

# **CONFERENCE OF MINORITY PUBLIC ADMINISTRATORS**

## **CHARTER AND BYLAWS**



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**<http://www.compaspanet.com>**

# **PURPOSE**

## **CONFERENCE OF MINORITY PUBLIC ADMINISTRATORS (COMPA)**

The Conference of Minority Public Administrators (COMPA) was established in 1971. It is a section of the American Society for Public Administration. Our mission is to serve and assist public administrators, students and other professionals involved in public service. COMPA is dedicated to achieving and supporting the following goals for its members:

- Strengthening and increasing the role minorities play in setting public policy.
- Influencing public managers and executives to insure that the interests and goals of minority employees are served.
- Educating our membership about emerging issues in public sector management by sponsoring conferences and issuing periodicals.
- Nurturing the career aspirations of our membership by identifying employment opportunities.
- Recognizing outstanding public administrator service.

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# Conference of Minority Public Administrators

## CHARTER AND BYLAWS

The American Society of Public Administration, hereinafter referred to as ASPA, recognizes the development of special interests on the part of groups within its membership. Accordingly, it has granted and approved the following Charter and Bylaws of the Section entitled the Conference of Minority Public Administrators. These are subject to the overall constitution of ASPA and also the official ASPA policy on section creation, evaluation and termination.

### ARTICLE I NAME

The name of this organization shall be the Conference of Minority Public Administrators, abbreviated to the acronym of COMPA, and hereinafter referred.

### ARTICLE II OBJECT

Within the broad purpose of ASPA, which is to advance science, processes, art, and image of public administration, COMPA's purpose is to:

- A. Provide leadership in the elimination of discriminatory practices against all minorities regardless of race, gender, religion, and/or sexual preference in the public sector;
- B. Promote for employment the recruitment of minorities for leadership positions in the public sector as well as the academic world of public administration;
- C. Provide a forum to provide continued education, skills enhancement, and professional development of minority public administrators;
- D. Develop and maintain a roster of qualified minority professionals in public administration;
- E. Form partnerships with educational institutions, engage in discussions and recommendations about curricula in public administration education;

- F. Establish linkages with other organizations and agencies in a coalition building effort that will address issues relevant to the purposes of COMPA.
- G. This Section is organized for the professional and educational purposes of exclusively charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as now in effect or as may hereafter be amended ("Code"). Without limiting the generality of the foregoing, such purposes include the following:
  - 1. Advancing the science, processes, and art of public administration; and
  - 2. Advancing the equality of opportunity of all persons through public administration.
- H. In furtherance of its exclusively charitable and educational purposes, the Section shall have all general powers of an unincorporated association, together with the power to solicit and accept grants and contributions for such purposes.

### **ARTICLE III ACTIVITIES**

COMPA may undertake the following activities, which are neither all inclusive nor mandatory:

- 1. For the ASPA annual national conference, develop and implement professional development tracks that focus on the remediation and elimination of discriminatory employment practices in the public sector, and other relevant topics in the realm of public administration as they affect the minority public administrator;
- 2. Publish, at least thrice annually, a national newsletter that contains information relevant to minorities in public service;
- 3. Sponsor and support COMPA's academic publication Journal of Public Management and Social Policy;
- 4. Sponsor an annual national conference, which shall:
  - a. Serve as a forum for the exchange of ideas and perspectives on public administration issues relevant to minorities;
  - b. Stimulate national dialogue on issues that are critical to the well-being of minorities;

- c. Provide professional development through continued education and skill enhancement workshops;
- d. Promote recruitment of minority professionals by facilitating job vacancy announcements;
- e. Foster networking amongst members;
- f. Regularly contribute articles for publication in the Public Administration Review (PAR), Journal of Public Management and Social Policy, and the Public Administration Times.
- g. Develop and implement initiatives to increase the membership of COMPA; and
- h. Establish committee(s), subcommittee(s), task force(s), and other work group(s) as are necessary to carry out its programs as it deems desirable, provided expenses incurred for such activities in any one year not exceed the amount appropriated, except when special grants or other resources are developed to cover additional costs.

