

**BYLAWS OF THE
ASSOCIATION OF FLORIDA COLLEGES, INC.**

ARTICLE I: NAME

The name of this organization shall be the Association of Florida Colleges, Inc., hereinafter referred to as the Association.

ARTICLE II: MISSION AND GOALS

The Association of Florida Colleges, Inc. is the professional association of Florida's 28 public member institutions of the Florida College System, their Boards, employees, retirees and associates, and the employees of the Division of Florida Colleges. The mission of the Association is to actively promote, represent, and support members and institutions as they provide their students and the citizens of Florida with a world-class college system.

SECTION 1 – Value Statement: The Mission of the Association is driven by the following values:

- 1) Professional Growth and Development
- 2) Advocacy
- 3) Leadership
- 4) Community
- 5) Innovation
- 6) Networking

SECTION 2 – Goals: The Association fulfills its mission by accomplishing the following goals:

- 1) Develop and support professional development, education, and leadership opportunities for the Association's members (Values 1, 2, 3, 5, and 6).
- 2) Advocate for policies, budgets, and programs on behalf of the Association's institutional and individual members (Value 2).
- 3) Communicate public policy and legislative issues and engage in cooperative research activities related to those issues (Values 2, 3).
- 4) Increase public awareness of the mission, purpose, and accomplishments of the Florida College System (Values 2, 4, 6).
- 5) Showcase and reward exemplary programs, practices, activities, and individuals (Values 1, 3, 5, 6).
- 6) Enhance, encourage and facilitate communication, cooperation, professionalism, and camaraderie among individual and institutional Association members (Values 1, 4, 6).
- 7) Promote membership by providing professional development and services that ensures an active and vital Association (Values 1, 3, 4, 6).
- 8) Maintain a fiscally sound organization that is efficiently and effectively managed (Value 3).

- 9) Provide opportunities for and engage in services to benefit the external community (Values 1, 3, 4, 6).

SECTION 3 – Collective Bargaining: The divergent groups represented by AFC and the legal and professional obligations of these groups mandate that the Association (the state-wide organization, and its board, committees, commissions, regions, local chapters, or other officially designated constituent groups) cannot and will not participate in the name of the Association in collective negotiations as a representative of either management or labor. The Association shall not become involved in any collective bargaining process which would impact directly or indirectly any Florida College System institution or prospective, current and/or former employee. The Association shall not advocate or oppose participation by any group of college employees in collective negotiations with their employer.

ARTICLE III: MEMBERSHIP

SECTION 1 – Classes: Nine classes of membership are established—Regular, Institutional, Affiliate, Associate, Retiree, Life, Adjunct Faculty/Part-time Employee, Contributing, and Honorary Life.

- 1) Regular membership is open to any full time college employee or to any full time employee of the Division of Florida Colleges (DFC).
- 2) Institutional membership is open to any Florida College System institution.
- 3) Affiliate membership is open to institutions and organizations external to the Florida College System, whose activities are recognized by the Board of Directors as being closely related to the functions and purposes of the colleges. Regular and associate memberships are not a prerequisite for members of affiliated organizations.
- 4) Associate membership is open to individuals whose professional or educational activities are closely related to the functions and purposes of the Association and to any individual who, in the opinion of the Board of Directors, exhibits interest in supporting the aims and activities of the Association.
- 5) Retiree membership is open to any person who has retired from a Florida College System institution, or the Division of Florida Colleges.
- 6) Life membership is available to regular and retiree members.
- 7) Adjunct Faculty or Part-time Employee membership is open to any person who is employed less than full-time in an instructional, administrative or support position at a Florida College System institution, or the Division of Florida Colleges.
- 8) Contributing membership is conferred automatically for the Chief Executive Officer, Associate Executive Director and any member of a District Board of Trustees whose college holds institutional membership in the Association.
- 9) Honorary Life membership is conferred on those persons who, in the opinion of the Board of Directors, have made an outstanding contribution to the colleges and/or the Association. Recipients for Honorary Life memberships are recommended by the Awards Committee.

SECTION 2 – Rights: Only Regular, Contributing (Trustees only), Retiree, Life, and Honorary Life members have full rights of membership which include voting and holding office.

SECTION 3 – Prohibitions: No Association member shall have more than one vote within the Assembly of Delegates, within the State Board of Directors, within a Committee, or within a Commission or other sub-element of the Association.

