



Bylaws of the South Carolina Association of School Psychologists

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Article I – Name

The name of this organization shall be South Carolina Association of School Psychologists (SCASP), a non-profit corporation, chartered by the state of South Carolina.

Article II – Purpose

1. The purpose of the Association shall be to provide opportunities for professional interaction, dissemination of information, and workshops designed to maintain or improve the professional skills of the members. The Association shall meet this purpose, through research and education, by:
 - a. Serving the mental health and educational needs of all children and youth,

- b. Encouraging and providing opportunities for the professional growth of individual members,
 - c. Informing the public about the services and practice of psychology in the schools, and
 - d. Advancing the standards of the profession of school psychology.
2. The purpose shall be carried out in a non-partisan, non-sectarian manner with equal opportunity being given to all, regardless of race, religion, gender, disability, age, veteran status, sexual orientation, or national origin.
3. As a 501(c)(6) organization:
 - a. The Association is an association of persons having some common business interest;
 - b. The Association's interest and purpose is to promote this common business interest;
 - c. The Association is a membership organization and has a meaningful extent of membership support;
 - d. The Association is not to be organized for profit;
 - e. No part of the Association's net earnings may inure to the benefit of any private shareholder or individual;
 - f. The Association's activities are to be directed to the improvement of business conditions of one or more lines of business as distinguished from the performance of particular services for individual persons;
 - g. The Association's primary activity does not consist of performing particular services for individual persons; and
 - h. The Association's purpose is not to engage in a regular business of a kind ordinarily carried on for profit, even if the business is operated on a cooperative basis or produces only sufficient income to be self-sustaining.

Article III – Membership

1. Categories of Membership:
 - a. Full Member: A Full Member is one who is certified by the South Carolina Department of Education as a School Psychologist or licensed by the South Carolina Labor & Licensing Board as a Licensed Psychologist trained in school psychology or Licensed Psycho-Educational Specialist, or primarily engaged in the training of school psychologists at a South Carolina college.
 - b. Associate Member: An Associate Member is one who possesses a bachelor's degree or higher in psychology or a related field and demonstrates professional interest in the field of school psychology.
 - c. Student Member: The student membership status may be granted for no more than seven consecutive years and requires annual verification of student status. A student member is one who is:
 - i. Enrolled in a program leading to certification as a school psychologist with verification from program faculty and;
 - ii. Not employed full-time.
 - d. Retired Member: A retired Member is anyone holding Full Member status for a period of five years and who, upon retirement from full-time professional activity, becomes a Retired Member by paying an annual fee to be established by the officers of the Board but not to exceed one-half (1/2) of the dues assessed a Full member.

- e. Patron Member: A Patron Member is a Full Member who meets all the requirements for eligibility as a Full member, but who contributes fixed amounts in excess of regular dues in order to provide special support to the activities of the Association.
 - f. Honorary Life Member: An Honorary Life Member is one who has made significant contributions to the Field of school psychology. Recommendations for Honorary Life Membership may be submitted by any Full Member of SCASP to the Membership Committee. At no time shall the number of living Honorary Life Members exceed two percent (2%) of the Association's Full membership.
 - g. Leave of Absence Member: A leave of absence membership is granted for up to two years to a person who has been an Association member for at least one year and either is on a leave of absence from an employer or is receiving no compensation from any employment source. Request for a leave of absence membership must be made in writing to the officers of the Board. This membership category is not renewable after two years of leave of absence membership and will not be granted again until five more consecutive years of regular membership have elapsed.
 - h. Common Address Member: When any two or more regular members live at a common address for the membership year and accept only one joint copy of all Association mailings, except election materials, they shall maintain their regular memberships at the cost of one regular membership fee plus a reduced fee for each additional member residing at the common address.
 - i. Employer-Sponsored Member: When an employer pays the annual membership fee for three or more of its employees, a 10% discount per member will be granted.
 - j. Early Career Member: An Early Career member is defined as one who has completed his or her internship and is in his or hers first two years of being employed as a school psychologist.
2. Once all application information and payment information are submitted and received, membership is considered active.
 3. To be eligible for membership, all applicants must be of good moral character and may not have been convicted of a felony or equivalent criminal offense.
 4. Revocation of Membership:
 - a. Actions by any applicant which are judged to be unethical as delineated within the Code of Ethics of NASP may be grounds for revocation of membership by the officers of the Board. Unprofessional conduct, defined as actions that could reasonably be determined as threatening of others' safety or well-being and/or actions that constitute a pattern of behavior that could reasonably be deemed disruptive to the mission or activities of the organization, may also be grounds for revocation of membership. Please see Procedures for Professional Standards Committee for further details regarding adjudication of complaints of ethical and professional misconduct.
 5. Rights, Privileges and Responsibilities of Members:
 - a. Voting Status
 - i. Apart from the Associate Member and the Student Member categories, full voting status on all issues brought before the membership shall be granted to each category of membership.