## **ARTICLE IV**

### **MEMBERSHIP**

- A. Membership in COMPA is open to all individual ASPA members who desire active association, and pay the section fee and annual dues.
- B. COMPA dues and other enrollment fees shall be collected by ASPA and quarterly allocated to COMPA.
- C. Members shall have the right to vote for elected officers and shall enjoy all other privileges and benefits as are provided by the COMPA bylaws and Executive Committee including invitations to all public events and receipt of all publications.

## **ARTICLE V**

### **OFFICERS**

Section 1. *Elective offices.* The elective offices of COMPA shall be:

- President
- President-Elect
- Vice President

- Secretary
- Treasurer
- Parliamentarian
- One elected member representing each region of ASPA's current regional alignment; and
- Three (3) elected members elected At-Large members within ASPA's regional alignment.

Section 2. *Term of Office.* The term of office shall begin with an installation ceremony conducted during the COMPA Business Meeting as part of the ASPA National Conference. The term of office will end at the subsequent installation during the following ASPA National Conference.

- A. The President, President-elect, and Vice President shall serve a term of one year and automatically succeed to the next higher office.
- B. Secretary, Treasurer and Parliamentarian shall serve a term of one year not to exceed two consecutive terms if re-elected.
- C. Regional Representatives and two (2) At-Large Representatives shall serve staggered terms of three (3) years respectively. One (1) At-Large Representative shall serve a term of one year.
- D. Committee and Task Force Chairperson terms of office shall be for one year unless otherwise noted in the bylaws or for specific reasons needed for the completion of a committee or task force agenda/strategic plan. The Executive Committee may extend the term of office of the Committee/Task Force Chairperson on an as needed yearly basis.

Section 3. *Elections.* The offices of Vice-President, Secretary, Treasurer, Regional Representatives and At-large Representatives shall be elected by paper ballot, or electronic voting.

Section 4. *Vacancies in Office.* Any vacancy in office or resignation of an elected Board member of less than one (1) year shall be filled through appointment made by the President and confirmed by the COMPA Board for the unexpired term of office.

Section 5. *Removal from Office.*

- A. Board members are expected to attend meetings as described in these bylaws. Board members shall be automatically removed from office at the end of the second meeting from which the member is absent, unless the Board, by majority vote declares that one (1) or more of the members' absences are excused.

- B. A Board member may be recommended by any member of the Board for removal of office for non-performance of duties. The Board member, who is the subject of the removal action, may only be removed from office following notice, discussion, and a majority vote of all members of the Board.
- C. Board members are expected to abide by ASPA's Code of Ethics. A Board member may be recommended by any member of the Board for removal from office for violation of the American Society for Public Administration (ASPA) Code of Ethics. The Board member, who is the subject of the removal action, may only be removed from office following notice, discussion, and a majority vote of all members of the Board.

Section 6. *Duties of Officers.* The officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these bylaws or in the adopted parliamentary authority.

- A. Duties of the President:
  - 1. Provide leadership;
  - 2. Preside at all COMPA Executive Committee, Board, and general body meetings;
  - 3. Represent COMPA on the ASPA National Council;
  - 4. Communicate and interpret policy;
  - 5. Appoint committee chairs during their term to carry out COMPA programs;
  - 6. Serve as an ex-officio member on all committees except the Nominations and Elections committees;
  - 7. Participate in the preparation and monitoring of the annual budget;
  - 8. Supervise implementation of COMPA programs;
  - 9. Sign or designate signing of general correspondence on behalf of COMPA;
  - 10. After receiving authorization by the executive committee, sign legal agreements, contracts, and/or documents on behalf of COMPA;
  - 11. Be an authorizing signature on the bank accounts of COMPA;
  - 12. Serve as official spokesperson for COMPA; and
  - 13. Perform such other functions as are necessary for the conduct of the business of COMPA.



B. Duties of the President-Elect:

1. Attend COMPA meetings and assist the President in the duties of that office;
2. Assume duties of the President and serve as presiding officer in the absence of the President (as long as deemed necessary);
3. Act on behalf of the President to carry out such duties as delegated by the President;
4. Be responsible for ensuring that the activities of the standing committees are consistent with goals and objectives of COMPA;
5. Establish the location of the National Conference during their term as President; and
6. Perform such other duties as may be assigned by the President or Executive Committee.

