

BYLAWS OF DE ANZA DISTRICT

GFWC California Federation of Women's Clubs

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ARTICLE 1

Name

This Corporation shall be called the De Anza District, Inc., GFWC California Federation of Women's Clubs.

ARTICLE II

Membership

The object of the District Federation shall be to unite the influence and enterprise of the various clubs of the District; to promote education, morals, public affairs and civic measures; to compare methods of study and work; to cooperate with the California or General Federations.

ARTICLE III

Membership

Section 1. Active membership shall consist of the Federated clubs of Riverside and Imperial Counties, and the Jacumba Club of San Diego County.

Section 2. To become a member of the District a club must :

- a) Have a membership of at least ten members .
- b) Show by its bylaws that the organization requires no sectarian or political test for membership; that it is not a secret society; and that it does not conflict with the bylaws of the California or General Federation of Women's Clubs .
- c) Make application for membership to the District Membership Chairman.\
 1. The application form signed by the President and Recording Secretary of the club desiring membership must be accompanied by District, State, and General membership dues ; the name and address of the President , Recording Secretary and Treasurer , and a copy of the bylaws which have been approved by the District Parliamentarian.
 2. The District Membership Chairman after investigation shall present the application to the Executive Board for approval.
 3. Upon approval, the District Membership Chairman shall send the application, accompanied by the State and General Federation dues and the bylaws to the CFWC Area D Vice President.
 4. After approval of the bylaws by the State Parliamentarian , the Area D Vice President shall present the application to the CFWC Executive Board. The majority of those present and voting shall elect the club to membership.
 5. Notification of the action shall be sent by the GFWC Second Vice President to the District President from whom the application was received to the Club President and to CFWC Headquarters.

Section 3. Any club may be dropped from De Anza District by action of the Executive Board, for any reason which would have prevented its admission or for non-payment of dues.

Section 4. Procedure for Club Resignations:

- a) When ten (10) members, by ballot vote, wish to continue as a charter Club, they will retain their charter and all club assets.
- b) A club desiring to resign in good standing from the Federation must do so by a two-thirds vote by ballot of the total club membership, at a regular meeting of the club, provided:
 1. Send written notice to all members of the club at least sixty (60) days but no more than ninety (90) days before a vote is to be taken, that a discussion will be held on the proposed resignation from GFWC and CFWC at a specific regular meeting of the club.
 2. Send a copy of the notice to the CFWC President, CFWC Second Vice President, Area D Vice President, District President and the District 2nd Vice President extending an invitation at Least sixty (60) days before the vote is taken, to attend one or more meetings of the club.
 3. Pay all current dues.
 4. Return the Charter issued by CFWC to the District President to be returned to GFWC Headquarters, or provide a statement verifying its loss or destruction.
- c) A resignation in writing signed by the Club President and Recording Secretary must specify that the notice for withdrawal has been sent to all members, and that the vote was by ballot, giving numbers in the affirmative and numbers in the negative; that current dues have been paid and that this information reaches the District President and the Area D Vice President before completion of the next Club Information Form.
- d) District President shall immediately notify the CFWC Second Vice President and the Area D Vice President, send a duplicate to CFWC Headquarters

Section 5. Method of Reinstatement:

- a) A club having resigned in good standing from Federation may be reinstated under the rule of membership by paying current dues, and approval of club bylaws by the State Parliamentarian, to be sent by the District Second Vice President.
- b) A club having been dropped for nonpayment of dues and desiring to rejoin Federation shall pay an established fee of \$25.00 to CFWC and GFWC dues for the current year. The \$25.00 fee shall be divided one-half to CFWC and one-half to the District of which the club is a member.

Section 6. A CFWC member in good standing shall be allowed to transfer to any club in the State in accordance with the club's bylaws, without the payment of per capita dues to CFWC or GFWC for the current year.

Section 7. No club or society designed for a special purpose shall bring its discussions or subjects into any meeting of the District.

Section 8. Each club may adopt its own policy and is in no way committed to work for measures voted for at General, State, or District meetings; such measures are suggestive, not mandatory.

Section 9. Emeritus clubs shall be those clubs paying per capita dues in which the criteria for membership depends on the members service, honor, time in membership or similar qualifications in a Club, District, State or General Federation organization. These members shall also maintain membership in good standing in a General club for the duration of membership in the Emeritus club.