- ii. Official voting on issues brought before the membership will not be open to the Associate and the Student Member; however, the Associate and the Student member may participate in an advisory or straw vote of the membership.
 - iii. All categories of membership shall have the right to participate in Association sponsored meetings (as specified in Section IV) and workshops and to receive a copy of the Association's newsletter, which shall be distributed annually as determined by the board.
- 6. Reinstatement of Membership:
 - a. The Professional Standards Committee has jurisdiction over the reapplication of an expelled SCASP member or one who has resigned during an ethics investigation or before completing stipulated corrective measures. Please see Procedures for the Professional Standards Committee for further details regarding reapplication of expelled or resigned members.

Article IV – Officers of the Board

1. The Officers of the Board shall be a President, a President-Elect, a Secretary, a Treasurer, six (6) Regional Delegates, and an immediate Past President.
2. Terms shall be as follows:
 - a. The President shall serve for two years and shall not succeed him/herself. The President shall be elected by the voting membership. Prior to taking office, the President shall serve two years as a President-Elect. After leaving office, the President shall serve two years as Past President.
 - b. The President-Elect, elected by the voting membership, shall serve for two years.
 - c. The Secretary shall serve for two years. Election shall be on alternate years from that of the Treasurer.
 - d. The Treasurer shall serve for two years, elected during alternate years from that of the Secretary.
 - e. The six (6) Regional Delegates will serve two years as elected by the Geographic Region they represent. If no Regional Delegate has been elected from a Geographic area, then the board will appoint one for the Geographic region to serve for one year.

Article V – Officers' Duties

1. The President shall preside at meetings, exercise general supervision over the affairs of the Association and serve as chairperson of the Board and as an ex-officio member of all committees. The president shall appoint and coordinate with the approval of the Board the necessary committees and committee chairs unless otherwise provided for in these Bylaws.
2. The President-Elect shall attend meetings of the Board and serve as chairperson of the finance committee. In the absence of the President, the President-Elect shall serve in that capacity as pro tem and shall have such duties as are delegated by the current President. The President-Elect shall provide the means to facilitate planning and the vehicle for monitoring action plans developed annually by committees.
3. The Secretary shall keep minutes of the Association and the Board meetings, which shall be an accurate and official record of all business transacted. The Secretary may assume necessary correspondence duties for the Association, assume custody of all records except those

specifically assigned to others, and maintain copies of the Bylaws. In the absence of both the President and President-Elect, the Secretary shall serve as President pro tem.

4. The Treasurer shall be responsible for overseeing the activities of the Executive Director in reference to the role of accepting receipts and making disbursements. The Treasurer shall review monthly bank reconciliations. The Treasurer shall review financial records annually and submit a statement of the financial status of the Association to the Board. The Finance Committee shall aid in developing budgeting and bookkeeping procedures.
5. The six (6) Regional Delegates shall represent their Geographic Region to the state Association, disseminate to and obtain information from their respective members, comprise the Nominations Committee, serve as voting members of the Board, and fulfill additional duties as directed by the Board. The regional delegate will contribute at least 1 article per year to the newsletter.
6. The Immediate Past-President shall fulfill such duties and responsibilities as directed by the President.
7. Board members shall attend more than 50% of regularly scheduled meetings (sending a proxy counts as attending the meeting). Board members unable to participate in the meeting should provide a report of recent activities to their proxy and/or the President.

