



Article I: Name of Organization

I.1 The name of this organization shall be the Louisiana Athletic Trainers Association, herein referred to as the Association.

Article II: Objectives of the Association

- II.1. To develop, promote and maintain high standards for the profession of athletic training within the State of Louisiana.
- II.2. To promote legislation for the public good and the betterment of athletic training within the State of Louisiana
- II.3. To organize, cooperate with, and aid other groups dedicated to safety in sports competition.
- II.4. To promote the exchange of knowledge and information within the profession of Athletic Training.
- II.5. To represent Athletic Trainers before governmental, professional, or voluntary groups or agencies and the public
- II.6. To support the concept of interscholastic competition within the frame of the total education concept
- II.7. To promote such services as will further the Association.

Article III: Membership

III.1. Classes of Membership

III.1.1. Professional Member

Members in this classification shall be composed of individuals who are 1) certified by the Louisiana State Board of Medical Examiners (LSBME) and may be nationally certified by the National Athletic Trainers Association Board of Certification (BOC). Only LSBME state certified athletic trainers would be eligible to vote on matters concerning the Association, hold an elected office or be a committee chairperson.

III.1.2. Retired Member

Members of this classification shall have retired from active practice of athletic training. Retired members would not be eligible to vote. Retired members of this classification will not be eligible to receive CEU's.

III.1.3. Student Member

Members of this classification would be full time students in either a high school or college setting and under the supervision of a LSBME certified athletic trainer or physician. Student members would not be able to vote, hold office or be a committee chairperson. Student members will not receive CEU's.

III.2. Application Process

Membership forms may be obtained from the website, www.latainc.org. Based on the information contained in the form, prospective members will be assigned a classification. The Association Membership Roll will be compiled after the annual summer meeting.

III.3. Denial of Membership

Any person may be denied membership in the Association if the information on his/her application form is found to be fraudulent false or the applicant fails to meet the requirements of any of the classifications.

III.4. Suspension of Membership.

Recommendations for suspensions of membership for a justified cause may be submitted by any member, and shall be processed in accordance with the LATA Policies and Procedures.

Article IV: Governance

IV.1. Governing Body.

The governing body of the LATA shall be the Executive Committee. It shall be comprised of the duly elected Officers of the Association (President, President-Elect, Secretary, Treasurer, and Director of Continuing Education), the Past President, and the duly appointed positions of the Association (At large member, Medical Advisor, and Student Representatives).

IV.2. Nominations.

Nomination(s) for an office(s) shall be announced at the annual winter business meeting prior to a regular election and posted on the association web site. The person(s) being nominated for an office will be required to inform the Secretary of their willingness to run for the office prior to the established nomination deadlines; failure to do this will result in their name being withdrawn from consideration. The Secretary will be responsible for validating the nominee's eligibility to run for the office they have been nominated for. The Secretary will inform the membership of the nominee's eligibility status.

IV.3. Election of an Officer to the Governing Body.

IV.3.1. Election to a LATA Office shall only require a simple majority of the valid votes duly received from the voting membership. The election(s) of an officer shall be held for a two-week period within 60 days prior to the Summer Business Meeting. The mail-in ballots must be requested from the Secretary.

IV.3.1a. The Organization Affairs Committee shall validate and tally the votes. Any member of the Organizational Affairs Committee whose name appears on a ballot, must be excused from this process.

IV.3.1b. In the event of an absolute tie in an election of a new executive officer, the standing members of the Executive Committee will vote to break the tie. This vote will exclude a person(s) involved in said election.

IV.3.1c. The term of any new officer(s) shall begin with the conclusion of that annual summer meeting.

IV.3.2. Request for Recount of Election Votes

A recount of votes may be requested in writing by five professional members and shall be delivered to a LATA Officer within ten (10) days after the conclusion of the election process. The Executive Committee shall arrange and conduct a recount of the votes at the site of the summer meeting. This recount shall be done in the presence of a candidate(s) on the ballot in question, and any member requesting the recount. Once the election votes have been verified by this group, the elected officer shall be announced to the membership.

IV.3.3. Officers running for re-election may do so unopposed. Once an officer can no longer run for re-election, there must be two or more candidates running for election.

IV.3.4. Special Election. A special election will occur when an elected position is vacated before the completion of their term. The election will be conducted using a secure on-line voting process.

