

## BYLAWS

### ARTICLE I

1.00 – Title. The legal title of the organization shall be the Young Republicans of Vermont herein known as the federation.

1.01 – Purpose. The Purpose of this federation shall be to:

(a) Develop a statewide Young Republican organization in support of the Young Republican National Federation, the Republican Party and for the advocacy of Young Republicans.

(b) Support the mission and goals set forth by the Young Republican National Federation (YRNF) and the platform of the Republican Party

(c) Direct, manage, supervise and control its business, property, and funds and do all other things necessary to carry out its objectives

(d) Create, charter, supervise and coordinate chapters of the Young Republicans throughout the state

### ARTICLE II

2.00 – Composition. The federation shall be comprised of chapters of Young Republicans in the state.

(a) The Executive Committee may accept individual members as deemed necessary. The Executive Committee shall adopt an application process and fee(s) for individual memberships.

2.01 – One Charter. The federation shall issue only one charter in each county of the State.

(a) Each such chartered county of the federation shall be referred to hereinafter as a chartered club or chapter.

(b) Two or more counties that work together as one chapter may share the same charter.

2.02 – Membership. To be eligible for a charter, each chapter shall have no fewer than 5 members. The minimum requirement for membership of an individual shall be:

(a) A legal and qualified Republican voter under the laws of the state

(b) A member of a chartered chapter, or a member of a chapter attempting to charter, or an approved individual member

(c) No younger than 18 years old and no older than 40 years old

2.03 – Petition to Charter A New Chapter. Applications for recognition as a chapter of the federation shall be made to the Executive Committee.

(a) The format and content of the petition shall be specified by the Executive Committee and consistent with the following:

1. A copy of the chapter's constitution and bylaws;

2. A list of current chapter officers with the following information: office title, term of office, names, addresses, email addresses, phone numbers and dates of Birth;

3. A list of current chapter members with the following information: first and last names, addresses, email addresses, phone numbers and dates of birth; and

4. Payment of the charter fee, as provided for under these bylaws

(b) The petitioning organization shall certify that it has adopted governing documents consistent with the governing documents of the federation and YRNF.

2.04 Consideration of A New Charter. All applications shall be considered by the Executive Committee.

(a) The Executive Committee shall determine if the petition satisfies the requirements for a new charter under the governing documents of the federation.

(b) The Executive Committee shall have the necessary authority to verify authenticity of the information and compliance by an applicant to the federation's governing documents, and may request an applicant to amend its petition.

(c) The Executive Committee may approve new charters, under these bylaws, with a majority vote.

2.05 Renewal of Charters. Each chapter shall submit to the Executive Committee no later than March 1 of each year a petition for renewal of its charter with the federation. The format and manner for the renewal process shall be determined by the Executive Committee, and shall be transmitted to the Chairman and Vice Chairman of each chapter no later than January 31 st of each year.

(a) In all cases, each chapter must annually provide:

1. A copy of its most recent constitution and bylaws

2. A list of current officers with the following information: office title, term of office, first and last names, addresses, email addresses and phone numbers

3. A list of current club members, including officers, with the following information: first and last names, addresses, email addresses, phone numbers and dates of birth

4. Payment of the annual renewal fee as provided for under these bylaws

(b) Renewal of a charter shall not require a vote of the Executive Committee, but shall be automatic upon receipt of all of the required information and payment of fees by the deadline

1. The Executive Committee shall have the necessary authority to verify authenticity of information and compliance by a renewing chapter to the federation's and YRNF's governing documents

2.06 Fees. The Executive Committee shall establish a fair and equitable schedule of fees for new charter applications and for charter renewals. The Executive Committee may consider changes to fees at an executive committee meeting between September and December of each calendar year.

2.07 Delinquency. If a chapter fails to renew its charter by March 1 st of any year, for any reason, it shall be deemed a delinquent chapter.

(a) A delinquent chapter shall not have its charter renewed until all of its charter fees, including those that may have accrued in the period of delinquency, are paid in full

(b) A delinquent chapter shall not have its charter renewed until all of the required information is submitted

(c) A delinquent chapter shall not have the right to vote or participate in meetings,

conventions, events or other activities of the federation and may have other benefits suspended as deemed necessary by the Chairman

(d) The Executive Committee, by a majority vote, may require a delinquent chapter to petition for a new charter or allow for an applicant to petition for the charter in that jurisdiction

2.08 Discipline. Any chapter that fails to conform to the federation's or YRNF's governing documents may have its charter revoked or may be otherwise disciplined

(a) Any charges under this section must be submitted in writing to the Chairman, with a copy to the Secretary and the General Counsel, who shall present the charges to the Executive Committee for consideration.