Article VI – The Board

1. The officers of the Board will be composed of the President, President Elect, Secretary, Treasurer, Immediate Past President, and six (6) Regional Delegates. The six (6) Regional Delegate positions shall be filled by representatives of Geographic Regions as described in the By-Laws. At any given time, the Board shall include no less than seven officers. The officers of the Board shall be the only board members with voting rights.
 - a. All officers of this Board shall be Full Members in good standing of SCASP. A quorum of 6 officers shall be present at each Board meeting in order to conduct business.
 - b. The officers of the Board shall have and exercise the general direction, control, and management of the activities and business of the Association.
 - c. The officers of the Board may exercise discretion to appoint ex-officio members to serve on the Board without voting rights. Such appointments shall require an affirmative vote of a majority of the officers of the Board.
 - d. For duties of the officers of the Board, refer to the By-Laws and SCASP Procedures Handbook.
 - e. If an officer of the Board is deemed unfit for service due to medical incapacitation, then the Board may appoint another SCASP member to act as this person's proxy until the medical issue is resolved or until the end of this person's term of office.
 - f. If an officer of the Board is deemed unfit for service due to ethical violations, criminal misconduct, or unprofessional conduct as defined in the bylaws, section III.4.A, a referral may be made to the Professional Standards Committee who will follow procedures for adjudication of such complaints contained in the organization's Procedures for the Professional Standards Committee. The officer will be temporarily suspended during adjudication procedures.
 - g. If a vacancy occurs in the Office of the President, the President-Elect shall serve as Acting President at the beginning of the new term. If a vacancy occurs in the offices of

President-Elect, Secretary, or Treasurer, the position shall be filled by appointment of the officers of the Board to serve only until the end of the current term of office or until replaced by a duly elected successor. In the case of the office of President-Elect, a vacancy would result in the election of both a President and President-Elect at the next scheduled election. If a vacancy occurs in the office of Regional Delegate, the Geographic Region from which that Regional Delegate was elected shall select a replacement to serve the remainder of the term. If no Regional Delegate has been selected from a Geographic area, then the board will appoint one from the Geographic region to serve for one year.

2. The standing committees and standing ex-officio members of the Board shall consist of the Membership Committee, the Professional Standards Committee, the Research Committee, the Program Committee, the Nominations Committee, the Legislative Committee, the Communications Committee, the Student Representative Committee, the Finance Committee, School Safety and Mental Health Committee, the Diversity Committee, and the Parliamentarian.
 - a. All chairs of the committees and ex-officio members of the Board shall be appointed with the majority approval of the officers of the Board and will serve for a period of two years in staggered terms. Appointed board members do not have voting rights.
 - b. Duties of the committee chairs and ex-officio members of the Board are specified in the Association's By-Laws and in the SCASP Procedures Handbook.
 - c. Ad hoc committees may be established, and their functions assigned by the President with affirmative approval by a majority of the officers of the Board. At the time the committee is established, the purpose and length of service must be specified and a record of this submitted to the Secretary.

Article VII – Duties of the Board

1. Duties of the officers of the Board shall be as follows:
 - a. The officers of the Board shall exercise the general direction, control, and management of the activities and business of the Association.
 - b. The officers of the Board shall have ample power to purchase, to lease, to pledge, and to sell any personal or real property of the Association and to make any agreements on behalf of the Association as it may deem needful and convenient for the successful prosecution of the operation, provided that in the case of sale or purchase of real property an affirmative vote by a simple majority of the total officers of the board is required.
 - c. The officers of the Board shall administer any donation, grants, and bequests.
 - d. The officers of the Board shall require adequate bonds on the Executive Director and such other employees of the Association as it may deem necessary.
 - e. Upon a two-thirds (2/3) vote, the officers of the Board may establish such administrative offices, the term and tenure thereof, duties or conditions of employment and compensation therefore as may be advisable to the further accomplishment of the purpose of this Association.
2. When unable to attend a Board meeting, an officer may assign his or her voting privilege to a proxy for the Board meeting under the following conditions:
 - a. The proxy of a Regional Delegate must be from the same Geographic Region;