IV.3.4a. This online election shall begin within 15 days as determined by the Executive Committee and be conducted over a thirty (30) day period. This will occur via a secure email site manned by an outside official of a mutual party. In accordance with the current by-laws, the voting eligibility will remain the same.

IV.3.4b. If the office of President is vacated, the current President-Elect will assume the office of the President and a special election will be held to fill the vacated President-Elect position. In this circumstance the new President and President-Elect will serve out the remainder of their current term respectively and remain in office for two (2) additional years until the next election cycle.

Article V: Powers and Duties of the Executive Committee

V.1. Powers and Duties of the Officers and Members of the Executive Committee.

The Officers are the President-Elect, President, Past President, Secretary, Treasurer and the Director of Continuing Education. Additional members are one (1) At-Large Member, Medical Advisor and two (2) Student Representatives. The offices of President-Elect, President, and Past President shall be successive effective with the 2016 election cycle.

V.1.1. President

V.1.1a. Qualifications: In order to hold the office of President, a person must be a state certified athletic trainer and certified by the N.A.T.A. Board of Certification (BOC); and a member in good standing with both Associations. The person must also have been employed as an athletic trainer in the State of Louisiana for two calendar years.

V.1.1b. Term of Office: The term of Office is two (2) years after having served as President-Elect and shall begin at the conclusion of the annual summer symposium.

V.1.1c. Number of Terms: No person holding a current position of President may be nominated nor re-elected for the same concurrent position. Upon a person's completion of the Past-President term, then he/she may be nominated for the President-Elect office.

V.1.1d. Duties: The President shall:

V.1.1d.1. Preside at all meetings of the Executive Committee and Association.

V.1.1d.2. Represent a tie-breaking vote on the Executive Committee and votes only in the event of impasse.

V.1.1d.3. Call special meetings of the Association when deemed necessary, or at the request of the Executive Committee or at the written request of five professional members.

V.1.1d.4. Appoint all committee chairmen, Member at-large, Medical director and Regional representatives. These recommendations must be approved by the Executive Committee.

V.1.1d.5. Serve as the official representative of the Association before all outside groups, organizations and agencies.

V.1.1d.6. Supervise the other officers in the performance of their duties as outlined herein.

V.1.1d.7. Assign other duties to officers or members for the good of the Association and to carry out the Association's objectives.

V.1.1d.8. Perform the duties as outlined in the LATA Policy and Procedure Manual.

V.1.2. President-Elect

V.1.2a. Qualifications: In order to hold the office of President-Elect, a person must be a state certified athletic trainer and a member in good standing with the Association. The person must also have been employed as an athletic trainer in the State of Louisiana for two calendar years.

V.1.2b. Term of Office: The term of office is two (2) years and shall begin at the conclusion of the annual summer symposium.

V.1.2c. Number of Terms: No person holding a current position of President-Elect may be nominated nor re-elected for the same concurrent position. Upon a person's completion of the President and Past-President terms, then he/she may be nominated for the President-Elect office.

V.1.2d. Duties: The President-Elect shall:

V.1.2d.1. In the absence of the President, preside at all meetings and represent the President before all outside agencies, groups or organizations.

V.1.2d.2. Work with the Secretary in making, all arrangements for the Association's general business and executive meetings.

V.1.2d.3. Serve as ex-officio (non-voting) of all Standing Committees.

V.1.2d.4. Submit a yearly report on the standing committees, and their functions, finances, and their programs for the past year. This report will be submitted to the Executive Committee. This report will be presented to the general membership by the committee chair or the report may be added to the summer business meeting.

V.1.2d.5. Remove committee members for failure to perform assigned duties, or for other valid reasons, with approval of the President.

V.1.2d.6. Coordinate both the educational and service awards. She/he shall be responsible for the call of nominations such that all nominations can be given to the Executive Committee and Education Committee on or before the winter business meeting.

V.1.2d.7. Assume the role of President in the event of the President having to leave office unexpectedly. She/he will hold office and fulfill the duties of both

offices, with the assistance of the Secretary, until such time as nominations can be obtained and a special election can be held.

V.1.2d.8. Perform the duties as outlined in the LATA Policy and Procedure Manual.

V.1.2d.9. Perform other duties as assigned by the President.