1. If the Executive Committee finds, by a majority vote, that the charges warrant an investigation, the Chairman shall hold a hearing on the charges at a general meeting or special meeting.

2. If a majority of the Executive Committee finds that the charges do not warrant an investigation, the charges shall be dismissed.

(b) Disciplinary Hearing. The Chairman shall set the date and location to hold a disciplinary meeting for the purposes of a hearing on any charges found to warrant investigation by the Executive Committee.

1. The Secretary shall mail a copy of the charges, with a notice of the hearing, to the last reported Chairman, Vice Chair, Secretary and Treasurer of the chapter at least 7 days prior to the hearing. The Secretary shall provide confirmation of delivery of the notice to the federation Chairman.

2. The officers of the chapter shall be requested to attend the hearing to be presented with the charges and offered an opportunity to provide a defense.

3. Quorum shall not be required for a hearing, but the Executive Committee shall be invited to attend.

(c) Disciplinary Action. The Chairman shall present the results of the hearing at the next Executive Committee meeting.

1. The Executive Committee may consider revocation of the chapter's charter and/or other disciplinary measures. A vote of 2/3rds of the Executive Committee present at duly constituted Executive Committee meeting is required for revocation of a Charter.

2. The Secretary shall immediately inform the charged chapter of any disciplinary actions by mail. The Secretary shall provide confirmation of delivery of the notice to the federation Chairman.

(d) Appeal. Within 30 days of receipt of such notice, the chapter may file an appeal with the Chairman.

1. The Chairman shall present the appeal at the next general meeting or election convention of the federation, where the delegates may overturn the decision by a 2/3rds vote.

### ARTICLE III

3.00 Executive Committee. The Executive Committee of the federation is vested with the powers and duties provided by these bylaws including, but not limited to, the following:

(a) To exercise general supervision of the federation and its chapters

(b) To recognize and charter new chapters in the state

- (c) To approve a budget, fee schedule, contracts and other appropriations
- (d) To require reports from any officer, committee, chapter and employee of the Federation
- (e) To approve the compensation of officers, appointees and employees of the Federation
- (f) To adopt policies for the governance of the federation, its chapters and members
- (g) To conduct the business of the organization and make decisions on its behalf
- (h) To coordinate and implement the goals, policies and initiatives of the YRNF within the federation, its chapters and members
- (i) To exercise other authorities and responsibilities as prescribed by these bylaws

3.01 Composition. The Executive Committee shall be comprised of the Chairman, Vice Chair, National Committeeman, National Committeewoman, Secretary, Treasurer, Immediate Past Chairman, College Republican Ambassador, General Counsel and the Chairmen of Standing Committees.

1. The Chairman may appoint non-voting advisors to the Executive Committee as deemed necessary

3.02 Meetings. The Executive Committee shall meet at least 4 times annually. The Chairman may call special meetings as deemed necessary or 1/3rd of the voting members of the Executive Committee may call a special meeting by written petition. The Chairman shall notify members of the Executive Committee of any meeting no less than 7 days prior to the meeting date via email or first class mail. A majority of the Executive Committee may waive the meeting notice requirement as necessary. The Executive Committee may conduct a meeting by telephone or other electronic conference which is reasonably accessible to all voting members.

3.03 Attendance. A member of the Executive Committee, excluding the Immediate Past Chairman, who misses 3 consecutive meetings of the Executive Committee shall immediately cease to hold such office, unless a majority of the Executive Committee votes to waive this provision.

3.04 Quorum. Quorum for meetings of the Executive Committee shall be no less than half of the voting members of the Executive Committee.

3.05 Proxies. Members of the Executive Committee shall not vote by proxy.

#### ARTICLE IV

4.00 Meetings. There shall be at least two general meetings of the federation each calendar Year.

- (a) The Chairman shall set the date and location of each meeting.
- (b) The Chairman or Secretary shall notify, in writing by first-class mail or electronic mail, the Executive Committee, the Chairmen and Vice Chairmen of each chapter in good-standing of the federation of the date, time and location of a meeting no later than 30 days prior to the meeting date.
- (c) The Chairman or Secretary shall notify, in writing by first-class mail via electronic mail, the Young Republican National Federation Chairman of the date, time and location of a meeting no later than 30 days prior to the meeting date.