SECTION 4 -- Open Membership: Membership in the Association is open to all qualified individuals who fall in the nine classes of membership without regard to race, color, religion, gender, sexual orientation, age, disability, or national origin.

ARTICLE IV: ASSEMBLY OF DELEGATES

SECTION 1 – Membership: The Assembly of Delegates shall consist of the presidents of the colleges who are regular members and a number of delegates from each college, and the Division of Florida Colleges selected by the Association members at each respective college. The delegates shall be selected on a one-to-ten ratio, i.e., one delegate per ten (10) Association members, or major fraction thereof in a manner deemed appropriate by the chapter. Each delegate must be a current member of the Association with membership being effective at least two weeks prior to the first day of the annual conference. AFC Executive Committee members are automatically designated as delegates and shall not be counted in the one-to-ten ratio.

SECTION 2 – Powers of Assembly: The Assembly of Delegates shall be the official legislative body of the Association with shared responsibility to fulfill the purposes of this organization.

SECTION 3 – Voting: To be certified to vote on any matters before the Assembly of Delegates, each delegate must be registered for the annual conference or the special meeting of the Assembly of Delegates, must be selected in a manner consistent with Article IV, Section 1 of the Association’s bylaws, and must be listed on the official delegate form submitted by each chapter. Each delegate member of the Assembly of Delegates shall have one independent vote on all matters brought before the Assembly. Delegates shall be required to vote either in the affirmative or negative on all matters brought before the Assembly of Delegates for action, and abstentions or non-votes are prohibited. Issues voted upon will be decided by a simple majority of the votes cast, except for amendments to these Bylaws which shall require a two-thirds majority vote.

SECTION 4 – Quorum: A quorum of the Assembly of Delegates shall be defined as two-thirds of the delegates registered for the annual conference or special meeting of the Assembly of Delegates, provided that a majority of the chapters be represented in the quorum.

SECTION 5 – Meetings: The Association shall hold an annual conference, at which the Assembly of Delegates shall meet. Location of the annual conference shall be ratified by the Board of Directors. The Board of Directors may call special meetings of the Assembly of Delegates as it deems necessary.

ARTICLE V: OFFICERS

SECTION 1 – Officers: The officers of the Association shall be members of the Association and shall be classified as elected or appointed.

- 1) Elected Officers. The elected officers shall be the President, President-Elect, the Vice President for Commissions, the Vice President for Regions and Chapters, the Vice President-Elect for Commissions, and the Vice President-Elect for Regions and Chapters. The respective Vice Presidents shall have equal status, as will the respective

Vice Presidents-Elect. Each Officer-Elect will assume the designated office at the end of the term as Officer-Elect.

- 2) Appointed Officer. The appointed officer shall be the Parliamentarian.
 - a) The Parliamentarian shall be appointed by the incoming President. The Parliamentarian shall perform such duties as prescribed in Standing Rule I.

SECTION 2 – Duties of the Officers

- 1) President. The President shall preside at meetings of the Assembly of Delegates, the Board of Directors, and the Executive Committee of the Board. The President may authorize the expenditure and payment of any AFC funds which have not been accounted for in the approved budget of the Association. In accordance with policies and procedures adopted by the Board of Directors, the President shall perform such other duties as prescribed in Standing Rule I.
- 2) President-Elect. The President-Elect shall perform the duties of the President during the President's absence and perform such other duties as prescribed in Standing Rule I. The President-Elect will assume the office of President at the end of his or her term as President-Elect.
- 3) Vice Presidents. The Vice President for Commissions and the Vice President for Regions and Chapters shall perform such duties as prescribed in Standing Rule I.
- 4) Vice President-Elects. The Vice President-Elect for Commissions shall perform the duties of the Vice President for Commissions in his or her absence and such other duties as prescribed in Standing Rule 1. The Vice President-Elect for Regions and Chapters shall perform the duties of the Vice President for Regions and Chapters in his or her absence and such other duties as prescribed in Standing Rule 1. The Vice President-Elects will assume their respective Vice Presidents' offices at the end of their terms as Vice President-Elects.