V.1.3. Secretary

V.1.3a. Qualifications: In order to hold the office of Secretary, a person must be a state certified athletic trainer and a member in good standing with the Association. The person must also have been employed as an athletic trainer in the State of Louisiana for two calendar years.

V.1.3b. Terms of Office: The term of office shall be four (4) years and shall begin at the conclusion of the annual summer symposium.

V.1.3c. Number of Terms: They can hold the position an unlimited amount of times, but only two consecutive terms

V.1.3d. Duties: The Secretary shall:

V.1.3d.1 In the absence of the President and/or Vice-President, preside at all meetings and represent the above offices before all outside agencies, groups or organizations.

V.1.3d.2. Serve as a standing chairman of the Organizational Affairs Committee.

V.1.3d.3. Keep minutes of the proceedings of all of the Executive Committee and general business meetings.

V.1.3d.4. Ensure that copies of the minutes of the winter and summer business meeting are posted on-line at www.latainc.org.

V.1.3d.5 Conduct all elections, certify that all candidates are eligible to hold office and will see to the tabulation of ballots.

V.1.3d.6. Send a notice of the time and place of all meetings to the membership.

V.1.3d.7. With the Vice-President, be in charge of all arrangements for the Association's general business and executive meetings.

V.1.3d.8. With the Treasurer, be in charge of and responsible for the setup and running of the symposium registration.

V.1.3d.9. Perform the duties as outlined in the LATA Policy and Procedure Manual.

V.1.3d.10. Perform other duties as assigned by the President.

V.1.4. Treasurer

- V.1.4a. **Qualifications:** In order to hold the office of Treasurer, a person must be a state certified athletic trainer and a member in good standing with the association. The person must also have been employed as an athletic trainer in the State of Louisiana for two calendar years.
- V.1.4b. **Terms of Office:** The term of office shall be four (4) years and the term shall begin at the conclusion of the annual summer symposium.
- V.1.4c. **Number of Terms:** They can hold the position an unlimited amount of times, but only two consecutive terms.
- V.1.4d. **Duties:** The Treasurer shall:
- V.1.4d.1. Collect all dues from the entire membership on a yearly basis. They will collect all dues from non NATA members and process dues sent from SEATA.
 - V.1.4d.2. Present a financial report for the membership of the Association. This report will be provided at the bi-annual business meetings.
 - V.1.4d.3. Work with the Secretary, host athletic trainer and Education Committee Chair in planning the summer educational symposium.
 - V.1.4d.4. With the Secretary, be in charge of and responsible for the setup and running of the symposium registration.
 - V.1.4d.5. Serve as the standing committee chairman of the Financial Affairs Committee.
 - V.1.4d.6. Perform the duties as outlined in the LATA Policy and Procedure Manual.
 - V.1.4d.7. Perform other duties as assigned by the President.

V.1.5. Director of Continuing Education

- V.1.5a. **Qualifications:** In order to hold the office of Director of Continuing Education, a person must be both state certified and BOC certified and a member in good standing with both Associations. The person must also have been employed as an athletic trainer in the State of Louisiana for two calendar years.
- V.1.5b. **Terms of Office:** The term of office shall be four (4) years and shall begin at the conclusion of the annual summer symposium.
- V.1.5c. **Number of Terms:** They can hold the position an unlimited amount of times, but only two consecutive terms.
- V.1.5d. **Duties:** The Director of Continuing Education shall:

V.1.5d.1. Based on current BOC requirements, determine the qualifications of continuing education units for all symposiums, clinics and workshops related to sports medicine held by the Association.

V.1.5d.2. Maintain a listing of all certified members who attend any education symposium or clinic that is sponsored by the Association. This listing will be kept on file for a minimum of four (4) years.

V.1.5d.3. Follow the requirements for continuing education reporting procedures as outlined by the BOC.

V.1.5d.4. Set up and conduct whatever activity and function the Education Committee or membership deem to be necessary to promote the objectives of the Association.

V.1.5d.5. Serve as the Chair of the Education Committee.

V.1.5d.6. Perform the duties as outlined in the LATA Policy and Procedure Manual.

V.1.5d.7. Perform other duties as assigned by the President.

V.1.6. Past President

V.1.6a. Qualifications: In order to hold the position of Past President, a person must be state certified and a member in good standing with the Association.

V.1.6b. Terms of Office: The term shall conclude when the current President replaces him/her.