4.01 Election Convention. The federation shall hold an election convention annually between May 1 st and October 1 st

(a) The Chairman shall set the date, time and location of the convention.

(b) The Chairman or Secretary shall notify, in writing by first-class mail or electronic mail, the Executive Committee, the Chairmen and Vice Chairmen of each chapter in good-standing of the federation of the date and location of a meeting no later than 60 days prior to the convention.

(c) The Chairman or Secretary shall notify, in writing by first-class mail via electronic mail, the Young Republican National Federation Chairman of the date, time and location of a meeting no later than 60 days prior to the meeting date.

(d) The Chairman, Vice Chair, Secretary and Treasurer shall be elected at election conventions held in even years.

(e ) The National Committeeman and National Committeewoman shall be elected at election conventions held in odd years.

4.02 Voting Rights. The following shall have voting rights at a general meeting and election convention of the federation:

(a) The Chairman, Vice Chair, National Committeeman, National Committeewoman, Secretary, Treasurer and Immediate Past Chairman shall each have one vote based on their position as an officer of the federation

1. Votes by officers based on their position shall be in addition to any votes by an officer due to their being appointed as a delegate

(b) Any elected officer of the Young Republican National Federation residing in the state shall be entitled to one vote based on the position as an officer of the YRNF

(c) Each chapter in good-standing shall be entitled to 5 votes

(1) A chapter shall receive one vote for each delegate present up to the maximum number of votes they are entitled to.

4.03 Delegates to the Federation. Each chapter's chair shall appoint delegates to the federation from among its current membership

(a) Each chapter shall be entitled one delegate for each vote they are allotted under Section 4.02

(b) Each chapter must submit a list of delegates to the Secretary no later than one week prior to the meeting or election convention

4.05 Proxies. No representative from a chapter may carry more than 2 proxies. Proxies must be carried by a member of the proxy's chapter. All proxies must be signed and submitted to the Secretary no later than 24 hours prior to the meeting or election convention.

4.04 Quorum.

(a) Election Convention. At least one-half of the aggregate total number of delegates of those chapters present at the convention shall constitute quorum for a convention.

Delegates may be present in person or by proxy for the purposes of quorum. At least ¼ of the chapters in good-standing must be represented at an election convention.

(b) General Meeting. At least one-quarter of the aggregate total number of delegates of those chapters present at a general meeting shall constitute quorum for a general meeting. Delegates may be present in person or by proxy for the purposes of quorum.

(c) Those committee members present shall constitute quorum for a committee meeting

4.05 Member Discipline. Any officer or member of the federation that fails to conform to the federation's governing documents or whose actions are not in the best interests of the organization may be removed from office, expelled from the membership or otherwise Disciplined.

(a) Any charges under this section must be submitted in writing to the Chairman, with a copy to the Secretary and the General Counsel, who shall present the charges to the Executive Committee for consideration.

1. If the Executive Committee finds, by a majority vote, that the charges warrant an investigation, the Chairman shall hold a hearing on the charges.

2. If a majority of the Executive Committee finds that the charges do not warrant an investigation, the charges shall be dismissed.

(b) Disciplinary Hearing. The Chairman shall set the date and location to hold an Executive Committee meeting for the purposes of a hearing on any charges found to warrant investigation by the Executive Committee.

1. The Secretary shall mail a copy of the charges, with a notice of the hearing, to the accused officer or member at least 7 days prior to the hearing. The Secretary shall provide confirmation of delivery of the notice to the Chairman.

2. The accused officer or member shall be requested to attend the hearing to be presented with the charges and offered an opportunity to provide a defense.

3. Quorum of the Executive Committee shall be required to hold the hearing.

(c) Disciplinary Action. The Executive Committee may take any disciplinary action against a member no later than 60 days after the hearing.

1. The Executive Committee shall approve the expulsion of a member from the federation by a 3/4ths vote

2. The Executive Committee may censure, suspend membership for a period of time, limit membership activity, require a reasonable fine or other form of restitution, or enact other disciplinary measures otherwise not covered under these bylaws by a majority vote

3. Expulsion of a member shall ban an individual from membership in the federation and its chapters. Other disciplinary actions may affect membership with the federation and/or its chapters.