SECTION 3 – Term and Vacancy

- 1) In case of a vacancy in the office of President, the immediate Past-President shall assume the responsibilities of the office until the end of the term. If the Immediate Past President is unable to assume the duties the current President-elect shall complete the term.
- 2) In case of a vacancy in any elected office other than President, the Board may:
 - a. Conduct a special election within 45 days of the vacancy if feasible, or:
 - b. If a special election cannot be conducted, the Board shall approve a replacement upon the recommendation of the Nominations Committee.
- 3) The elected and appointed officers shall assume office on January 1 following the annual conference and serve until December 31st of that year.
- 4) Recognizing that the official term of office for each elected and appointed office is one year, the following officers will serve for multiple years due to the succession of their positions to the next higher office as per the requirements of the position:

- a) President–Elect. This officer will serve one (1) year as Elect, one (1) year as President and one (1) year as Past-President
- b) Vice President Elect for Commissions. This officer will serve one (1) year as Vice President-Elect for Commissions and one (1) year as Vice President for Commissions
- c) Vice President-Elect for Regions and Chapters. This officer will serve one (1) year as Vice President-Elect for Regions and Chapters and one (1) year as Vice President for Regions and Chapters.

SECTION 4: Election of Executive Officers

- 1) The executive officers of the Association shall be elected by a vote of the eligible membership. For the purpose of electing executive officers, a quorum of the eligible membership is not established or required.
- 2) All eligible members who have paid their dues in full or in part through payroll deduction and are otherwise in good standing as of seven (7) calendar days before the commencement of the voting period shall be eligible to vote.
- 3) The Chief Executive Officer or designee shall determine the voting eligibility of each member, and shall notify each member of his/her eligibility to vote no less than thirty (30) calendar days prior to the start of the voting period.
- 4) A voting period of not less than fourteen (14) calendar days or more than thirty (30) calendar days shall be designated annually by the Chief Executive Officer in consultation with the Executive Committee. The designated voting period shall end no later than the day before the annual business meeting.
- 5) Voting may be conducted using web-based technology or systems, or other balloting system as determined by the Chief Executive Officer, in consultation with the Executive Committee. Votes cast shall be verified and securely stored by the Association or its designated elections services provider.
- 6) The Association or its designated election services provider shall record and count the votes. No ballots other than the official Association ballots and no write-in candidate votes will be counted. The number of votes cast for individual candidates shall remain secure and confidential until such time as the election results are transmitted to the Chief Executive Officer at the conclusion of the voting period. Any irregularities, questions, or concerns arising from the receipt of any ballot or vote identified by the Association or its designated election services provider shall be promptly referred to the Nominations Committee for resolution consistent with Association bylaws, policies, and procedures.
- 7) Candidates for executive office who receive a majority of the votes cast for their respective office shall be considered duly elected. A tie in the vote count for any executive office shall be resolved by a coin toss between the two tied candidates, or the drawing of a name in the case of three or more tied candidates, to be conducted by the Chief Executive Officer and the Chair of the Nominations Committee, in the presence of the affected candidates when possible, before the commencement of the Annual Business Meeting.

- 8) Newly elected officers shall be announced no later than the conclusion of the Association annual conference.

SECTION 5: Chief Executive Officer

- 1) The Board of Directors may appoint a Chief Executive Officer. The terms of appointment, including salary and other benefits of the Chief Executive Officer, shall be as determined by the Executive Committee and ratified by the Board of Directors. The Chief Executive Officer shall be an ex officio non-voting member of the Association Board of Directors and every Board and Association committee, commission, and region.
- 2) The Chief Executive Officer shall be responsible for the administration and operation of the Association. He/She may attend all meetings, shall serve as ex-officio secretary of the Board of Directors and the Executive Committee of the Board. He/She shall perform other duties as assigned by the Board of Directors, and/or as set forth in the Bylaws, Standing Rule 1, and contract of employment.
- 3) The Chief Executive Officer shall submit to the Assembly of Delegates at the annual conference a financial report for the preceding year.

ARTICLE VI: BOARD OF DIRECTORS

SECTION 1 – Voting Members: The voting members of the Board of Directors shall be the President, President-Elect, Vice President for Commissions, Vice President for Regions and Chapters, the Vice President-Elect for Commissions, the Vice President-Elect for Regions and Chapters, the Immediate Past President, the chairs of the Association’s commissions (or designees), and the directors of each of the regions (or designees).

