

Article \_\_\_ Section \_\_\_  
Article \_\_\_ Section \_\_\_  
Article \_\_\_ Section \_\_\_

Article \_\_\_ Section \_\_\_  
Article \_\_\_ Section \_\_\_  
Article \_\_\_ Section \_\_\_

REMARKS:

If the Constitution & By-Laws, By-Laws or the Amendments have been marked "Not approved", please correct your submission by regular Post procedure, to comply with instructions below and submit **TWO** copies of same to Department Headquarters at the address on the top of this page. Thank you.

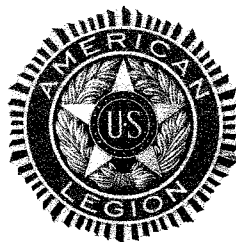
DATE: 10/18/2012

[Signature]

Constitution & By-Laws  
Commissioner AREA 1

# HAGGIN GRANT POST 521

The American Legion



## CONSTITUTION AND BY-LAWS DEPARTMENT OF CALIFORNIA

### CONSTITUTION

#### ARTICLE I

**NAME:** The name of this Post shall be Haggin Grant Post 521, The American Legion, Department of California. Located at: 6700 8<sup>th</sup> Street, Rio Linda, CA. 95673-2364.

#### ARTICLE II

**PREAMBLE:** The object and purpose of Post 521 are expressed as follows: For God and Country, we associate ourselves together for the following purpose: To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations in the Great Wars; to inculcate a sense of individual obligation to community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and good will on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to consecrate and sanctify our comradeship by our devotion to mutual helpfulness.

#### ARTICLE III

##### PURPOSE

The objects and purpose of this Post shall be to promote the principles and policies as set forth in the foregoing Preamble, and in the Articles of Incorporation of this Post and in the National and Department Constitution of The American Legion.

## **ARTICLE IV**

### **NATURE**

#### **Section 1**

This Post is a civilian organization and membership therein does not affect nor increase liability for military or police services. Rank does not exist in the Post. No member shall be addressed by his/her military or naval title in any meeting of this Post.

#### **Section 2**

This Post shall be absolutely non-political and shall not be used for the dissemination of partisan principles or for the promotion of the candidacy of any person seeking public office or preferment.

#### **Section 3**

Each member shall perform his/her duty fully as a citizen.

## **ARTICLE V**

### **MEMBERSHIP**

#### **Section 1**

The eligibility for membership in this Post shall be those dates and conditions set forth in Article IV, Section 1 of the National Constitution of The American Legion.

#### **Section 2**

There shall be no form or class of membership except active membership.

#### **Section 3**

No person may be a Member at any time of more than one post.

#### **Section 4**

Candidates for membership in this post shall make application upon prescribed form and furnish official evidence of eligibility (e.g., DD214 or Military I.D. DD form 2).

#### **Section 5**

All applications for membership shall be referred to the Membership Committee, which shall, at each regular meeting of the Post, report upon all applications received during or after the last previous regular meeting. A majority (50% plus 1) vote of those present and voting shall elect or reject a candidate. No limitations may be placed on re-application of membership, (e.g., turned down today, he/she can reapply tomorrow).

## **Section 6**

No person who has been expelled by a Post shall be admitted to membership in this Post without the consent of the expelling Post, except that where such consent has been asked for and denied by such Post. He may then appeal to the Department Executive Committee for permission to be admitted to membership in this Post and shall be ineligible for membership until such permission is granted.

## **Section 7**

That no member of THE AMERICAN LEGION in good standing shall be excluded or denied membership because of race, creed, or color in any group affiliated with THE AMERICAN LEGION that used the prestige, name, or emblem of THE AMERICAN LEGION.

# **ARTICLE VI**

## **OFFICERS**

### **Section 1**

**a.** The Officers of this Post shall be the Commander, First Vice-Commander, Second Vice-Commander, Adjutant, Finance Officer, Chaplain, Historian, Judge Advocate, Service Officer, Sergeant-at-Arms, Jr. past Commander, and at least four (4) Executive Committee Members. The Post may also have an Assistant Adjutant, and an Assistant Sergeant-at-Arms.

**b.** The elective Officers of this Post shall be the Commander, First Vice-Commander, Second Vice-Commander, and Sergeant-at-Arms. Elected Officers shall not have conflicts of interest that would prejudice the ethical performance of job responsibilities.