(d) Charges against Officers. In the case of charges against an elected member the Executive Committee, the Chairman (or in the case of charges against the Chairman) shall present charges against an elected member of the Executive Committee at a general meeting no later than 6 months after a hearing in which the Executive Committee approved charges under 4.08(b) and recommends removal of the officer

1. The membership at a general meeting may remove an elected member of the Executive Committee from office with a 2/3rds vote of delegates present at a duly constituted general meeting or election convention

4.06 Inactive Chapter. Any chapter that fails to have at least one delegate attend, in person, two consecutive general meetings shall be classified as an inactive chapter.

(a) An inactive chapter shall not have the right to vote or participate in meetings, conventions, events or other activities of the federation and may have other benefits suspended as deemed necessary by the Chairman

(b) The Executive Committee may, by a majority vote, levy a fine against an inactive chapter

(c) The Chairman may pardon a chapter which shall remove the pardoned chapter from inactive status under this section

(d) A chapter shall be automatically removed from inactive status under this section upon the attendance of at least one delegate, in person, at a general meeting

(e) If a chapter fails to have at least one delegate attend, in person, more than two consecutive general meetings then the Executive Committee may, by a majority vote, allow for the petition of a new chapter.

(f) For the purposes of this section, an election convention is classified the same as a general meeting

## ARTICLE V

5.00 Elected Officers. The elected state officers of the federation shall be the Chairman, Vice Chair, National Committeeman, National Committeewoman, Secretary and Treasurer.

(a) No officer shall have attained the age of 39 by the commencement of their term in office, except for the Immediate Past Chairman

(b) The Chairman and Vice Chair shall not be members of the same chapter.

(c) Appointments shall terminate upon the appointee attaining the age of 41.

(b) The Chairman, and Vice Chair shall have been members of the Executive Committee, Board of Directors, or chair of a chapter in good-standing for at least six months prior to being elected.

(c) All elected officers shall have been a member of a chapter in good-standing of the federation (or an approved individual member) for at least one year prior to election and shall continue as a member of a chapter in good-standing (or an approved individual member) throughout his or her term in office.

5.01 Vacancy. The vacancy of any office, except for the office of Chairman, shall be filled by an appointment by the Chairman, with confirmation by a majority of the Executive Committee.

(a) If the offices of Chairman and Vice Chair are vacant simultaneously, the Secretary shall serve as Acting Chair and shall call for an election convention within 60 days to fill the remainder of the terms in the vacant elected offices. If the office of the Secretary is also vacant, the Treasurer shall serve as Acting Chair to carry out this function. If all else fails, the Young Republican National Federation Chairman shall be requested to designate an official to call for and oversee an election convention.

5.02 Chairman. The Chairman shall call for, preside at and set the agenda for all meetings of the federation. He or she shall serve as the Chief Executive Officer of the federation, chair the Executive Committee, chair the Board of Directors and provide general supervision over the business, operations and activities of the federation and its chapters. The Chairman shall coordinate fundraising efforts and authorise the disbursement of funds as approved by the Executive Committee. The Chairman shall provide an annual report to the membership on the state of the federation. The Chairman shall represent the federation to the Young Republican National Federation and provide periodic reports on the federation to the state Republican Party. The Chairman shall serve as the official representative of the federation, designate additional ambassadors as deemed necessary, and may issue political statements on behalf of the organisation so long as such statements adhere to the federation's governing documents. The Chairman may invite special attendees to any meeting or convention of the federation and may close any meeting or convention of the federation to the public. The Chairman may

establish ad hoc committees and shall serve as an ex-officio member of all committees. The Chairman, or his designee, may attend any meeting of the federation and its chapters, and may require reports from any federation officer, appointee, or chapter as deemed necessary. The Chairman shall be a signatory on all official acts, accounts and resolutions of the federation. The Chairman may appoint, and delegate authority to, executive professionals to manage the organization, with confirmation by a majority of the Executive Committee. All appointees shall serve at the pleasure of the Chairman and be responsible to the Chairman. The Chairman shall decide all questions of order and perform such duties as usually pertain to the office of the Chairman.