SECTION 2 – Ex-Officio Members: Non-voting, ex-officio members of the Board of Directors shall be the Chief Executive Officer of the Association, the Parliamentarian, the Chancellor of the Division of Florida Colleges (or designee), the Chairperson of the Florida College System Council of Presidents (or designee), the chairs of the Association Standing Committees, a representative of the Retirees of AFC, and the AFC Foundation Chairperson.

SECTION 3 – Duties: The duties of the Board of Directors shall be to adopt the policies of the Association, represent the membership at large, approve an annual operating budget for the Association as well as any subsequent budgetary amendments which it deems necessary, and employ the staff of the Association. Additional duties and responsibilities shall be prescribed in Standing Rule II.

SECTION 4 – Meetings: Meetings of the Board of Directors are open to all members of the Association. The number of regular meetings to be held by the Board of Directors shall be determined at the beginning of the calendar year. The Association President designates the dates and sites for said meetings.

SECTION 5 – Special Meetings: Special meetings of the Board of Directors may be called by the President or a majority of voting members of the Board of Directors. Notice of such meetings shall be published on the Association website and given no less than three (3) working days prior to the meeting with such notice providing the meeting modality and the reason for the meeting.

SECTION 6 – Telephone/Electronic Meetings: For the purpose of business necessity, financial

exigency, and/or administrative convenience, meetings of the Board of Directors, including without limitation special meetings, as provided for herein may be held using telephonic and/or electronic methods. The technology used for the telephone and/or electronic meetings shall allow the members full access to and full participation in all meetings.

SECTION 7 – Quorum: Unless otherwise specified in this section, a majority of the voting members of the Board of Directors shall constitute a quorum. For the purpose of business necessity, financial exigency, and/or administrative convenience, one-third plus one of the voting members of the Board of Directors shall constitute a quorum. With a quorum of one-third plus one, the Board may only act on the following items:

- 1) Approve budgetary amendments as necessary not to exceed \$100,000.
- 2) Authorize and ratify payments not to exceed \$100,000 to be made or made by the Chief Executive Officer.
- 3) Provide a forum for regions, commissions, chapters and committees who challenge the recommendations from the Legislative Committee.
- 4) Receive recommendations from the Member Services Committee.

SECTION 8 – Recall: The Board of Directors shall adopt a policy providing for the recall/removal of a Board member under specified circumstances and in accordance with specified procedures. At a minimum, the adopted procedures shall provide that:

- 1) Recall must be based on misconduct while in office, including but not limited to failure to attend meetings, failure to carry out the duties of the office, conduct that could bring the association into disrepute among members or the public, loss of eligibility to hold office (other than through expiration of membership in which case the officer is automatically removed from office) or for any other reason the Board or Assembly of Delegates may deem appropriate and as specified in policy;
- 2) Recall may be initiated and decided by Board or by the Assembly of Delegates, in accordance with specified procedures which should provide for, without limitation, receipt of duly filed petition, notice and opportunity to respond given to member subject to recall, special meeting of Board/Membership, and a final vote by ballot.

ARTICLE VII: COMMITTEES

SECTION 1 – Executive Committee:

- 1) Membership: The Executive Committee of the Board of Directors shall be composed of the six elected officers, and the Immediate Past President. The Chair of the AFC Finance and Human Resources Committee, the Chair of the AFC Foundation Board, and the Chief Executive Officer of the Association shall serve as a non-voting, ex-officio members.
- 2) Duties: Members of the Executive Committee shall serve as the Finance and Human Resources committee members and shall develop an annual operating budget in collaboration with the CEO and designated chair for submission to the Board of Directors for its approval no later than July 31 of each year. The Executive Committee shall monitor all Association expenditures during the fiscal year; the Executive Committee may engage legal counsel as needed to represent the Association for any and all matters that require such assistance and inform the Board of Directors of such engagement no later than its next scheduled meeting; the Executive Committee shall

conduct an annual evaluation of the work of the Chief Executive Officer; in the case of a vacancy on the Executive Committee, unless otherwise provided in the Bylaws, the Board of Directors may appoint a replacement to serve until the next annual meeting; and the Committee shall propose such budgetary amendments as may be necessary to the Board for its approval. The Board of Directors may delegate authority to the Executive Committee to act on its behalf when the Board of Directors is not in session provided all such actions are brought to the Board of Directors for ratification.