**c.** At Least Four (4) Executive Committee Members at-Large shall be elected. Executive Committee Members shall not have conflicts of interest that would prejudice the ethical performance of job responsibilities.

**d.** The following Officers will be appointed by the Commander; Adjutant, Judge Advocate, Service Officer, Chaplain, Historian, and Finance Officer. Appointed Officers shall not have conflicts of interest that would prejudice the ethical performance of job responsibilities.

**e.** The following Officer may be appointed by the Commander; Assistant Adjutant and Assistant Sergeant-at-Arms. Appointed Officers shall not have conflicts of interest that would prejudice the ethical performance of job responsibilities.

**f.** Any other officer, other than the Commander, Vice-Commanders, and Finance Officer may hold two or more of the above offices.

## **Section 2**

a. Nominations for Post elective positions and Members of the Executive Committee shall be held at the regular meeting in May of each year and announcement of such shall be made by the Adjutant at the preceding regular April Post meeting.

b. All elections shall be by written, secret ballot and a majority (50% plus 1) of all votes cast shall be necessary to elect the Commander and Vice-Commanders. The other Officers and Executive Committee Members shall be elected by a plurality (person with most votes) vote.

## **Section 3**

a. Post elected Officers, Executive Committee Members, and appointed Officers shall serve with authority from July 1 through June 30<sup>th</sup> of the next year and shall be impressively installed by a ritual team, in accordance with the prevailing National Manual of Ceremonies, prior to the first day of August of that year.

## **Section 4**

Every member of this Post in good standing shall be eligible to hold office as provided in Article IV, Section 2. There shall be no limiting qualifications - (e.g... length of time in Post).

## **Section 5**

The duties of officers shall be those usually pertaining to such officers as further provided for in these By-Laws.

## **Section 6**

All vacancies in the elective Offices and Executive Committee Members shall be filled by a majority (50% plus 1) vote of those present at a regular monthly Post meeting; provided that notice of the election be given at the previous meeting preceding the election.

## **Section 7**

The Finance Officer and any other offices and/or position charged by the Post Constitution and By-Laws with the responsibility of handling all Post funds, shall be bonded under a blanket bond to be purchased from Department Headquarters and billed to the respective Post at cost.

## **Section 8**

That in the event that any Post Officer Executive Committee Member shall be absent for three meetings of the Post or Executive Committee Meeting within 12 months of the May Election, that Post Officer or Executive Committee Member without further action will be declared vacant and a new election to fill the position shall be by a majority (50% plus 1) vote of those present at a regular monthly Post meeting held after written notice to all members that such vote will take place. A written notice may be letter, email, newsletter, or website notice; in a manner approved by the membership. The vacancy so created will be filled within 31 days of the vacancy.

## **ARTICLE VII**

### **FINANCE**

#### **Section 1**

Appropriations over \$500 must be referred to the Executive Committee for approval.

## **ARTICLE VIII**

### **THE AMERICAN LEGION AUXILIARY**

#### **Section 1**

This Post recognizes an Auxiliary organization to be known as the Auxiliary Unit No.521 THE AMERICAN LEGION, DEPARTMENT OF CALIFORNIA.

#### **Section 2**

Membership in the Auxiliary shall be as prescribed by the National Constitution of The American Legion.

## **ARTICLE IX**

### **THE SONS OF THE AMERICAN LEGION (SAL)**

#### **Section 1**

This Post recognizes a Son's of the American Legion (SAL) Squadron to be known as the Son's of the American Legion Squadron No.521 THE AMERICAN LEGION, DEPARTMENT OF CALIFORNIA (SAL).

#### **Section 2**

Membership in the Son's of the American Legion (SAL) shall be as prescribed by the National Constitution of The American Legion.

## **ARTICLE IX**

### **AMERICAN LEGION RIDERS**

#### **Section 1**

This Post recognizes the American Legion Riders group of POST 521 to be known as the American Legion Riders Post.521 (ALR521) THE AMERICAN LEGION, DEPARTMENT OF CALIFORNIA.

#### **Section 2**

Membership in the American Legion Riders shall be as prescribed by the National Constitution of The American Legion.