- b. The proxy must be a voting SCASP member;
 - c. The proxy may not be assigned to another officer; and
 - d. The officer must submit a written statement to the President and Secretary prior to time of a vote assigning the proxy for a specific Board meeting. The Secretary will retain the proxy statement.
3. Duties of the standing committees and ex-officio members of the Board are as follows:
- a. The Membership Committee shall evaluate applications and re-applications for membership and make recommendations concerning applications to the officers of the Board. It shall also advise the Board concerning non-members working as school psychologists and try to interest qualified persons in becoming members
 - b. The Professional Standards Committee is responsible for interpreting and applying standards regarding the ethical and professional conduct of SCASP members. The Committee also serves to promote and maintain ethical and professional conduct by school psychologists, to educate school psychologists regarding NASP ethical standards; and to protect the general well-being of consumers of school psychological services. The Professional Standards Committee shall address issues of ethical and professional conduct in an advisory, educative, remedial, and, if necessary, investigatory role, as defined in the Procedures for the Professional Standards Committee.
 - c. The Research Committee shall be composed of professionals in the Association capable of and willing to direct and give advice to researchers in the field, to coordinate research paper presentations, to review and approve research participation requests (See Policy for Research Participation Requests), to facilitate the annual research award process, and to conduct research as directed by the officers of the Board.
 - d. The Program Committee shall plan for each Association meeting throughout the year. The Program Committee shall be chaired by an appointee of the officers of the Board and shall serve a two-year term. The Program Committee shall be responsible for encouraging and facilitating the continuing professional development of school psychologists.
 - e. The Nominations Committee shall request from each regional group a list of members to be placed in consideration for nomination of offices, awards, and the SCASP student scholarship. The Nominations Committee shall also collect the biographical summaries, etc., of those people who are being considered for nomination and awards and shall make recommendations to the officers of the Board. The chairperson of the Nominations Committee shall be appointed annually by the officers of the Board and shall be one of the Regional Delegates.
 - f. The Legislative Committee shall keep the Board informed of pending state and federal legislation that may affect the profession of school psychology and advocate on behalf of the Board and the field and focus of school psychology. The Legislative Committee's chairperson may also serve at the direction of the officers of the Board as a spokesperson for the Association on legislative matters.
 - g. The Communications Committee shall inform the public of the Association's activities and concerns and shall work to increase public awareness of the services offered by school psychologists, by a variety of means including, but not limited to, the use of social media and the association Newsletter. It also includes maintenance of the

organization's website, social media profiles, and communications. They will also identify issues and advocate for improved services for children.

- h. The Finance Committee is chaired by the President-Elect. The committee members include the Executive Director and the following Board members: Treasurer, President, Regional Representative (rotating), Program Committee Chair, and the Past-President.
 - i. A primary responsibility of the finance committee is to review the financial records presented by the Treasurer at the close of each calendar year and at the change of the treasury. The records review should include checking to see that the checkbook is balanced correctly and that the balance reported therein matches the balance in the ledger. A second ongoing responsibility of the finance committee is to aid the treasurer in developing budgeting and bookkeeping practices.
 - ii. Please refer to Procedures for Finance Committee for further details.
 - i. The School Safety and Mental Health Committee shall develop/collect resources that may be used to respond to statewide crisis involving school safety and to support student mental health, help to maintain a database of professionals in South Carolina with PREPaRE certification, and offer training/networking/resource opportunities for those involved in crisis situations.
 - j. The Diversity Committee shall promote cultural awareness and culturally competent practice within the field of school psychology in South Carolina. The committee shall share evidence-based strategies /resources for working with culturally diverse populations, help devise strategies to reach out to and recruit diverse members to SCASP and to the SCASP board, ensure conference offerings reflect diversity, and review current policies to ensure that they are inclusive.
 - k. A Student Representative to the Board shall be responsible for facilitating communication and sharing information among school psychology students.
 - l. A University Liaison to the board shall help to promote communication between all training programs to include sharing opportunities available around the state and at universities, updating the Board regarding changes in NASP training guidelines, and helping to align research and clinical practice in the field of school psychology.
 - m. The Parliamentarian, a standing ex-officio member of the Board, shall advise the President on the application of Robert's Rules of Order at Association meetings.
 - n. Historian, - a standing ex-officio member of the Board, shall maintain an archive (written and/or digital) of SCASP history and serve as a source of reference for current leadership regarding past events and procedures.
4. Ad Hoc committee can be appointed at the discretion of the Board for a specific purpose and time.