V.1.6c. Duties: The Past President shall:

V.1.6d.1. Perform the duties as outlined in the LATA Policy and Procedure Manual.

V.1.6d.2. Perform other duties as assigned by the President.

V.1.8. At-Large Member

V.1.8a. Qualifications: The At-Large Member shall be appointed by the President. In order to hold this position, a person must be a state certified athletic trainer and a member in good standing with the Association.

V.1.8b. Terms of Office: The term shall be at the discretion of the President of the LATA and shall begin at the conclusion of the annual summer symposium.

V.1.8c. Number of Terms: A member may hold the position of At-Large Member for a duration determined by the current Association President.

V.1.8d. Duties: The At-Large Member shall:

V.1.9d.1 Responsible for the Charlie Martin Service Award.

V.1.9d.3. Perform the duties as outlined in the LATA Policy and Procedure Manual.

V.1.9d.4. Perform other duties as assigned by the President.

V.1.9. Medical Advisor

V.1.9a. Qualifications: In order to hold the appointment of Medical Advisor, a person must be a Louisiana licensed medical physician and a member in good standing with their respective professional association(s).

V.1.9b. Terms of Office: The term shall be at the discretion of the President of the LATA and shall begin at the conclusion of the annual summer symposium.

V.1.9c. Number of Terms: A member may hold the position of At-Large Member for a duration determined by the current Association President.

V.1.9d. Duties: The Medical Advisor shall

V.1.9d.1. Serve as a professional medical consultant to the Association.

V.1.9d.2. Serve as an ex-officio, non-voting, member of the Executive Committee.

V.1.9d.3. Perform the duties as outlined in the LATA Policy and Procedure Manual.

V.1.9d.4. Perform other duties as assigned by the President.

V.1.10. Student Representatives

The Association shall have two student representatives which are 1) junior-level and 2) senior-level.

V.1.10a. Qualifications: In order to hold the appointment of Junior/Senior Student Representative, the students must be enrolled in an accredited athletic training education program in the state.

V.1.10b. Terms of Office: The term of appointment shall be for one (1) year at each level. These appointments shall begin at the conclusion of the annual summer symposium.

V.1.10c. Number of Terms: After serving as the Junior Representative, she/he may be appointed as the Senior Representative.

V.1.10d. Duties:

V.1.10d.1. The Junior Student Representative shall serve as consultant on matters of the Association as they relate to students.

V.1.10d.2. The Senior Student Representative shall serve as the Louisiana representative on the Student Senate of the Southeast Athletic Trainers' Association (SEATA); as well as a consultant on matters of the Association as they relate to students.

V.1.10d.3. Perform the duties as outlined in the LATA Policy and Procedure Manual.

V.1.10d.4. Perform other duties as assigned by the President.

Article VI: Committees

VI.1. Standing Committees

The standing committees for the Association shall be 1) Executive Committee, 2) Education, 3) Ethics Sub-Committee, 4) Financial Affairs, 5) Governmental Affairs, 6) Hall of Fame, 7) Organizational Affairs, 8) Public Relations, 9) Regional Representatives Sub-Committee, and 10) Research and Development 11) Secondary Schools

VI.1.1. Each committee shall be composed of a minimum of five (5) Professional-members, unless otherwise noted in policies and procedures, who are in good standing with the Association, with one of the members being the chairperson. The Executive Committee shall solicit the membership with a committee interest form to identify members to be appointed to each committee. The chairperson, with the approval of the President, shall select committee members.

VI.1.2. All chairpersons must hold state certification, exclusive of the Hall of Fame Committee, and shall be appointed by the President, with Executive Committee approval.

VI.1.3. A member of the organization can only be involved with one (1) committee at a time, except with the approval of the President.

VI.1.4. Each committee may seek funding from the Executive Committee by presenting a budget with justification prior to the spending of any money. The Committee Chair shall have the responsibility for obtaining and must present an invoice to the treasurer prior to reimbursement for any money spent on behalf of the Association.

VI.1.5. The Executive Committee, must have the general membership approval for any amount over \$2,500.00 per calendar year.

VI.1.6. The Executive Committee may add an Ad-hoc Committee as needed.

VI.2 Executive Committee

The purpose of the Executive Committee is to serve as the governing body for the Association, as stipulated in these by-laws and to oversee the operations of the Association, as written in the LATA Policy and Procedure Manual.