**BY-LAWS**  
**Haggin Grant Post 521**  
**THE AMERICAN LEGION**  
**DEPARTMENT OF CALIFORNIA**

**ARTICLE I**

**PROCEDURE**

**Section 1**

Opening and closing of meetings, initiation of new members and installation of officers shall be conducted as prescribed and approved by the National Convention of The American Legion in Kansas City, 1921, with subsequent amendments as adopted and approved by later conventions.

**Section 2**

Roberts Rules of Order, Newly Revised, shall govern the conduct of all meeting except as may be otherwise provided in these by-laws.

**ARTICLE II**

**MANAGEMENT**

**Section 1**

The Administration, Government, and Management of the Post functions are entrusted to the Post's Commander and the Executive Committee.

**Section 2**

**a.** The Executive Committee shall consider all matters of the Post and shall make recommendations to the Post, which thereafter shall be approved by the Post before becoming effective.

**b.** The Executive Committee shall be charged with the Administration of the financial policy, preparation and submittal of the annual budget with recommendations to the Commander, and supervision of receiving, disbursing and accounting of all Post funds.

**Section 3**

Post Commander presents annual budget to Post members no later than September regular Post meeting of elected year for approval by majority (50% plus 1) vote of those present and voting. Post Commander may present revisions to annual budget at regular Post meeting for approval by majority vote of those present and voting with notice "posted" at the bulletin board across the bar at 21 days to said special meeting

#### **Section 4**

**a.** The members of the Executive Committee shall be the Post Commander who shall be Chairman thereof, two (2) Post Vice Commanders, Post Adjutant, Post Finance Officer and an even number of members at large of which there shall be at least four (4). The Post Commander is to be ex-officio with voice but no vote, except when a tie shall occur then the Post Commander shall cast the deciding vote. The Adjutant shall be the Secretary of the Executive Committee.

**b.** The at large members of the Executive Committee shall serve for a term of two (2) years. Initially, half of the at large positions will be filled by that number of candidates receiving the most votes and they shall serve for two (2) years. The remaining positions will be filled by that number of candidates receiving the next highest number of votes who shall serve for one (1) year only. Thereafter, an election shall be held annually to elect half of the members.

**c.** An initial organizational meeting of the Executive Committee shall be held immediately after the Post meeting at which newly elected officers are installed. Thereafter, the Executive Committee shall meet monthly on the first Tuesday of each month each month at 6700 8th Street Rio Linda CA at the Post meeting Hall.

**d.** Special meetings of the Executive Committee may be called by the Post Commander with 72 hours notice to Executive Committee Members or upon the written request of majority (50% plus 1) of members thereof.

A special meeting of the Executive Committee shall be scheduled by the Post Adjutant within ten (10) days after receipt of the written request therefore. Notice of the calling of a special meeting of the Executive Committee shall be given by the Post Adjutant in writing or email to each member thereof at least five (5) days prior to the date for said scheduled special meeting.

**e.** Said notice shall set forth the day, time, location and purpose of the meeting. No business other than that specifically set forth in the notice thereof may be conducted at any special meeting. Each member of the Executive Committee is responsible for providing the Adjutant with his current address or email address. Notice to the address or email address last provided the Adjutant will be effective notice.

**f.** A majority (50% plus 1) of the members of the Executive Committee shall constitute a quorum for the transaction of business. Except as may be required by the Constitution and By-Laws of The American Legion, the Department of California or this Post, all action of the Executive Committee shall be by majority (50% plus 1) vote of those present and eligible to vote thereon.

**g.** Any vacancy among the at large members of the Executive Committee occurring prior to May 1 shall be filled by vote of the members at the next regularly scheduled Post meeting.



## **Section 5**

a. Executive Committee makes recommendations for hiring of Post Bar Manager, Post Bookkeeper/CPA, and all other Post Employees to Commander. Commander makes all Post Employee hiring decisions.

b. Executive Committee evaluates, discipline, and fires Post Bar Manager, Post Bookkeeper/CPA, and all other Post Employees.

c. Executive Committee with approval of Commander establishes Bar Manager, Post Bookkeeper/CPA, all other Post Employees and Post Volunteers compensation and benefits.

## **Section 6**

Executive Committee with approval of Commander may establish and amend "House Rules" as necessary.

# **ARTICLE III**

## **MEETINGS**

### **Section 1**

The regular meetings of this Post shall be held on: 2<sup>nd</sup> Tuesday of each month at 6700 8th Street Rio Linda CA at the Post meeting Hall or a place designated by a majority (50% plus 1) of those members present and voting at a regular meeting.

