

ROUND ROCK BAND BOOSTERS, INC.  
ROUND ROCK, TEXAS  
BY-LAWS

**ARTICLE I - NAME**

1. The name for this organization shall be Round Rock Band Boosters, Inc. ("RRBB").

**ARTICLE II – PURPOSE**

1. RRBB is organized exclusively for charitable and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code. RRBB shall support the Round Rock High School (RRHS) and the feeder middle school band programs in reaching band program goals. The term "band" shall include the instrumental groups and the guard (color guard and winter guard). It shall provide financial support to the band and other school related activities as deemed necessary and approved by the membership. It shall provide assistance for band activities as requested by the band director(s).
2. All RRBB fundraising activities and donations are voluntary. The IRS prohibits tax-exempt organizations from requiring people to participate in fundraisers, and prohibits the use of individual accounts. The RRBB does not collect mandatory participation fees. Parent participation is not required for students to participate in band activities.
3. The activities of this organization shall not conflict with the policies of the Round Rock Independent School District (RRISD), the RRISD Booster Club Guidelines, and the Band Concessions Operating Board of Round Rock Area Schools (BCOB), and shall be operated in compliance with the UIL guidelines for Booster Clubs.

**ARTICLE III - MEMBERSHIP**

1. The voting ("active") membership of this organization shall consist of all parents or guardians of band students currently enrolled in the band programs at Round Rock High School and all feeder middle schools.

Voting on all matters shall be by the membership present. Ten voting members shall constitute a quorum at the regular meetings.

2. Voting membership of this organization ends upon the student's resignation or separation from enrollment in the band program, effective no later than the first day of the following semester or the end of the membership year (see Article 6.5), whichever comes first.

#### **ARTICLE IV - MEETINGS**

1. At the beginning of each membership year, the Executive Board will set and announce dates for at least one regular meeting per month during the school year. The Executive Board will provide these dates to the RRHS Principal and RRHS-Appointed Sponsor.
2. The RRHS Principal or RRHS-Appointed Sponsor must be present at all RRBB Executive Board and General Membership meetings, which must take place on school premises.
3. The RRHS Principal and RRHS-Appointed Sponsor must be informed of the scheduled agenda of all RRBB Executive Board and General Membership meetings with no less than 72 hour notice.
4. Actions taken at the RRBB Executive Board and General Membership meetings are subject to review and revocation by the RRHS Principal or RRHS-Appointed Sponsor.
5. Special meetings of the organization may be called by the President with 10 days advance notice, except in extenuating circumstances, in which case no less than 72 hour notice shall be given.
6. Upon written request to the President, Executive Board meeting minutes will be made available redacted as appropriate.
7. General membership meeting agendas and minutes will be made available for review on the RRBB website.
8. The general meeting in April shall include the election of officers. The Annual Corporate Meeting in May shall include the adoption of a budget and any other corporate business.

#### **ARTICLE V - EXECUTIVE BOARD**

1. The Executive Board shall be composed of:
  - a) Voting Members - current elected officers and
  - b) Nonvoting Members - Band directors, their appointed liaisons, and appointed Standing Committee Chairs.

The liaison representatives, which shall include a representative from each feeder middle school, shall be appointed prior to the membership year by the applicable band director.

Only one person shall serve in any one Executive Board position.

2. The Executive Board shall plan, coordinate, and control the activities and conduct other business necessary to the operation of the organization.
3. The Executive Board will meet as directed by the President.
4. The Executive Board shall be allowed to appoint additional members of the organization to serve on the Executive Board, as it deems necessary, to carry out the purpose of the organization.

Any and all such appointments shall require the approval of the Executive Board at any organization meeting and shall be valid for the membership year in which such appointments are made.

5. The Executive Board may establish ad-hoc committee(s) as needed for specific purposes. The Executive Board shall appoint the chairperson for the ad-hoc committee(s) and shall have final approval of the membership of the committee. One member of the Executive Board will be appointed to the ad-hoc committee as an advisor. These committees should complete their assignments within the current school year and submit regular committee reports to the Executive Board. All recommendations and actions of ad-hoc committees must be approved at an Executive Board meeting. Individuals who have a conflict of interest shall not be allowed to serve as members of a committee.
6. A majority of the voting officers shall constitute a quorum for the transaction of business at an Executive Board meeting. An act of the quorum shall be the act of the Executive Board. If a quorum does not exist at any Executive Board meeting, the officers present may adjourn the meeting without notice other than the announcement at the meeting, until a quorum exists.
7. The Executive Board must comply with the RRBB Financial Guidelines and Procedures and ensure said guidelines and procedures are reviewed and updated annually.

## **ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS**

### **1. Officers**

The elected officers of RRBB shall be President, Vice President, High School Concessionaire, Middle School Concessionaire, Volunteer Coordinator, Treasurer, Finance Manager, Bingo Manager, Secretary, Information Officer, Parliamentarian, Spirit Sales Coordinator, Hospitality Coordinator and Scholarship Chair.

These officers will be reported annually to the Internal Revenue Service.