Section 10. Affiliate Clubs: Affiliate groups may be Alumnae, Past Presidents, Parliamentary Law, or Emeritus with one representative vote at CFWC Convention. Membership does not qualify for office or committee member of CFWC. Affiliate groups shall have no standing at GFWC level.

- a) To attain affiliate status, the group shall submit an Affiliate Group Application Form to the District Membership Chairman signed by Club President and Recording Secretary with a copy for the District President and Area Vice President for their information.
- b) Each affiliate group will pay an annual fee of \$15.00 for twenty-five (25) or fewer members to District and \$30.00 to CFWC; and additional \$7.00 to District and \$15.00 to CFWC for twenty-six (26) or more members. Members will not be included in the District or CFWC membership count.

Section 11. Juniorette Club objectives shall be in accordance with CFWC bylaws.

ARTICLE IV

Dues

Section 1. Annual dues shall be \$3.00 per capita for each club and be due and payable April 15 and delinquent May 1.

Section 2. Members of delinquent clubs shall not vote in any regular Conference or Annual Convention .

Section 3. New clubs joining the District prior to December I shall pay full annual dues for the current year, June 1 to May 31 . Such clubs shall be eligible to have full membership rights and representation at District , State and General Federation conventions, provided their dues are forwarded to General Federation on or before January 1 preceding the next annual convention.

Dues of clubs admitted after December I shall be credited to the following fiscal year and no dues shall be charged for the remainder of the current fiscal year.

They shall be granted all membership rights and may attend any of the annual conventions, may take part in discussions, but shall not propose motions or vote. Convention Calls shall be issued to such clubs.

ARTICLE V

Board of Directors

Section 1. All elective and appointed officers of the District shall constitute the Board of Directors.

Section 2. The Board of Directors shall be the Executive Board of De Anza District and shall have power

to execute the orders of the District and such other powers and duties as are set forth in these bylaws

- a) The Board of Directors shall form the plans for the good of the District, determine dates and locations for District Conferences and handle emergency business between Conferences. A full report of the emergency action shall be reported at the next De Anza Conference and shall be recorded in the minutes of the Executive Board.
- b) No sum in excess of \$300.00 shall be disbursed for emergency matters without approval from the Executive Board.
- c) The Executive Board shall elect one member to serve on the nominating committee in the election year.
- d) When an officer fails to attend three (3) consecutive Board meetings , the Board may request that officer's resignation.
- e) The Board shall be empowered to fill all vacancies in elective office.
- f) A quorum shall be five members.

Section 3. By January 15 of election year, the Executive Board may elect by ballot women of the District who are qualified for CFWC appointments. The names of those receiving a majority vote and their qualifications shall be sent to the CFWC First Vice President.

ARTICLE VI Officers

The officers of De Anza District shall be: President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Treasurer, Financial Secretary, and appointed Auditor, Corresponding Secretary, Communications and Public Relations, and Parliamentarian.

ARTICLE VII Duties of Officers

Section 1. President: The President shall preside at all meetings of the District and Executive Board. She shall have general supervision of the work of the District and shall appoint such committees and chairmen as the business of the District requires.

- a) She shall appoint the Parliamentarian, Corresponding Secretary and Auditor. She shall be ex-officio, a member of all committees, except the Nominating Committee.
- b) She shall attend CFWC Executive Board meetings and the CFWC Convention. She shall be reimbursed not to exceed budgeted amount from the District. Any amount exceeding budget amount must be approved by the Board.

- c) She shall appoint a Credentials Chairman, Convention Chairman and such other committees as may be required for convention, upon assuming office.
- d) In order to conduct the necessary business of the District, she may sign checks in the absence of the Treasurer.
- e) She shall be bonded by a reliable surety company, said bond to be paid by the District.

Section 2. First Vice President: The First Vice President shall assist the President at her request. She shall be Dean of Chairmen and in the absence of the President shall assume her duties. She shall serve as a link between Club Chairmen and District Chairmen. She shall assist Club Chairmen to follow report form properly. She shall attend CFWC Executive Board meetings and the CFWC Convention. She shall be reimbursed from a budgeted amount from the District. Any amount exceeding budgeted amount must be approved by the Board. She may sign checks in the absence of the President and Treasurer.