### **Section 2**

Special Post meetings may be called by the Post Commander with 72 hours notice "posted" at the bulletin board across the bar at least 72 hours (3 days) prior to said special meeting or upon the written request of 5 members.

A special meeting of the Post shall be scheduled by the Post Adjutant within ten (10) days after receipt of the written request from 5 members in good standing. Therefore, notice of the calling of a special meeting of the Post shall be given by the Post Adjutant in writing or email to each member thereof at least five (5) days prior to the date for said scheduled special meeting.

### **Section 3**

The Post may, at any meeting, consider and pass upon any matters irrespective of whether such matters have been previously considered by the Executive Committee.

### **Section 4**

A quorum at all meetings shall consist of 5 members.

### **Section 5**

No member shall take part in any Post meeting or election unless he/she is in good standing and has no conflict of interest that would prejudice the ethical performance of job responsibilities.

## **Section 6**

No member shall be represented or shall vote by proxy. There shall be no voting by absentee ballot.

## **Section 7**

Unless otherwise specified, all notices that are required to be given by these By-Laws must be by written notice and/or posted. A written notice may be letter, email, newsletter, or website notice; in a manner approved by the membership.

# **ARTICLE IV**

## **DUTIES OF OFFICERS**

### **Section 1**

**a.** Duties of Post Commander - Shall be to preside at all meetings of the Post and to have general supervision over the business affairs of the Post. Responsible for the Post's annual budget. Such officer shall be the Chief Executive Officer of the Post. He shall perform such other duties as directed by the Post.

**b.** Duties of the First Vice-Commander - Shall assume the duties of membership and discharge the duties of the office of the Commander in the absence of, disability of, or when called upon by the Post Commander. He or she shall be the chairman of the Membership Committee or in charge of the membership.

**c.** Duties of the Second Vice-Commander - Shall assume and discharge the duties of the office of the First Vice-Commander in the absence or disability of such officer, and shall perform such other duties and functions as directed by the membership. He or she shall be the chairman of the Post Activities Committee or in charge of the Post Activities.

**d.** Duties of Post Adjutant - Shall have charge of and keep a full and correct record of all proceedings of all meetings and under the direction of the Post Commander, handle all correspondence of the Post.

**e.** Duties of Finance Officer - Shall be charged with the custody of the funds of the Post. He shall keep its' accounts and report thereon at regular meetings of the Post. He shall receive all funds of the Post and pay all bills approved by the Post. He shall be bonded under a blanket bond to be procured from the Department Headquarters and paid for by the Post.

**f.** Duties of Post Historian - Shall be charged with the individual records and incidents of the Post and Post members. He shall perform such other duties as directed by the Post or the Posts' Hall Board.

**g.** Duties of Post Judge Advocate - Shall be to advise the Post Officers on the construction and interpretation of the Posts' By-Laws and to perform such other duties as are usually incident to the office.

**h.** Duties of Post Chaplain - Shall be charged with the spiritual welfare of all Post comrades and he/she will offer divine but non-sectarian service in the event of dedications, funerals, public functions, etc. The Chaplain will adhere to such ceremonial rituals as are recommended by the National or Department Headquarters from time to time.

**i.** Duties of Post Service Officer - Shall be generally that of prosecuting claims and protecting the rights and privileges of all veterans, their dependents and survivors and to handle such other matters as may properly be considered service work.

**j.** Duties of Post Sergeant-at-Arms - Shall be to preserve order and flag etiquette at all meetings, responsible for safe guarding Post's flags/banners, and shall perform such other duties as may be needed from time to time assigned to him by the Post.

## **ARTICLE V**

### **DUES, FEES, AND FUNDS**

#### **Section 1**

**a.** The dues of this Post shall be paid annually in advance. The amount shall be no more than (\$20.00) twenty dollars above Department and National per capital Tax.

**b.** The membership, initiation fee shall be fixed by the Post.

**c.** From such dues and fees, the Post shall pay all per capita taxes or assessments, and such other expenditures as the Post may approve.

**d.** The dates for delinquency, suspension and expulsion from this Post for non-payment of dues shall be those dates and conditions set forth in Article IV, Section 4 of the By-Laws, of the National Constitution of The American Legion. A member so suspended, or whose membership has been so forfeited, may be reinstated to active membership in good standing by vote of the Post and payment of current dues for the year in which the reinstatement occurs.