2. Qualifications for Office

- a. To be considered for an elected office, a candidate shall be an active member of the organization and have indicated a willingness to serve as an officer.
- b. Only one office may be held by members of the same family for any given membership year.
- c. Employees of RRISD shall not serve as an officer in a financial capacity.
- d. A board member shall resign his/her office upon student's resignation or separation from enrollment in the band program effective no later than the first day of the following semester or the end of the membership year, whichever comes first.

3. Nominating Committee

- a. The Executive Board shall seek nominations from the general Booster Club membership for a five (5) person Nominating Committee during the regular or called meeting of the organization held in January of each year. Only persons who have been a member for the preceding six (6) months shall be eligible for membership on the Nominating Committee. The Executive Board President shall not serve as a member of this committee nor appoint any members of this committee.
- b. The Nominating Committee members will elect a chairperson who shall be responsible for advertising Executive Board vacancies for the upcoming year.
- c. If a member of the committee is nominated for a position, he/she shall excuse himself from the meeting while that particular position is discussed.
- d. No individual shall serve two (2) consecutive terms.

4. Nominees

The Nominating Committee shall solicit recommendations from the general membership for the upcoming Executive Board term. The committee shall discern the various candidates' qualifications and commitment levels and prepare a list of one possible nominee for each elected office. Each candidate will be informed of the responsibilities and time requirements of the position should they agree to accept the

nomination.

The recommendations shall be submitted to the Executive Board for the organization held in March of each year. It is recommended that the nominated President be a current or past officer in order to preserve continuity.

Any additional nominations from the floor must be presented at the regular or called March meeting of the organization, following the reading of the Nominating Committee's recommendations.

5. Election and Term of Office

Elections shall be held no later than the April regular called meeting of the organization.

The annual term of office shall be July 1 to June 30.

No individual shall serve in the same office for more than two (2) consecutive terms. One who has served more than one-half (1/2) of one term shall be credited with having served that term.

6. Training

- a) Within 30 days of election, there shall be a training meeting with attendance of both outgoing and incoming members present to facilitate training. At that time, outgoing officers shall transfer official records to the newly elected officers. Records should be retained per the Internal Revenue Code for charitable organizations.
- b) The President, Treasurer, Finance Manager, Bingo Manager, High School Concessionaire, Middle School Concessionaire, Spirit Sales Coordinator and RRHS- Appointed Sponsor are required to attend an annual training session provided by RRISD with regard to cash controls, financial controls, financial reporting, and other topics.

7. Vacancies

A vacancy in the office of President shall temporarily be filled by the Vice President. The Executive Board shall elect a new President from the members of the Executive Board, and whose election is to be confirmed by the general membership at the next regular meeting.

A vacancy in an officer other than that of President shall temporarily be filled by election of the Executive Board, and confirmed by a vote of the general membership at the next regular meeting.

## ARTICLE VII - DUTIES OF OFFICERS

1. Officers shall attend all Executive Board meetings. If an absence is necessary, the officer should contact the President and a report submitted, if applicable.

Specific duties of officers are listed below.

- a) The **President** shall:
  - a. Preside over all meetings and appoint committees with the advice and consent of the Executive Board.
  - b. Be an ex-officio member of all committees and have administrative access to all social media sites.
  - c. Work with all Round Rock High School band directors and the directors of the feeder middle schools.
  - d. Be authorized to enter into any Executive Board-approved contract or execute and deliver any Executive Board-approved instrument in the name of and on behalf of RRBB, or may delegate that authority as appropriate.
  - e. Have signature authority on general bank accounts and may add a fourth signer to bank accounts.
- b) The **Vice President** shall:
  - a. Organize and coordinate all fundraising activities of the organization. All fundraising ideas shall be presented to the Executive Board for approval. A fundraising application must also be submitted to the RRHS Principal for approval prior to the beginning of the fundraiser.
  - b. Assume the duties of the President in his/her absence.
  - c. Assist the President in all activities of the organization.
- c) The High School **Concessionaire** shall:
  - a. Coordinate the ordering, storage, and distribution of supplies, equipment, and products required for all high school concession activities.

- b. Organize and coordinate all activities of the concession stand managers and volunteers
  - c. Review the monthly income/expense report for accuracy and to verify deposit amounts
  - d. Represent or appoint a member of the BCOB.
- d) The Middle School Concessionaire shall:
- a. Coordinate the ordering, storage, and distribution of supplies, equipment, and products required for all middle school concession activities.
  - b. Organize and coordinate all activities of the concession stand managers and volunteers
  - c. Review the monthly income/expense report for accuracy and verify deposit amounts
- e) The **Volunteer Coordinator** shall:
- a. Recruit and schedule volunteers for all band booster activities.
- f) The **Finance Manager** shall:
- a. Lead the Finance Committee, consisting of at least 3 members, with at least one a non-officer.
  - b. Ensure all financial activity is done in compliance with the approved RRBB Financial Guidelines and Procedures
  - c. Be responsible for the collection and deposit of funds coming into the RRBB.
  - d. Not be a signer on the RRBB bank accounts.
  - e. Review bank statement and disbursement records monthly, maintain records of monthly statement review, perform an annual audit and review the financial records in July. In the event of a change in the signers, perform a review of the financial records within 30 days.
  - f. Perform Annual review of RRBB Financial Guidelines

and Procedures in July and present any recommended changes to the Executive Board for approval.