Section 3. Second Vice President: She shall perform such duties as may be requested by the President. She shall be Membership Chairman for the District. She shall develop a comprehensive membership program with the assistance of the Area D Vice President as needed. When requested to attend the CFWC Executive Board meeting she shall be reimbursed, not to exceed budgeted amount from the District. Any amount exceeding budgeted amount must be approved by the Board.

Section 4. Third Vice President: She shall promote Federation policies and ideas, and shall serve as a liaison between GFWC, CFWC, and clubs in the District.

Section 5. Recording Secretary: She shall keep the minutes of the proceedings of the Executive Board, the District Conferences and any meetings called by the President. A copy of the minutes shall be sent to the Executive Board within fourteen days. She shall prepare a List of clubs in the District and shall take the Roll Call at District Conferences to ascertain the presence of a quorum, so the business may be conducted.

Section 6. Corresponding Secretary: She shall conduct the correspondence of the District and issue all bulletins and notices, as directed by the Executive Board or the President. The CALL to District Conferences shall be mailed six weeks before Conference dates. The CALL to Convention shall be mailed seven weeks prior to the Convention. She shall prepare the District Yearbook.

Section 7. Financial Secretary: She shall:

- a) Receive all monies from clubs and special funds and give a receipt therefore.
- b) Keep an accurate and detailed report of the District, State and General Federation dues according to the CFWC Club Information Form figures, and send a copy to the District Treasurer, Membership Vice President, and District President.
- c) Deposit all monies in a bank approved by the Executive Board and send a duplicate deposit slip to the Treasurer on a timely basis.
- d) Present a financial report at regular meetings of the Executive Board, District Conferences, and an

annual report at the Convention, and at other times when deemed necessary.

- e) Ensure that an Errors and Omissions Policy and/or General Liability Policy are in place at all times covering all members of the De Anza Board of Directors and the District.
- f) She shall prepare her books for audit at the end of the fiscal year and at other times when deemed necessary.
- g) Deliver to her successor within two weeks after expiration of her term of office, or upon her resignation, all monies, books, and records in her custody.
- h) Be bonded by a reliable surety company in such amount as determined by De Anza District, said bond to be paid by the District.

Section 8. Treasurer: She shall:

- a) Pay all bills, budgeted and approved, when due, and present the budget for approval at the September Conference.
- b) Forward CFWC and GFWC Funds by the 15th of each month, May through December. Copies of the CFWC Club Information Forms (*Data Blanks*) and dues remittance forms shall be sent to the Second Vice President/Membership.
- c) Forward to CFWC the annual dues accompanied by the Club Information Forms (Data Blanks), by May 15th.
- d) Present a financial report at regular meetings of the Executive Board, District Conferences, and an annual report at the Convention, and at such other times as deemed necessary.
- e) She shall file all appropriate forms required by the IRS, California State Attorney General, Franchise Tax Board, and Secretary of State.
- f) Deliver to her successor within two weeks after expiration of her term of office, or upon her resignation, all monies, books, and records in her custody.
- g) She shall prepare her books for audit at the end of the fiscal year and at other times when deemed necessary.
- h) Be bonded by a reliable surety company in such amount determined by De Anza District, said bond to be paid by the District.
- i) Call a budget meeting in June

Section 9. Auditor: She shall examine the books of the Treasurer and Financial Secretary at the end of the fiscal year and such other times as may be ordered by the Executive Board. She shall prepare a final

reconciliation at the end of the fiscal year to be reported at the Fall Conference.

Section 10. Communications and Public Relations: Management of communications via the website. Board liaison for GFWC, CFWC and District information including social media postings. Responsible for District calendar and requested forms.

Section 11. Parliamentarian: She shall:

- a) Perform the duties of the office and shall be Chairman of the Bylaws Committee.
- b) She shall give the President parliamentary advice when requested.
- c) She shall review the District bylaws annually, and revise or amend them to current annual with CFWC .
- d) She shall approve bylaws of new clubs in the District. New club bylaws shall be sent to the State Parliamentarian for approval.
- e) She shall be responsible for notifying clubs of the number of voting delegates to which they are entitled prior to election and Convention.
- f) She shall prepare ballots for election of officers.
- g) The Bylaw Committee shall be composed of the President, First Vice President, a Past President, and two general members from other clubs appointed by the President. Their terms shall be two (2) years. Two alternatives shall be appointed to serve in absence of a committee member .
- h) She shall call the first meeting of the Nominating Committee and attend meetings of that Committee to give advice on procedure as required.