Article VIII – Executive Director

- 1. The officers of the Board may employ a staff member to serve as the chief staff officer of the Association. The chief staff officer may be given the title of Executive Director of the Association or another title chosen by the officers of the Board. The Executive Director shall be charged with the conduct of the administrative activities of the Association. The Executive Director's initial and continuing employment will be based on a job description which will include a

statement of qualifications and sufficient description of duties to allow for adequate evaluation. The chief staff officer shall have a written employment agreement with the Association.

2. The performance of the Executive Director shall be evaluated annually in accord with procedures established by the officers of the Board.

Article IX – Meetings and Elections

1. Meetings

- a. **Business Meetings:** The Association shall hold two annual Business meetings at a place and at a time as determined by the Board. The purpose of such meetings is to update members on current activities of the Board. Notification of business meetings will be disseminated to all members by the Executive Director.
- b. **Board Meetings:** Board meetings shall be scheduled annually at the discretion of the board. At the beginning of each board meeting a quorum of 6 voting members must be established. If a quorum is not established, information can be shared but no decisions requiring a vote can be made. Reports of officers and committee chairpersons will be made and any new business that may arise will be handled. Results of such meetings shall be reported to the general membership at its regular business meeting. Any current member or guest wishing to present to the Board shall follow the policy for board presentations as established by the board (See Policy for Board Meeting Presentations).

2. Elections

- a. **Election of President-Elect, Secretary, and Treasurer:**
 - i. A President-elect shall be elected biannually, and a Secretary or Treasurer shall be elected annually at a spring or summer conference at the discretion of the Board.
 - ii. Prior to the conference when elections will take place, the Nominations Committee shall present to the officers of the Board, with its recommendations, the names and biographical summaries of those nominated by the regional groups for possible inclusion on the ballot. From this list the officers of the Board shall prepare: a slate of at least two (2) names (if nominees are available) from which one (1) shall be elected as President-Elect and a slate of at least two (2) names (if nominees are available) from which one (1) shall be elected Secretary or Treasurer. An alternate, if nominees are available, shall also be chosen for each office by the officers of the Board if one of the nominees is unable to run.
 - iii. In order to be eligible for inclusion on the slate, a nominee must have been a voting member of the Association in good standing for the previous twelve (12) months.
 - iv. The slate prepared by the officers of the Board shall be distributed to the membership at least thirty (30) days before the election. Other members, with full voting rights, qualified as described in Section III.5.A., may be nominated by presentation of petitions signed by at least fifteen members or twenty-five percent (25%) of the voting membership, whichever is less. Such petitions must

be submitted to the Secretary at the Board meeting preceding the meeting at which the election is to occur.

- v. Write -in candidates will be allowed for any office in which the Nominating Committee nominates only one candidate per office. Write- in candidates are those candidates, which individual members might write in on their ballot.
 - vi. A majority vote shall be required for election of the above offices. A person who is unable to attend the meeting at which the election is taking place will be provided, upon written request, an opportunity to vote by mail or email. Mail ballots must be completed and returned to the Secretary at least ten (10) days prior to the elections. Votes may be placed by e-mail, fax, or other electronic means with the understanding that these votes are not secret.
 - vii. If no single candidate has received a majority (50% + 1) of the votes, there will be a runoff between the two candidates receiving the highest number of votes. In the event of a runoff, absentee ballots for those candidates will be included in the count.
- b. Election of Regional Delegates:
- i. Each of the current Geographic Regions (total=6) will be eligible to elect a Regional Delegate for a two-year term as an officer of the Board. The Delegate must be a full member of SCASP and live or work in the region represented. The election must be completed by the end of the fiscal year. If no regional group is active in a given Geographic Region, at the time of elections, the Board may call a meeting of the Geographic Region to elect a Regional Delegate. If the Geographic Region does not elect a Regional Delegate, the officers of the Board will appoint a Delegate to a one-year term. The Geographic Region will again be given the opportunity to elect a Regional Delegate at the following election.
 - ii. Election schedules for the regional delegates will be established by policy as determined by the Board (See policy for Elections of Regional Delegates).
- c. Terms: The terms of the new officers shall begin July 1 following the election.

Article X – Dues and Assessments

1. The dues of this Association shall be recommended by the officers of the Board subject to the approval of the membership (majority of members voting required). Additional information regarding membership fees may be found in SCASP Policy for Membership Fees.
2. A special assessment may be voted by the majority vote of those present at a regular meeting.