5.04 Vice Chair. The Vice Chair shall promote the organization of the chapters and encourage their efficient and active operation. The Vice Chair shall ensure compliance with the federation's annual chapter re-chartering process and be charged with managing the YRNF annual state survey for the federation. The Vice Chair shall manage efforts to establish new chapters, give direction to the Deputy Vice Chairs and shall perform other duties as may be assigned by the chair. The Vice Chair shall perform the duties of the Chairman in absence or disability of both the Chairman and. In the event of a vacancy in the office of the Chairman, the Vice Chair shall serve as Chairman until the next convention.

5.05 National Committeeman. The National Committeeman shall represent the federation to the Young Republican National Federation (YRNF). The National Committeeman shall be responsible for attending national committee meetings of the YRNF. If he cannot attend a YRNF national committee meeting, he shall make advance arrangements so that his proxy is present. The National Committeeman shall perform other duties as assigned by the chair.

5.06 National Committeewoman. The National Committeewoman shall represent the federation to the Young Republican National Federation (YRNF). The National Committeewoman shall be responsible for attending national committee meetings of the YRNF. If she cannot attend a YRNF national committee meeting, she shall make advance arrangements so that her proxy is present. The National Committeewoman shall perform other duties as assigned by the chair.

5.07 Secretary. The Secretary shall be the recording and correspondence officer of the federation. He or she shall attend all conventions and meetings of the federation, and meetings of the Executive Committee, and record and keep all minutes and records. The Secretary shall be a witness on all official acts and resolutions, and be responsible for their preservation and delivery to the successor to this office. The Chairman may assign an assistant to carry out these duties in the absence of the Secretary. The Secretary shall perform other duties as assigned by the chair.

5.08 Treasurer. The Treasurer shall receive and account for the funds of the federation. The Treasurer shall deposit all funds into bank accounts which have been authorized by the Executive Committee and shall be a signatory on all bank accounts. The Treasurer shall account for all disbursements of funds, as approved by the Executive Committee. He shall record disbursements and receipts, and shall render accurate accounts of federation's finances to the Executive Committee or upon the request of the Chairman. The Treasurer shall be responsible for all financial disclosures and filings as required by law, including, but not limited to, campaign finance reports and tax filings. The Treasurer shall assist the Chairman with fundraising



activities and shall serve as an ex-officio member of the Finance Committee. The Treasurer shall perform other duties as assigned by the chair.

5.09 Deputy Vice Chairs. The Chairman may appoint Deputy Vice Chairs, with confirmation by a majority of the Executive Committee. Deputy Vice Chairs shall be assigned regions, chapters, counties or special projects by the Chairman. Deputy Vice Chairs shall support the growth and activities of existing chapters, help establish new chapters, provide training for Young Republicans, support campaigns or assist with other projects. Deputy Vice Chairs may be assigned other duties as deemed necessary by the Chairman.

5.10 General Counsel. The Chairman may appoint a General Counsel, with confirmation by a majority of the Executive Committee. The General Counsel shall advise the federation concerning all legal matters. The General Counsel shall be a member of the Executive Committee and may be assigned other duties by the Chairman. The General Counsel must be an attorney licensed to practice in the state. The Chairman may appoint assistant counselors as deemed necessary.

5.11 College Republican Ambassador. The Chairman may appoint a representative for College Republicans to the federation. The Ambassador shall be a member of a College Republican chapter at an institution of higher education located in the state. The Ambassador shall be responsible for developing a membership plan to transition College Republicans to Young Republican members. The Ambassador shall serve as a member of the Executive Committee and may be assigned other duties by the Chairman.

5.12 Immediate Past Chairman. The Immediate Past Chairman shall be the most recent former Chairman of the federation who was not removed from office. He or she shall serve as an ex-officio member of the Executive Committee, an advisor to the Chairman and may be assigned other duties by the Chairman. The Immediate Past Chairman shall not affect quorum at any meeting or convention. There shall be no age limit held against the Immediate Past Chairman.

5.13 Election Process.

- (a) Nominations shall be made from the floor of a duly constituted election convention
- (b) All officers shall be elected by a majority of the votes cast at the convention
- (c) Votes shall be cast by closed ballot and under unit rule by chapter
- (d) If any one candidate fails to obtain a majority of the vote for an office on the first ballot, the two candidates with the most votes on the first ballot shall proceed to a second ballot

## ARTICLE VI

6.00 Standing Committees

(a) Finance Committee. The Finance Committee shall coordinate fundraising programs for the federation. It shall develop and implement a fundraising plan to build revenue and seek out prospective donors for the federation.