## **ARTICLE VI**

### **DELEGATES AND REPRESENTATIVES**

#### **Section 1**

The delegates and alternates to represent the Post at Department Conventions shall be elected at a regular meeting of the members of the Post by vote of those present and voting, the election to be held not later than the regular meeting in March. The time and place for holding the election must be announced by the Commander one (1) regular meeting In advance of the election.

## **ARTICLE VII**

### **APPOINTMENTS**

#### **Section 1**

**a.** The Post Commander, immediately upon taking office each year, shall appoint Standing Committees as shall be found necessary. Standing Committees shall consist of such members as may be determined by the Post Commander and the Chairman thereof shall be designated by the Post Commander. Standing Committee sunsets within 12 months or until the next election of Post Officers, whichever occurs first.

**b.** Audit - The Post membership shall keep books of account and shall cause said books to be examined by a licensed accountant or a committee of three (3) competent persons, none of whom shall be the Commander, Adjutant or Finance Officer, or any other person charged with the responsibility of handling Post funds. Such examination shall be made within ninety (90) days following installation of Post Officers and for the period of the immediate preceding fiscal year (July 1 to June 30) of the Post. Said fiscal year shall be determined by the Post. Each Post shall certify to the Department Adjutant prior to December 1 each year that such examination has been made and file the original thereof with the Department Adjutant before said date, with a copy thereof to the District. The District Commander of said Post. The Department of California Commander, The Post Commander, or the Post Executive Committee may order an audit of the books of account at such other times during the current year as may be deemed advisable. Failure of the Post to meet any of the requirements of this section within said times or any general or special extension thereof, shall be deemed a delinquency and the delegates of such Post shall not be entitled to be accredited at the Department of California Convention. The certification to the Department Adjutant and the examination may be put on forms furnished by the Department Adjutant's office.

**c.** Membership Committee: The Membership Committee shall have charge of all matters pertaining to the membership of the Post, including the procuring of new members, reinstatement and eligibility of members.

**d.** The Finance Committee: The Finance Committee shall be charged with the Administration of the financial policy, preparation of the annual budget with recommendations, and supervision of receiving, disbursing and accounting of all Post funds.

**e.** The Activities Committee: The Activities Committee shall be responsible for coordinating and carrying into effect the Public Service Programs adopted by the Department, as well as such other Public Service Programs as the Post may elect.

**f.** The committees shall consist of a minimum of three (3) members and of such number of members, as the Post Commander shall deem necessary for it to carry out its activities.

## **ARTICLE VIII**

### **LIMITATION OF LIABILITIES**

#### **Section 1**

The Post shall not incur, nor cause to be incurred, any liability or obligation whatever which shall subject to liability any individuals, corporations, or organizations.

## **ARTICLE IX**

### **TRIALS**

#### **Section 1**

Members of this Post shall be subject to disciplinary action as provided in the Trial Manual of the Department of California. A copy of the verdict, certified by the Post Commander and Post Adjutant, shall be forwarded to the Department Adjutant.

## **ARTICLE X**

### **RECALL**

#### **Section 1**

**a.** A petition, signed by ten (10) per cent of the membership in good standing, requesting the holding of an election for the purpose of recalling an elective Officer or executive committeemen may be filed at any time with the Post Adjutant. The Adjutant shall, within five (5) days after filing said petition, compare the signatures on said petition with the signatures on applications of the respective signers on file in the Post records. The Adjutant shall deliver the said petition and report on the correctness of the signatures to the Executive Committee at its next meeting. If it shall appear from the report of the Adjutant

that ten (10) per cent of the membership have signed said petition, the Executive Committee shall fix the date for the recall election, which date shall be fixed for a regular meeting of the Post to be held not less than two weeks nor more than six weeks after the meeting of the Executive Committee. If the report of the Adjutant shall show that less than ten (10) percent of the membership have signed said petition, the petition shall be forthwith returned to the member who filed the same with the Adjutant who shall then have ten (10) days thereafter to obtain the required number of valid signatures, and re-file said petition with the Adjutant who shall re-check with Post records and re-submit the same to the Executive Committee at its next meeting thereafter with the Adjutant report. If the petition is then found being sufficient the recall election shall be fixed as set forth above.