VI.2.1. Responsibilities

VI.2.1a. Develop a course of action, which the association will follow and agendas for the general business meetings.

VI.2.1b. The executive committee shall be responsible for retaining a lawyer to represent the Association, when necessary, on matters dealing with Athletic Training within the State of Louisiana.

VI.2.1c. Setting up qualifications, reviewing nominations, and voting on nominees for the following awards:

- Bubba Porche Awards (High School and College)
- Honorary LATA Membership
- Charlie Martin Distinguished Service Award

VI.2.2. Ethics Sub-Committee.

The Ethics Sub-Committee shall be a committee under the Executive Committee and report to the Executive Committee. The Sub-Committee shall be composed of at least three professional member and must be in good standing. The purpose of the Ethics Sub-Committee will be to make sure that only the highest professional standards and ethics are employed by the association and by each member.

VI.2.3. Regional Representatives Sub-Committee

The Parishes in the State of Louisiana shall be divided up into nine (9) regions, as determined by the Executive Committee, based on number of athletic trainers and employment settings within a geographical area.

VI.2.3a. Qualifications: In order to hold the position of Regional Representative, a person must be a state certified athletic trainer employed in the respective region and a member in good standing with the Association.

VI.2.3b. Terms of Office: The term of office shall be at the discretion of the President.

VI.2.3c. Number of Terms: The number of terms shall be at the discretion of the current President. .

VI.2.3d. Duties: The Regional Representative shall:

VI.2.3d.1. Represent the membership of their respective region on all matters of the Association.

VI.2.3d.2. Conduct a minimum of two (2) regional business meetings each year.

VI.2.3d.3. Improve statewide communication between the Association and the regional membership.

VI.2.3d.4. Bridge the gap between athletic training work settings within the region.

VI.2.3d.5. Perform the duties as outlined in the LATA Policy and Procedure Manual.

VI.2.3d.6. Perform other duties as assigned by the President.

VI.3 Education Committee

The purpose of the Education Committee shall be to improve expertise, knowledge and functional skills of the profession of Athletic Training. The Director of Continuing Education shall be the chairperson of this committee. The Education committee shall be responsible for setting up qualifications, reviewing nominations, and voting on nominees for educational awards.

VI.4 Financial Affairs Committee

The purpose of the Financial Affairs Committee shall be to deal with all aspects of financial matters concerning the Association on behalf of the membership. The Treasurer shall serve as a standing chairperson of the committee. The committee shall be responsible for pursuing and collecting applicants for Corporate Sponsorships. Any applications for Corporate Sponsorship must be submitted to the Executive Committee for approval.

VI.5 Governmental Affairs Committee

The purpose of the Governmental Affairs Committee is to organize and educate the membership in respect to legislation in the best interest of the profession of athletic training and the health care and welfare of the physically active. The committee will also be responsible for keeping a watch on all governing boards on any matters that might concern our Association and/or law. The committee shall submit any recommendations for legislative changes to the Executive Committee for approval.

VI.6 Hall of Fame Committee

The purpose of the Hall of Fame Committee shall be to deal with all aspects of the Association's Hall of Fame. The committee shall set up qualifications, to review nominations for the Association's Hall of Fame and then select the recipient(s) of this honor. The Chairman of the committee will notify the President of the Association the name of recipient (s) of the award. The committee will also be responsible for obtaining and maintaining a history of all Hall of Fame members, past and future, of the association. This committee shall be comprised of only Hall of Fame members.

VI.7 Organizational Affairs Committee

The purpose of the Organizational Affairs Committee shall be to deal with all aspects of the Association's organizational structure. The committee shall develop any proposed wording changes to the Association's By-Laws, Policy and Procedures Manual assist the Secretary in election duties and other tasks that affect the Association. The Secretary shall serve as a standing committee chairman of this committee.

VI.8. Public Relations Committee

The Public Relations Committee shall promote the profession of athletic training and the purpose and function of the Association to the public. The purpose of the Public Relations Committee is to promote the interest of the Association, business and educational meetings, report the outcomes and findings of these meetings to the membership and to the public through any public medium.

VI.9 Research and Development Committee

The purpose of the Research and Development Committee shall encourage and actively search for educational opportunities through organizational involvement, and development in local, regional, and national research and educational enhancement activities aimed at improving health care for the physically active.