C. Duties of the Vice President:

1. Attend COMPA meetings and assume duties of the President-Elect should a vacancy in that office occur.
2. Assume the duties of the President should vacancies in the office of the President-Elect and President occur simultaneously;
3. Oversee, coordinate and facilitate implementation, under the direction of the President, technical assistance and support for the activities of the regions;
4. Ensure that the regional programs and activities are consistent with the goals and objectives of COMPA; and
5. Perform such other duties as may be assigned by the President and/or Executive Committee.

D. Duties of the Secretary:

1. Attend COMPA meetings.
2. Maintain a current edition of COMPA's bylaws, and have on hand at least three accurate copies thereof;

3. Record, or cause to have recorded and maintain in a book of minutes in chronological order, all proceedings of the Executive Committee, Board, general body, special meetings and any other COMPA meeting so deemed by the President. The minutes shall include:
  - a. The time and place of each meeting;
  - b. The type of meeting whether regular or special, and if special; and
  - c. The names of those present; and
  - d. A record of the actions taken during the meeting.
4. Handle all COMPA national correspondence, inclusive of formal meeting notices, at the request and direction of the President;
5. Store tabulated and/or paper voting ballots for 1 year after an election after which the ballots should be destroyed;
6. Serve as an alternate authorizing signature on the bank accounts;
7. Have a working knowledge of the current edition of Robert's Rules of Order Newly Revised to facilitate COMPA meetings; and
8. Perform such other duties as may be assigned by the President and or Executive Committee.

E. Duties of the Treasurer:

1. Attend COMPA meetings.
2. Maintain custody of, and be responsible for all funds and securities of COMPA;
3. Have joint signature authority along with the President, and Secretary on all negotiable, financial instruments or documents put forth and under the name of COMPA for all COMPA activities. Due to time and distance considerations, this joint signature authority may be singularly satisfied by the signature of the Treasurer if neither the President or Secretary are available - but only by mutual agreement and understanding of the President, Secretary and Treasurer;
4. Deposit all such funds in the name of COMPA in such banks, trust companies, and/or other depositories as shall be selected by the

Executive Committee within one week of receipt;

5. Receive and disburse receipts for monies due and payable to COMPA from all sources;
6. Disburse or cause to be disbursed the funds of COMPA as directed by the Executive Committee;
7. Receive vouchers for the disbursement of funds;
8. Maintain accurate and correct accounts of COMPA's properties, business transactions, assets, liabilities, receipts, disbursements, gains, and losses;
9. Render to the President and Executive Committee whenever requested, an account of any or all of the transactions of the Treasurer and of the financial condition of COMPA;
10. Submit a written financial report at each Executive Committee meeting inclusive of the past balance, expenditures and revenue activity during the period and the present balance;
11. Prepare or cause to be prepared and certified financial statements audited and attested by the name of a certified public accountant to the President for signature and submission to the ASPA National Council at the end of the fiscal year, June 30;
12. Perform such other duties as may be assigned by the President and or Executive Committee.

F. Duties of a Regional Representative:

1. Reside or work in the region being represented, as indicated in ASPA's geographic dispersion of the state's regions;
2. Attend and participate in regional business meetings for COMPA National Conference, ASPA National Conference, (ASPA) regional meetings and such other meetings as may be required;
3. Increase COMPA membership in their respective region;
4. Establish chapters in their respective region and assist the chapter in developing and promoting programs, events, and activities in their respective region;

5. Form linkages with other organizations that address issues relevant to COMPA's purpose;
6. Submit written activity report at the Executive Committee meeting;
7. Maintain contact with the Vice-President to ensure support of regional programs;
8. Attend an ASPA chapter or regional meeting;
9. Seek input from regional members for ideas;
10. Identify regional members who demonstrate leadership traits and encourage their participation on COMPA committees;
11. Solicit universities within region who have public administration programs to acquaint minority students with COMPA;
12. Create mentoring programs in your region; and
13. Be accountable to your region.