- 3) Records: The committee will ensure that the Chief Executive Officer maintains accurate records and presents a report of all receipts and expenditures to the Assembly of Delegates at the annual conference.
- 4) Meetings: Meetings of the Executive Committee are called by the AFC President.

SECTION 2 – Standing Committees: The following Standing Committees are established. The method of appointment, composition, and duties are prescribed in Standing Rule I and III.

- 1) Legislative Committee
- 2) Bylaws Committee
- 3) Member Services Committee
- 4) Finance and Human Resources Committee
- 5) Planning and Development Committee
- 6) Membership Development Committee
- 7) Policy and Advocacy Committee
- 8) Nominating Committee
- 9) Awards Committee
- 10) Service Projects Committee
- 11) Certified College Professional Committee

SECTION 3 – Special Committees: Ad hoc committees may be appointed by the President as needed. Duties of the Credentials and Tellers Committee, Journal Editorial Committee, and Past Presidents Council are prescribed in Standing Rule III.

ARTICLE VIII: COMMISSIONS

SECTION 1 – Commissions: Members of the Association may choose to affiliate with one or more commissions. All Association -sponsored or commission-sponsored activities are open to all members. Commissions provide an opportunity for members with similar job responsibilities to enhance their professional skills and knowledge and to network, share, and recognize exemplary practices with colleagues from around the state. Each commission shall have its own elected Board of Directors and bylaws for organizational purposes to plan commission activities, and support the overall mission and purposes of the Association. Commissions shall meet at least twice annually to provide programs of interest to commission members and to recognize colleagues and programs of an exemplary nature. The following commissions are established to carry out activities consistent with the purpose of the Association.

- 1) Administration
- 2) Campus Safety
- 3) Career and Professional Employees
- 4) Communications and Marketing
- 5) Equity, Diversity, and Inclusion
- 6) Facilities

- 7) Faculty
- 8) Healthcare Education
- 9) Institutional Effectiveness, Planning, and Professional Development
- 10) Learning Resources
- 11) Workforce, Adult and Continuing Education
- 12) Student Development
- 13) Technology
- 14) Trustees

SECTION 2 – Commission Vitality: As the Association has established individual Commissions to provide for the professional development of its membership, the following criteria will be used by the AFC Board of Directors to determine the continuing vitality of established commissions.

Commissions should at a minimum:

- 1) Fill all established board positions within the Commission
- 2) Conduct a minimum of one board meeting, not including the Commission business meeting which may be held during the annual conference. These meetings can be conducted electronically, by phone or in person.
- 3) Host at least one career development conference/workshop in addition to the annual conference program. This meeting may be hosted individually or in conjunction with other Association constituent groups.
- 4) Provide an exemplary practice award. The criteria and selection method to be determined by the bylaws and standing rules of the individual commission.
- 5) Establish a method of communication to all commission members.
- 6) Maintain a website under the commission page on the Association website.

Any commission which fails to maintain these minimum standards for two consecutive years may be subject to being returned to provisional status. The recommendation for return to provisional status must be made by the Vice President for Commissions and ratified by majority vote of the AFC Board of Directors. The commission may be returned to regular status by satisfying criteria set forth in Section 10 of the Standing Rules. After three (3) consecutive years on provisional status, if the Commission is not returned to regular status, the commission will be deemed decommissioned. A new commission may be established at a later time based on the criteria established in Standing Rule IV.

SECTION 3 – Voting Representatives and Commission Officers: Determination of voting representatives and commission officers are contained in Standing Rule IV.

ARTICLE IX: CHAPTERS

All AFC members at a Florida College System institution (FCS) or the Division of Florida Colleges may organize a chapter of the Association, as described in Standing Rule VII. There shall be only one chapter per college and one chapter for the DFC. Each chapter shall adopt a set of bylaws, based on a template supplied by the Association, which shall describe the chapter's organizational structure and procedures. These Bylaws shall be filed at the Association office in Tallahassee.

ARTICLE X: REGIONS

The State of Florida shall be geographically subdivided into five AFC regions as listed below. The purpose and coordination of regions are prescribed in Standing Rule VIII.

SECTION 1 – Region I: Chipola College, Gulf Coast State College, Northwest Florida State College, Pensacola State College, Tallahassee Community College, and the Division of Florida Colleges.