ARTICLE VIII Meetings and Quorum

Section 1. The District shall hold four conferences, and an annual meeting held at convention, during the fiscal year, June 1 to May 31. Special meetings may be called by the President, or upon written request of five (5) members of the Executive Board. The CALL for the special meeting shall state the business to be conducted and no other business shall be conducted at this meeting.

Section 2. A summer Conference may be held in June or July of the second year of the administration. The voting body shall be members of clubs in good standing in the District.

Section 3. The Executive Board shall hold a meeting preceding each District Conference, at least four times during the fiscal year. The President may call other meetings, if necessary.

Section 4. If authorized by the board of directors in its sole discretion, District meetings may be conducted in an electronic-only format such as electronic video screen communication, conference telephone, or other remote means of communication if reasonable (1) measures are taken to ensure members are given the opportunity to participate in the meeting and vote on matters submitted, including the opportunity to read or hear the proceedings as they occur; and (2) records are kept of all votes and actions taken; and (3) it is verified that all individuals participating are members entitled so to do. Any District Committee may, upon notice and agreement of a majority of its members, conduct its meeting electronically so long as the 3 aforementioned criteria are met.

Section 5. The voting body at all regular District Conferences shall be members of clubs in good standing in the District. There shall be no proxy or absentee voting, as per instructions in the CALL.

Section 6. A quorum at District Conferences is when one third of all the clubs in the District are represented.

Section 7. There shall be an annual Convention in April. The time and place shall be determined by the Executive Board.

Section 8. It shall be the privilege of the President-elect to call a meeting of the Officers-Elect of the Executive Board at a reasonable time following the election and prior to assuming office.

ARTICLE IX Convention

Section 1. The Convention shall be held in April at a time and place determined by the Executive Board.

Section 2. The President shall appoint a Convention Chairman, Credentials Chairman, and Reservations Chairman (room/meals) upon assuming office.

Section 3. The Call to Convention shall be mailed to all clubs by the Corresponding Secretary at least seven weeks prior to Convention.

Section 4. A quorum shall be when one-third of the District clubs are represented, and the delegates are in attendance, to conduct Convention business.

ARTICLE X Nominations and Elections

Section 1. Officers shall be elected at the March Conference, in the even numbered years, for a term of two years.

- a) The Nominating Committee shall consider a balanced representation from all clubs if possible. The First Vice President should not belong to the same club as the President. The Second Vice President should not belong to the same club as the First Vice President.
- b) No elective officer shall be eligible for the same office for more than one term with the exception of the

Treasurer and Financial Secretary. They may serve more than two consecutive terms in the same office but may serve again after an absence of one term.

- c) Appointed offices shall serve one term of two (2) years or until their successor is appointed.
- d) A member can be an officer on only one District Board.
- e) Officers shall be installed at the annual meeting and assume office on June 1.

Section 2. A Nominating Committee of four (4) members shall be elected at the September Conference of the District prior to the election year. Members may not serve two consecutive terms. They shall serve with one member elected from the Executive Board. Clubs may be represented by only one member. Those serving on the Committee shall not be eligible to be placed on the ballot except for the Board member. The five (5) member Nominating Committee shall meet in September and elect a chairman at this meeting.

- a) In the fall of an election year, a notice shall be sent by the Parliamentarian to all clubs regarding nominations for positions on the Executive Board.
- b) The Committee shall receive resumes and endorsements for elective office by January 15 and no earlier than November.
- c) The Nominating Committee chairman shall contact prospective candidates with a description of their duties and possible financial responsibilities.
- d) A nominee shall present a resume which included her qualifications to her home club for their endorsement. She shall also send her resume to another district club seeking their endorsement. ALL endorsement letters shall be signed by the President and Recording Secretary. The nominee shall send a copy of her resume and endorsement Letters to each member of the Nomination Committee.
- e) From the endorsements for nominees submitted and from such others as may be selected by Committee, the slate of officers shall be compiled and mailed to each club with the March Conference CALL.
- f) There shall be no more than three nominees presented by the Nominating Committee for any one office. Endorsed nominees who are not listed on the report of the Nominating Committee, as submitted at the March Conference, may be nominated from the floor by any delegate. These nominees must also fulfill all qualifications as listed in the bylaws.

A short paragraph from each candidate will be included with each nominee in the March CALL. No other campaigning is permitted.