VI.10 Secondary Schools Committee

The purpose of the Secondary Schools Committee shall be to promote athletic training in the secondary school setting. This committee is composed of any professional member affiliated with a secondary school setting.

Article VII: Conduct of Business

VII.1 LATA Business

Business of the Association shall be conducted by the Executive Committee. The Executive Committee may submit items of LATA business to the voting membership for a vote at a members meeting. Submitted items will be confirmed by a simple majority of the valid votes cast by ballot or by on-line voting.

VII.2 Executive Committee Meeting(s)

The Executive Committee shall meet at the summer educational symposium and at the winter business meeting, and at any other time that the President determines it necessary to call an Executive Committee meeting.

VII.2.1 A quorum for an Executive Committee Meeting shall be five (5) of the voting members.

VII.2.2 All members of the Executive Committee are expected to be in attendance at both executive and general summer and winter business meetings. In the extenuating circumstances requiring an absence, the President should be notified prior to said meeting.

VII.2.3. The President may submit appropriate items of LATA business to the Executive Committee in a meeting session with a quorum of the Executive Committee present, for a, electronic computer technology or by conference call. For electronic voting procedure, the President shall first secure a "second" to the proposal; and then submit the proposal to each member of

the Executive Committee, by electronic computer technology, with a request to submit a "yes" or "no" vote on the proposal, by a date specified by the President. An immediate vote by conference call or other electronic means is permissible. Executive Committee approval of items submitted shall require a "yes" vote of at least five (5) voting members of the Executive Committee, regardless of voting method.

VII.2.4. Members of LATA who are in good standing may attend Executive Committee meetings as provided for in the LATA Policies and Procedures Manual.

VII.3. Members Meeting(s)

The Executive Committee shall hold general membership meetings during the summer educational symposium and winter business meeting to conduct the business of the Association. For any voting purposes a quorum for the summer general membership business meeting shall be 50.1% of the registered professional member attendees. All voting for the winter general membership business meeting will be conducted on-line.

VII.4 Educational Symposium(s) / Session(s)

The Association shall a minimum of one educational symposium every year; provided that, the Education Committee may be permitted to host additional educational sessions for the membership. The cost of any symposium shall be determined by the host site chair and Treasurer, with approval of the Financial Affairs Committee. Additional fee(s) may be assessed by the Financial Affairs Committee to registration only after approval of the Executive Committee. The Treasurer shall state the Association's refund policy on the registration form.

VII.4.1. Summer Symposium and Business Meeting

The Summer Symposium shall be held at a time after which the public/private school systems dismiss for their summer break. Any group of members having a desire to host the symposium must submit a proposal to the general membership during the summer business meeting. The symposium will be held at a site to be determined by the voting membership present at the meeting.

VII.4.2. Winter Business Meeting

The Winter Business Meeting will be held at a site and on a date to be voted on by the membership during the summer symposium business meeting. Additionally, the Education Committee may host an educational session should the membership determine a need.

VII.4.3. Special Meeting(s)

Special meetings can be called by the President, Executive Committee or upon written request of five (5) certified members to an executive committee member. Special meetings called will be held at a central location. The Education Committee may call for an additional education seminar to be held between the summer symposium and the winter business meeting. Arrangements for these meetings will be made by the Secretary and published on the website and e-blast.



Article VIII: Dues

VIII.1. Membership Dues

The Treasurer of the Association shall collect the appropriate dues from the members in accordance with the LATA Policy and Procedures Manual. Dues are to be paid to the Treasurer by February 30th of the fiscal year. (Fiscal year runs January 1 through December 31). Those members who do not pay their dues by the end of the fiscal year will be dropped from the membership rolls.

Article IX: Amending Process

IX.1. Amendments

Proposed amendment(s) to the By-Laws shall be submitted in writing through the Chair of the Organizational Affairs committee to the Executive Committee at the beginning of either the Winter or Summer Meeting. The proposed change(s) will be discussed in the executive committee and presented at the general meeting. The change(s) will be discussed again and voted on-line. Passage of a proposed amendment(s) will require a two-thirds majority vote of the valid votes cast by ballot or by on-line voting

ADOPTED: JANUARY 2000
REVISED: JANUARY 2001
AMENDED: JANUARY 2002
AMENDED: JUNE 2006
AMENDED: JUNE 2007
AMENDED: JUNE 2013
AMENDED: JANUARY 2016