Article XI – Proposed Amendments

1. Initiation of Proposed Amendment:
 - a. A proposed amendment to the Bylaws may be presented to the membership for consideration by the officers of the Board; or
 - b. A petition may be presented to the officers of the Board stating the proposed amendment and signed by 10 percent (10%) of the voting membership in good standing. Upon verification of the validity of the signatures, the Board shall include the amendment on the agenda of a regular meeting of the Association.
2. Procedures for Adoption of Proposed Amendments:

- a. When an amendment has been initiated in accordance with the provisions of Article IX, Section 1, the officers of the Board shall announce its inclusion on the agenda of the next regular meeting and distribute a copy of the proposal to each member in good standing. This announcement and distribution must be accomplished at least one (1) month before the date of the next regular meeting. When this is not possible, the proposed amendment should be scheduled for consideration at the first regular meeting when this condition can be met.
- b. The Bylaws may be amended, following compliance with Article IX, Section 1.A. or 1.B. and Section 2.A. by a two-thirds (2/3) vote of the members present at a regular business meeting.

Article XXI – Affiliation

1. With the approval of the officers of the Board this Association may affiliate with other non-profit organizations of similar purpose.
2. SCASP representatives to affiliate organizations may be appointed by the President to the Board as ex-officio members to a term of one year. They may be re-appointed if they remain members of the affiliate organization.
3. Representatives shall serve as a liaison between the South Carolina Association of School psychologists and affiliated organizations. They shall serve as official spokespersons of the South Carolina Association of School Psychologists to said organizations and represent the point of view of the membership on issues when action by the membership or the Board so directs.

Article XIII – Balloting by Mail/Email/Fax or other Electronic Means

1. For the purpose of determining the consensus of the membership in respect to items of business which cannot conveniently or expediently be delayed until the next regular meeting, or to allow electoral participation to those persons who may not be able to attend a regularly scheduled meeting, the Board or the President may, when in compliance with the provisions of this section, publish and distribute ballots to the membership (either by mail or electronic means).
 - a. Such ballots shall include the known information, pro's and cons, concerning the business being proposed
 - b. The results of balloting shall be included in the minutes of the Secretary.
 - c. Ballots shall be mailed or emailed in a timely fashion before the closing date of their return.
2. When the issue is a decision between two courses of action, a majority vote is necessary for passage; when there are three or more alternate choices, one choice must receive a majority of the vote for passage.
 - a. The vote will be computed based on those responding.

Article XIV – Bylaws Revision

1. Consideration of the revision of the Bylaws shall be mandatory every five (5) years.
2. A committee shall be appointed by the President to study the Bylaws for the purpose of determining whether revision is necessary or advisable. If the study reveals no necessity for

revision, this fact shall be reported to the membership for their concurrence. Should revision seem necessary, the committee shall prepare the revision and submit it to the officers of the Board. The Board shall then proceed in accordance with the provisions of Article IX, Section 2.

Article XV – Parliamentary Procedures

The rules contained in the latest revision of Robert’s Rules of Order shall govern the Association’s meetings in cases in which they are applicable, except when such rules are inconsistent with the Bylaws, or special rules of order (of) the Association may adopt, or the statutes of the state of South Carolina applicable to corporations not for profit and any amendments thereto. The Parliamentarian, a standing ex-officio member of the Board, shall advise the President on the application of Robert’s Rules of Order at Association meetings.

Article XVI – Dissolution

In the event of dissolution of the South Carolina Association of School Psychologists, the officers of the Board shall, after payment of all liabilities of the Association, dispose of all the assets of the Association by contribution of assets to the National Association of School Psychologists (a non-profit organization). Under no circumstances shall any of the property or assets of the Association, during its existence or upon the dissolution, be distributed to any officer, member, employee, or subsidiary of this Association.

Revised 5/67

Revised 1/77

Revised 5/79

Revised 10/81

Revised 9/86

Revised 5/89

Revised 4/92

Revised 4/93

Revised 3/98

Revised 3/03

Revised 3/08

Revised 10/08

Revised 10/11

Revised 10/12

Revised 02/16

Revised 01/19