SECTION 2 – Region II: Florida Gateway College, Florida State College at Jacksonville, North Florida Community College, St. Johns River State College, and Santa Fe College.

SECTION 3 – Region III: College of Central Florida, Daytona State College, Eastern Florida State College, Lake-Sumter State College, Seminole State College of Florida, and Valencia College.

SECTION 4 – Region IV: Florida SouthWestern State College, Hillsborough Community College, State College of Florida, Manatee-Sarasota, Pasco-Hernando State College, Polk State College, St. Petersburg College, and South Florida State College.

SECTION 5 – Region V: Broward College, Florida Keys Community College, Indian River State College, Miami Dade College, and Palm Beach State College.

ARTICLE XI: FINANCE

SECTION 1 – Dues:

- 1) **Regular Membership Dues:** The Board of Directors shall establish, and the Assembly of Delegates shall ratify the annual Regular membership dues. Annual dues for Regular members shall be as follows:
 - a) All new regular members beginning July 1, 2020 shall pay \$50 annually.
 - b) All regular members in good standing on July 1, 2020 paying a dues rate below \$50 are entitled to retain that rate. Lapsed regular members who wish to rejoin shall not be entitled to retain their regular member dues rate paid prior to July 1, 2020.
 - c) All regular members in good standing on July 1, 2020 who are paying a dues rate above \$50 may lower their rate at their next renewal period, or by adjusting their payroll deduction at their college.
 - d) Effective July 1, 2020 AFC chapters will be reimbursed \$1.50 for each regular member and \$0.75 for each adjunct or part-time member in good standing. There shall be no reimbursement for retired members. Reimbursement checks will be distributed in July of each year beginning July 1, 2020.
- 2) **Associate Membership Dues:** Associate member dues shall be \$100.00.
- 3) **Institutional Membership Dues:** Institutional dues shall be established by a formula approved by the Council of Presidents, with the respectively calculated college dues amounts ratified annually by the Board of Directors.
- 4) **Affiliate Membership Dues:** Affiliate membership dues shall be established by the Board of Directors. Contact the State Office for current Affiliate membership dues rates.
- 5) **Contributing Membership Dues:** In recognition of their services to Florida's colleges, and support from institutional assessments, there shall be no dues charged to persons, including college trustees, who are designated as contributing members. College

Presidents may opt out of regular membership dues and become contributing members by notifying the AFC office in writing prior to their next annual renewal or payroll deduction payment, if institutional membership is maintained in good standing.

- 6) **Retiree Membership Dues:** Annual dues for retired members shall be \$10 per year.
- 7) **Life Membership Dues:** Lifetime Membership Dues for regular members shall be \$500. Dues for retired members desiring Life membership shall be equivalent to five (5) times the current retiree annual dues established by the Association prior to June 30 during any membership year.
- 8) **Honorary Life Membership Dues:** Honorary Life members are designated by the AFC Awards Committee and shall be exempt from paying dues.
- 9) **Adjunct Faculty and Part-time Employee Membership Dues:** Annual dues for adjunct faculty and part-time employees shall be \$25 per year.

ARTICLE XII: AMENDMENTS

These Bylaws may be amended at the annual conference or at a special meeting of the Assembly of Delegates in a manner set forth in Article IV of these Bylaws. A member must submit the proposed change in written form to the Bylaws Committee and that the proposed change must be approved by a majority vote of a quorum of the Board of Directors at least fifty (50) days before the meeting of the Assembly of Delegates. The Chief Executive Officer shall make available such proposed changes in written or electronic form to all Association members at least thirty (30) days prior to the annual conference or the special meeting.

These Bylaws may also be amended by a two-thirds vote of a quorum of the Assembly of Delegates, provided that prior notice of the proposed amendment has been given to the Assembly of Delegates in writing and/or by special announcement at the previous meeting having at least a quorum of the Assembly of Delegates.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

Rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

Revised 11/96	Revised 11/14
Revised 11/97	Revised 11/15
Revised 11/98	Revised 11/16
Revised 11/99	Revised 11/17
Grammatical Corrections 12/13/99	Revised 11/19
Revised 11/00	
Revised 10/01	
Revised 10/03	
Revised 11/07	
Revised 11/08	
Revised 11/09	
Revised 11/10	
Revised 11/11	
Revised 11/12	
Revised 11/13	