G. Duties of an At-Large Representative:

1. Reside or work within ASPA's geographic dispersion of regions;
2. Attend and participate in COMPA's national conference, ASPA National Conference, and such other meetings within a close proximity of work or residence;
3. Interface with all regions by participating on major programs across regions;
4. Chair a national committee as designated by the President;
5. Solicit universities with public administration programs to acquaint minority students with COMPA; and
6. Create mentoring programs in your region.

## **ARTICLE VI**

### **MEETINGS**

Section 1. General membership meetings of COMPA will be held annually at each COMPA and ASPA conference;

Section 2. The Board shall meet at least three times per calendar year;

- Section 3. The Executive Committee shall meet at least twice a year;
- Section 4. Committees shall meet as often as required and deemed by the Committee Chair to meet deadlines and fulfill the preparation required in the deliverance of a successful product;
- Section 5. Funding for all meetings will be limited to amounts budgeted, unless special funds are made available from other sources;
- Section 6. A quorum for the Executive Committee and Board is a majority of the respective membership.
- Section 7. A quorum for the General Membership meeting is 7 members; and
- Section 8. Electronic and conference call meetings are authorized for the Executive Committee and Board but, may not be used for general membership meetings.

## **ARTICLE VII**

### **EXECUTIVE COMMITTEE AND BOARD**

- A. The Executive Committee shall be comprised of the President, President-Elect, Vice-President, Secretary, Treasurer, Parliamentarian and Immediate Past President.
- B. The Executive Committee is responsible for the overall leadership, performance and functioning of COMPA, inclusive of:
1. The determination of section dues, subject to ASPA's approval;
  2. The approval of COMPA's annual programs and budget;
  3. Adoption of a position on issues of relevance to COMPA, based on a wide but practical consultation of the membership;
  4. The acquisition of new funding sources and the acceptance of donations, grants, and contracts on behalf of COMPA, subject to relevant ASPA policy.
- C. The Board shall be comprised of the President, President-Elect, Vice-President, Secretary, Treasurer, Parliamentarian, the Immediate Past President, Regional Representatives, At-large Representatives, and all Committee Chairpersons.
- D. The ASPA Executive Director, is an ex-officio member without voting rights of the COMPA Board.
- E. The Board is responsible for the overall development, implementation, and performance of programs, committees, task forces, programs, activities and events.

**ARTICLE VIII**  
**COMMITTEES**

- Section 1. The standing committees of COMPA shall be:
- A. Annual Conference
  - B. Audit
  - C. Corporate Relations
  - D. Diversity and Public Policy
  - E. Dr. L. Frances Liddell Student Public Policy Debate
  - F. Elections
  - G. Finance
  - H. International Relations
  - I. Marketing and Public Relations
  - J. Membership Services
  - K. Nominating

Section 2. Additional standing committees shall be established upon a majority vote of the Executive Committee.

Section 3. The chairpersons of the standing committees shall be appointed by the President.

Section 4. Special committees and/or task forces shall be appointed by the President as necessary.

**ARTICLE IX**  
**NOMINATIONS AND ELECTIONS**

Section 1. Nominations

- A. The President shall have the responsibility for setting the election calendar every year. As such, he or she will make sure that the election results are announced at the COMPA General Membership meeting;
- B. The President will appoint the Chairperson of the Nominating Committee;
- C. The Chairperson will assemble a Nominating Committee of at least (3) but no more than five (5) members at least seven (7) months prior to the COMPA general membership meeting. Although it is not a requirement, the Chairperson is encouraged to include on the Nominating Committee a

member from the COMPA regions and if possible the region in which a vacancy exists;

- D. The Nominating Committee shall provide the general membership no later than four (4) months prior to the COMPA general membership meeting the details of the upcoming election, the vacancies, and the process for nominating candidates,;
- E. The Nominating Committee shall prepare a slate consisting of no more than two (2) candidates per elective office no later than four (4) months prior to the COMPA General Membership meeting;
- F. The Nominating Committee will present the slate of nominees to the membership and solicit additional nominations from the membership for a period of no less than two weeks:

## Section 2. Elections

- A. All COMPA members who are financial members of COMPA may participate in the elections process;
- B. Ballots shall be sent to the membership no later than three (3) months prior to the COMPA General Membership meeting;
- C. Ballots shall be returned no later than two (2) months prior to the COMPA General Membership meeting;
- D. Electronic balloting and voting is permitted;
- E. Voting by proxy is prohibited;
- F. The Nominating Committee Chair may serve as the Chair of the Elections Committee;
- G. The ballots shall be tabulated by the Elections Committee no later than one month prior to the COMPA General Membership meeting;
- H. Candidates must win by a single majority of the valid votes cast. Winning candidates shall be notified by the COMPA President no later than two (2) weeks prior to the COMPA General Membership meeting;
- I. In the event of a tie vote, balloting shall occur until a winner is elected by a single majority; and
- J. Submit the tabulated and/or paper voting ballots to the Secretary after the election.

**ARTICLE X**  
**LOCAL CHAPTERS**

- A. The Board may charter local chapters of COMPA. The President and the Secretary will sign the official letter of recognition.
- B. Local chapters will subscribe to the goals and objectives of COMPA, support its purposes, and operate according to its policies and procedures.
- C. The local group must have at least ten (10) members who are members of ASPA and the COMPA section. Only ASPA members may be constitutional officers of the local chapter. Associated members may be further limited by the local group's bylaws.
- D. A local group seeking chapter status must use COMPA's bylaws or establish its own in accordance with COMPA's. If the local group drafts its own bylaws, they must be first be approved by the regional representative before final approval of the Board.
- E. The local group must have at least three constitutional officers - President, Secretary, and Treasurer - who shall be elected at an open meeting for which the membership was duly notified of its purpose.
- F. In order to maintain its affiliation with COMPA, each chapter must, at all times, observe the following requirements:
  - 1. Forward a copy of all newsletters, releases, publications, and written programs to its regional representative;
  - 2. Be responsible for its own financial affairs, maintain accurate records, and submit to an annual audit;
  - 3. The chapter president must submit annually to the regional representative a report that will highlight the chapter's activities along with a copy of the annual financial audit;
  - 4. Names and addresses of all newly elected officers must be submitted to its regional representative no later than July 1 of each year;
  - 5. All plans for seminars, workshops, and program development and activities must coincide with the purpose of COMPA and the regional representative informed of such;
  - 6. Adopt its own dues structure;
  - 7. If chapter elects to use the tax exempt status of COMPA:
    - a. The chapter shall not file its own return with the Internal Revenue Service. It must instead submit all financial



statements to the COMPA Treasurer by February 15 of each year for incorporation into the Section's tax filing; and

- b. The chapter must use the same fiscal year as COMPA.
- 8. Use the COMPA logo on their stationery and official correspondence.
- G. Any proposed amendments to local chapter Bylaws or Articles of Incorporation must first be submitted to the COMPA President for approval;
- H. Forward to COMPA national fees for any member or provisional member within one month of receipt of such fees.
- I. From time to time, additional guidelines for local chapters may be adopted by the Board. Adherence by the local chapters to such additional guidelines shall also be required in order for each local chapter to maintain its affiliation with COMPA.
- J. The COMPA Executive Committee may revoke chapter recognition for cause.
- K. COMPA does/will not assume responsibility in the setting of dues, fund raising or debts created at the chapter level.

## **ARTICLE XI**

### **ADMINISTRATION AND FINANCES**

- Section 1. *Grants and Contracts.* The ASPA National Council is responsible for approving, receiving, and auditing grants and contracts solicited by COMPA. As a tax exempt nonprofit educational organization, ASPA is qualified to receive designated donations for the programs and activities sponsored by COMPA. An overhead charge may be applied if the grant or contract is administered by ASPA.
- Section 2. *Dues Collection.* COMPA dues, enrollment fees and other revenues shall be collected by ASPA and be quarterly allocated to COMPA by the ASPA Executive Director.
- Section 3. *Accounting.* COMPA may opt to maintain its own financial records, checking and saving accounts and be responsible for all financial transactions. In this case, COMPA shall follow such accounting procedures as may be specified by ASPA's Finance and Administration Committee and shall furnish an annual audit report to the National Office. Alternatively, COMPA may choose to purchase such financial services from the ASPA National Office. In the latter case, the ASPA Executive Director shall maintain separate accounting records for COMPA and shall provide periodic reports, at least bi-monthly, to the COMPA President, or as mutually agreed. If COMPA purchases financial services from ASPA, an annual fee will be charged against COMPA to defray the servicing costs; the fee shall include a flat rate levied equally on each section, plus a fixed charge for each