Section 3. To be eligible for the office of District President or First Vice President, a candidate shall have served as a Club President, two years as a District Program Chairman and two years as an officer of the Executive Board.

Section 4. After January 1 of the election year, the First Vice President shall assume the duties of President - Elect. At the end of her term of office, without endorsement or election, she automatically becomes the President of De Anza District.

Section 5. Each club shall be entitled to representation by the President or her alternate, the First Vice

President, and one delegate for every twenty (20) members or major fraction thereof. No delegate shall represent more than one club or have more than one vote. There shall be no proxy voting.

Section 6. A tellers committee of five members, representing all sections of the District, when possible, shall be appointed at the March Conference prior to the presentation of the slate by the nominating committee.

Section 7. When there is more than one candidate for an office, the balloting shall be done following the close of the nomination s. The tellers committee shall retire from the March Conference for the count.

Section 8. When there is but one candidate for an office the ballot may be dispensed with and the nominees elected by Viva Voce, or voice vote.

Section 9. A majority shall elect. In the event of three (3) candidates for an office and no one receives a majority vote on the first ballot, the name receiving the least votes shall be dropped from the second ballot. The one receiving the majority of votes on the second ballot shall be elected.

Section 10. The voting body shall consist of the District Executive Board, Department and Program District Chairmen, Special Committees and Special Appointments; Club Presidents or alternates, First Vice President, elected delegates, and CFWC Officers and Chairmen who are members of clubs within the District.

ARTICLE XI Programs and Committees

The District Programs and Committees shall conform to those of CFWC and GFWC.

Section 1. Chairmen for the various committees shall be appointed by the President-Elect.

Section 2. Any bills incurred by chairmen who are budgeted shall be submitted to the Treasurer within 30 days of expenditure.

Section 3. A procedure book shall be kept, and passed on at the end of the term to the incoming chairmen.

ARTICLE XII Special Projects

ALL funds remaining in a special project account shall be held for one year following the completion of the project; then they can be transferred to any other fund, when authorized by District vote.

ARTICLE XIII Resolutions

Section 1. Any club in good standing in the District may present a resolution to the District Resolutions Committee, provided it has been adopted by the membership of the club. Such resolutions shall be set up in the name of the District, typed and mailed to the District President and each member of the Resolutions

Committee at least ten days prior to a District Conference.

Section 2. The Resolutions Committee shall prepare as many copies for mailing as the resolution may call for. The Recording Secretary shall receive a copy.

Section 3. The Executive Board, the District Chairman and Committees may present resolutions at any regular Conference, except the Convention, without processing them through the Resolutions Committee. A copy of the proposed resolution shall be mailed to the District President at least ten days prior to a Conference.

Section 4. Convention Resolutions, except emergency resolutions, must be channeled through the Resolutions Committee prior to the presentation at the Convention. Any resolution may be presented as a motion to the convention under new business.

ARTICLE XIV Dissolution

The property of this Corporation is irrevocably dedicated to charitable purposes and no part of the net income or the assets of this Corporation shall ever inure to the benefit of any Director, Officer, or member thereof, or to the benefit of any private person.

Upon the dissolution of the Corporation, its assets remaining after payment or provisions for payment of all debts and liabilities of this Corporation shall be distributed to a non-profit Fund, Foundation or Corporation which is organized and operated exclusively for charitable purposes, with tax exempt status, or to CFWC or GFWC SPONSORED PROGRAMS. (Under Section 501(c) (3) of the Internal Revenue Code.) The District Treasurer shall be responsible for executing this procedure.

ARTICLE XV Parliamentary Authority

Robert's Rule of Order, Latest Edition, shall be the Parliamentary Authority to govern De Anza District when not in conflict with the Bylaws, Standing Rules, or other mandates of the District.

ARTICLE XVI Amendments

Section 1. These bylaws may be amended at Convention/Annual Meeting by two thirds vote of the delegates present and voting, providing the amendments were read at the Conference previous or included in the Call to Convention.

Section 2. The Bylaws Committee shall have printed in the next District Call any bylaws immediately affecting clubs adopted in CFWC and GFWC conventions. These shall be included in the bylaws adopted at the next annual meeting .

Section 3. The Parliamentarian may correct typographical and spelling errors in the Yearbook without a vote by the District Membership so long as the corrections do not alter the content of the Bylaws or Standing Rules.