(b) Strategic Planning Committee. The Strategic Planning Committee shall coordinate campaign operations with the YRNF and relevant chapters. The Strategic Planning Committee shall recommend short-term and long-term goals for the federation to the Executive Committee in

coordination with YRNF goals. Upon adoption, this committee shall track the progress of those goals and make recommendations to the Executive Committee to successfully achieve those goals.

(c) Procurement Committee. The Procurement Committee shall be responsible for recommending the creation of awards, and the recipients of such awards, to the Executive Committee with the goal to honor and recognize Young Republicans, public officials and former Young Republicans who have made extraordinary contributions to the federation, its mission and in support of Young Republicans. This committee shall work in coordination with the fundraising efforts of the Finance Committee as deemed necessary by the Chairman. In a similar manner, the Procurement Committee shall be tasked with arranging VTyrNF branded items and anything deemed necessary by the Chairman. The Procurement Committee shall present item proofs/drafts to the Executive Committee for approval.

(d) Events and Marketing Committee. The Events and Marketing Committee shall be responsible for planning statewide events, communications, marketing, and public relations efforts for the federation and its Chapters.

(e) Rules Committee. The Rules Committee shall be responsible for crafting and amending the Bylaws and all policies and procedures of the state federation.

6.01 Board of Directors. The members of the Executive Committee, the Deputy Vice Chairs and each chair of a chapter in good standing shall serve as members of the Board of Directors. The Board of Directors shall serve as an advisory board to the Chairman, provide reports on the status of chapters and offer recommendations to the Executive Committee. Directors may be assigned other duties by the Chairman. The Chairman shall call at least one meeting annually or a meeting may be called by a signed petition of 1/3rd of the Board of Directors. Quorum for meetings of the Board of Directors shall be those members present. Meetings may be held via telephone or other electronic conference which is reasonably available to all board members.

6.02 Advisory Council. The Chairman shall appoint former Young Republicans, Republican Party leaders, Republican elected officials and prominent Young Republican supporters to the federation's Advisory Council. All former federation Chairmen, who were not removed from office, shall be ex-officio members of this council. The council shall advise the Chairman, provide recommendations to the Executive Committee and support the efforts of the federation. The Chairman may assign other duties to the members of the council as deemed necessary. Quorum for meetings of the Advisory Council shall be those members present. Meetings may be held via telephone or other electronic conference which is reasonably available to all council members.

## ARTICLE VII

7.00 YRNF. The federation is a member of the Young Republican National Federation and shall adhere to its governing documents.

7.01 Delegates to YRNF. Delegates and Alternate Delegates to the Young Republican National Federation shall be appointed by the Chairman, with confirmation by a majority of the Executive Committee

(a) Members of the Executive Committee are responsible to help recruit delegates from across the state and may recommend nominees to the Chairman

(b) The Chairman, or his designee, shall serve as head of the delegation to the YRNF

(c) The federation's delegates shall vote unit rule at the National Convention on all

matters. Unit Rule may be removed only by a 2/3rds vote of the entire delegation.

#### ARTICLE VIII

8.00 Parliamentary Procedure. The procedure in this organization shall be governed by the federation's governing documents and by the current edition of Robert's Rules of Order. In all voting, the majority shall rule unless otherwise provided for in these bylaws or the current edition of Robert's Rules of Order.

#### ARTICLE IX

9.00 Supremacy. These bylaws hereby serve as a revocation of any previous bylaws and establish supremacy over previous governing documents of the federation or the organization's previous incarnations.

9.01 Severability. The provisions of these bylaws are hereby declared severable. If any provision of these bylaws shall ever be deleted or amended, such deletion or amendment shall not affect the validity of any other section or provision thereof.

#### ARTICLE X

10.00 Amendments. These bylaws may be amended by a 2/3rds vote of those present at a general meeting or election convention of the federation

(a) The substance of any proposed amendment(s) to these bylaws must be proposed at a general meeting or election convention prior to the general meeting or election convention at which they are to be voted upon; or the amendment(s) must be sent via e-mail or first-class mail to the Executive Committee and each chapter's chair and vice chair no later than 30 days prior to the meeting at which they are to be voted upon.

---

**Adopted 07/14/2021**

**Amended 03/28/2022**