spending transaction performed. The flat and unit-transaction rates will be determined annually by the ASPA Executive Director and announced at the ASPA National Conference for the coming fiscal year. COMPA may opt to change the accounting model by decision of the Executive Committee. If changed, the ASPA Executive Director shall be notified of the desire for change at least two months prior to the new fiscal year for the change to be in effect at the beginning of the fiscal year.

- Section 4. *Misuse of funds.* No part of the net earnings of the Section shall benefit or be distributable to any director or officer of the Section, or any other private person. The Section shall be authorized and empowered to pay reasonable compensation for services rendered and make payments and distributions in furtherance of the purposes set forth herein above.
- Section 5. *Administration.* COMPA shall be responsible for the administration and support of its programs and activities. A program, budget, and work plan shall be prepared and approved by the Executive Committee every year for the coming year. Section responsibilities include but are not limited to the following: scheduling COMPA meetings, conducting COMPA elections, organizing program sessions during ASPA's national and regional conferences, preparing and distributing COMPA brochures, producing newsletters and publications, developing and conducting membership campaigns, as well as, maintaining meeting and financial records.
- Section 6. *Membership Management.* The ASPA Executive Director shall provide COMPA with periodic membership rosters and labels, ASPA handbooks, membership brochures and application forms, names of ASPA officers, ASPA newsletters, membership reports, and any other appropriate information. In addition, the ASPA Executive Director shall organize workshops on section administration and development, and shall provide coordination and linkage between COMPA and other ASPA organizational components.
- Section 7. *Purchase of Services from ASPA.* COMPA may opt to purchase specific services occasionally from the National Officer. Services and their respective costs shall be negotiated between the ASPA Executive Director and the COMPA President. Purchases of administrative services must be approved by COMPA's Executive Committee.
- Section 8. *IRS information.* The federal identification number (EIN/TIN) assigned by the Internal Revenue Service to this Section is: 52-1204154.
- Section 9. *Prohibition of partisan and political activities.* No substantial part of the activities of the Section shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise permitted by Section 501(h) of the IRS Code). The Section shall not participate in, or intervene in (including the publishing or distribution of statements concerning) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Section shall not carry on any other activities not permitted to be carried on:

- a. By an organization exempt from federal income tax under Section 501(c)(3) of the Code, or
- b. By an organization, contributions to which are deductible under Section 170(c) (2) of the Code.

Section 10. *Section Charter.* Consistent with inclusion of this Section in the group federal income tax exemption ruling of the American Society for Public Administration (identified by the Internal Revenue Service as Group Exemption Number 3166), all amendments to the Section Charter, which may be made from time to time, shall be submitted to the American Society for Public Administration (ASPA) for its approval.

## **ARTICLE XII**

### **DISSOLUTION**

In the event of dissolution or final liquidation of the Section, after paying or making provision for the payment of all of the liabilities and obligations of the Section and for necessary expenses thereof, all of the remaining assets and property of the Section shall be distributed to the American Society for Public Administration (ASPA) provided it remains organized and operated exclusively for charitable or educational purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Code, and if not, to an organization which does so qualify. In no event shall any of such assets or property be distributed to any director or officer or to any private individual.

## **ARTICLE XIII**

### **PARLIAMENTARY AUTHORITY**

Robert's Rules of Orders Newly Revised shall govern COMPA in all cases where not otherwise governed by these bylaws.

## **ARTICLE XIV**

### **AMMENDMENTS**

These bylaws may be altered, amended, revised, added to, or repealed and new bylaws adopted by a majority vote of the present and voting members at the annual general membership meeting. Amendments to the bylaws must be submitted in writing to the membership at least thirty (30) days prior to the date of the annual meeting upon which such amendments will be considered.