Amended: April 1976, June 1978, June 1979, April 1981, July 1982, Revised April 1989, Amended November 1990, April 1991, 1992, 1993, March 1998, April 1999, 2000, 2001, March 2002, April 2002, 2003, 2004, 2005, 2006, 2007. Amended September 2009, April 2011, April 2012, April 2013, April 2014, April 2015, April 2016, April 2018, April 2022, April 2023.

STANDING RULES

1. District Yearbooks shall be given to District Officers, Chairmen; Club Presidents, First Vice Presidents/ Dean of Chairmen, Treasurers; and Past District Presidents. Club members may purchase Yearbooks for \$3.00.
2. The De Anza District Yearbook shall be used only as a directory for District membership information. It should not be used as a directory for canvassing, soliciting, or as a mailing List by any member, committee, person, or business.
3. The De Anza District President, State Officers, and invited guest speakers shall be guests of the District at all Conferences and the Conventions.
4. Registration fee for the annual Convention shall be \$20.00 for pre-registration and \$25.00 for all registration after the due date. This includes members attending only the banquet, or any other Convention meal sessions. There shall be no refunds on registration.
5. There shall be no refunds on Convention meals, unless cancelled per instructions in the CALL to Convention
6. Registration fee for the De Anza District Conferences shall be \$3.00.
7. Clubs hosting District Conferences shall receive \$12.00 per person for Luncheon expenses from the District Treasurer. The balance of the luncheon fees remains with the District.
8. Clubs hosting District Conferences shall receive up to \$27.00 per person for luncheon expenses. Clubs shall inform the District President of the cost per person for the luncheon prior to mailing the CALL for the conference
9. Expenditures for fundraising projects shall be pre-approved by the Executive Board.
10. Individual clubs are not permitted to do any fundraising at District meetings. Projects may be announced but no tickets sold or acted upon in any way prior to or during the meetings.
11. Funds may be sent directly to the Scholarship winner after evidence of enrollment is received by the District Scholarship Chairman. Funds shall be used for the school year following the award.

12. The Betty Hill Memorial Scholarship in the amount of \$500 will be awarded to a student continuing their education in nursing. The De Anza District will fund this scholarship.
13. Each Club in the District shall be responsible in the amount of \$30.00 to be applied to the District Scholarship Fund. The District shall add to this amount to provide a \$1,000 High School Senior Scholarship
14. Funds shall be budgeted for decorations for the District Convention, Banquet, and Installation. Club Information Forms (formerly Data Blanks) and Roster, accompanied by dues check, are to be sent to the De Anza District Financial Secretary before April 15th and are delinquent May 1st. Club Information Forms will be distributed at the March Conference by the Financial Secretary.
15. All District Chairmen shall have their reports judged by persons not connected to Federated clubs. The District Chairmen shall send copies of their report and copies of the Club reports, as per CFWC, to the District Dean by the date required to comply with CFWC. The District Dean shall send copies of reports , as per CFWC , to the State Chairmen.
16. De Anza District shall contract with a reliable Surety Company for bonding. Each club shall pay for bonding four (4) positions, with a List of names sent to the Financial Secretary along with payment upon presentation of the annual statement. All District Officers, Fundraising Chairman, and Registration Chairman shall also be bonded, said bond to be paid by De Anza District. One hundred percent (100%) participation is mandatory to obtain the contract.
17. The De Anza District Past President's Club may meet once a year, the time and place at their discretion. The Immediate Past President is automatically the new president. Dues are \$1.00 per year.
18. Upon the death of a District Past President a donation of \$10.00 shall be made to the CFWC Foundation Fund.
19. Board of Directors, Assembly , Executive Committee, Standing Committees, Special Committees, and subcommittees of the Board of Directors are authorized to meet by electronic meetings so long as the members may participate. Conferences and Conventions may also be held electronically. The notice of all electronic meetings shall include an adequate description of how to participate in said meeting . Non- members cannot participate unless properly invited to do so.

Amended: April 1976, June 1978, June 1979, April 1981 , July 1982, Revised April 1989, Amended November 1990, April 1991, 1992, 1993, March 1998, April 1999, 2000, 2001, March 2002, April 2002, 2003, 2004, 2005, 2006, 2007, Amended September 2009, April 2011 , April 2013, April 2014, April, 2015, April 2016, September 2017, April 2018 , January 2022.