**b.** A recall petition shall be in accordance with Roberts Rules of Order, Newly Revised. Name of person to be recalled appearing at the top of each signature page. As a signatory, a members' signature shall appear with the members corresponding membership number to be considered for validation by Adjutant.

**c.** Notice of date, time and place of holding of the recall election shall be mailed to each member of the Post in good standing at his/her address as the same appears in the Post records, at least ten (10) days before election. A written notice may be letter, email, newsletter, or website notice; in a manner approved by the membership.

**d.** All recall elections shall be conducted by written, secret ballot.

**e.** At the election, the ballot shall read as follows:

"Shall **(Name of Officer/Executive Committeeman)** be recalled

Yes \_\_\_\_\_.

No \_\_\_\_\_.

**f.** A "YES" vote shall be counted as **for** the recall, and a "NO" vote shall be counted as **against** the recall. Only member in good standing shall be entitled to vote at such election.

**g.** If the Officer or Executive Committeeman shall be recalled, the Post, at next regular meeting, shall elect a successor to fill the un-expired term. Nominations shall be held the same night as election. The **petitioned recalled** person resigning or recalled shall not be eligible as a candidate for election to fill any vacancy for a minimum of one year from the date of resignation or recall.

## **ARTICLE XI**

### **AMENDMENTS**

#### **Section 1**

**a.** Proposed amendments to these By-Laws must be submitted in writing at a regular meeting of the Post and read thereat. At the next regular meeting, or subsequently, if postponed, the proposed amendment may be adopted by two-thirds affirmative vote of those present and voting.

**b.** These By-Laws shall be amended to conform to any changes in the National or Departmental Constitution and By-Laws. Failure of the Post to adopt the required amendments shall not delay or modify the effect of such changes.


**c.** Any Amendment initiated by the Post shall not be in force or effect until approved by the Constitution and By-Laws Commission of the Department.

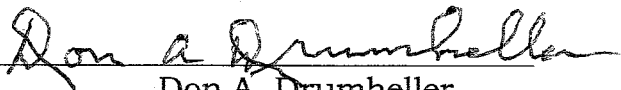
**Constitution and By-Laws  
Haggin Grant Post 521**

The First reading of this Constitution and By-Laws Amendments, of Post 521, was performed at the Executive Committee meeting and regular meeting on July 8, 2014 and August 12, 2014. A quorum being present, and 50 plus 1 of those, present and voting for a Second reading.

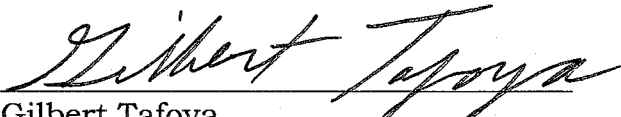
The Second reading and Adoption of this Constitution and By - Laws of Post 521 was performed at the Executive Committee meeting of September 2, 2014. A quorum being present, and two thirds (2/3) of those, present and voting to adopt the Constitution and By-Laws Amendments.

The Second reading and Adoption of this Constitution and By - Laws of Post 521 was performed at the regular meeting of September 9, 2014. A quorum being present, and two thirds (2/3) of those, present and voting to adopt the Constitution and By-Laws Amendments.

Approved, Signed:   
F/L Johnson  
Post 521 Commander

Approved, Signed:   
Don A. Drumheller  
Post 521 Adjutant

Attested:

  
Gilbert Tafoya  
Post 521 Judge Advocate

  
Post 521 Member at Large



**Constitution and By-Laws  
Haggin Grant Post 521**

<b>Documentation Control Page Version Number</b>	<b>Date</b>	<b>Summary of Changes</b>
<b>2</b>	11/2/2012	Baseline review and changes throughout the entire document. Changes presented to the Executive Committee and General Membership on November 13, 2012 and accepted at the General Membership meeting on December 11, 2012. Changes include, but are not limited to, size and composition of boards and committees, quorums, organizational alignment, procedures, grammar and spelling, and the additional of addition of a documentation control page. Total pages: 14
<b>3</b>	9/22/2014	Baseline review and changes throughout the entire document. Changes presented to the Executive Committee and General Membership on July 8, 2014 and August 12, 2014 and accepted at the General Membership meeting on September 12, 2014. Changes include, but are not limited to, size and composition of boards and committees, quorums, organizational alignment, procedures, grammar and spelling, and the additional of addition of a documentation control page. Total pages including this page: 16