- g) The **Treasurer** shall:
- a. Establish an annual budget (with the aid of the Executive Board) of anticipated revenue and expenditures and maintain oversight to ensure budget compliance.
    1. This budget must be submitted to the RRHS Principal and RRHS-Appointed Sponsor to review for reasonableness.
    2. This budget must be approved by the membership.
    3. Changes to the budget during the year shall be approved by the general membership and forwarded to the RRHS Principal for review.
  - b. Maintain records for all the funds that flow through the RRBB. The funds, as well as the books and record keeping materials, belong to the RRBB and must be available upon request to the President, Treasurer and members of the Finance Committee at all times.
  - c. Disburse funds as authorized by the Executive Board in accordance with approved RRBB Financial Guidelines and Procedures as well as the approved budget. Any requested expenditures not addressed by the budget must be approved by the Executive Board and membership prior to disbursement.
  - d. Prepare monthly financial reports (including income and expenditures, and budget versus actual comparison) that are presented to the Executive Board and the membership.
  - e. Maintain the permanent financial records at the end of the fiscal year at the school (subsequent to the clearing of prior year transactions).
  - f. Have signature authority on the general accounts.
  - g. Sign the organization's IRS 990/990T annual filings, due November 15<sup>th</sup>. File the 1099's and sales tax returns timely.
- h) The **Bingo Manager** shall:



- a. Serve as an officer of the Bingo Unit. The Bingo Unit's books and records shall be made accessible to the President and members of the Finance Committee at all times, upon request.
- b. Give monthly financial reports including income and expenditures to the Executive Board and the membership.
- c. At the end of the fiscal year, place the permanent annual financial records at the school.
- d. Review Bingo Unit monthly financial report for accuracy.
- e. Ensure Bingo Unit files Texas Bingo Quarterly Reports promptly and pays the accompanying prize fees and taxes to the state comptroller (January, April, July, and October).
- f. Ensure Federal Employer's Taxes are paid monthly by Bingo Unit and form 941 is submitted quarterly (January, April, July, and October).
- g. File and pay Texas Workforce Commission Unemployment Taxes quarterly (January, April, July, and October).
- h. Ensure Bingo Unit prepares and files annual license renewal application in July with the Texas Lottery Commission.
- i. Serve as bingo volunteer coordinator to be responsible for registering operators with the Texas Lottery Commission as well as verifying that the operators are listed on RRBB bingo license.

i) The **Secretary** shall:

- a. Keep minutes of general and Executive Board meetings, recording all business transacted during the meeting, and recording member attendance.
- b. Submit the required reports of organization activities, projects and program accounts.
- c. Submit the change of registered agents of the corporation, as required by the State of Texas.
- d. Be responsible for the ongoing process of identifying

records described in Article XI, which have met the required retention period and oversee their destruction.

- j) The **Information Officer** shall:
  - a. Distribute information about the Band Program and the organization to the organization membership and the public, corresponding with local media. Any information distributed to the media must be approved by the band director.
  - b. Maintain the RRBB website and social media sites, in coordination with the Booster President.
  - c. Submit RRHS band yearbook information and football program information in a timely manner.
  
- k) The **Parliamentarian Officer** shall:
  - a. Annually review the Articles of Incorporation, bylaws and standing rules for compliance with policies and guidelines referenced in Article 2.3 and alert the Executive Board of potential need for revision.
  - b. Advise the presiding officer on parliamentary law and matters of procedure when requested. Only the President or presiding officer of the organization has the power to make decisions or rule on a point of order. Thus, after the parliamentarian has given his advice, the presiding officer must make the ruling to the organization and is not obligated to follow the recommendation of the parliamentarian. The parliamentarian should be thoroughly familiar with the bylaws and any standing rules of the group on which he serves.
  - c. Shall maintain and reference a copy of Robert's Rules of Order Newly Revised as needed by the organization.
  - d. Vote only when vote is by ballot.
  
- l) The **Hospitality Coordinator** shall organize and coordinate all hospitality activities of the organization, including but not limited to the summer picnic and the band banquet. The Coordinator will have the ability to create an ad-hoc committee to oversee activities such as game-day meals and other activities as deemed

necessary.

m) The **Spirit Sales Coordinator** shall:

- a. Maintain accurate and current records of Spirit sales income and expenses. The records shall be made accessible to the President and members of the Finance Committee at all times upon request.
- b. Give monthly reports, including income and expenditures, to the Executive Board and the general membership.
- c. Be the sole person to approve and authorize the ordering of Spirit merchandise.
- d. Have authority to create an ad-hoc committee as deemed necessary to assist with Spirit Sales orders.
- e. Submit all merchandise (and reduced) prices to the Executive Board for approval prior to sale.
- f. Shall ensure all Spirit sale designs are approved by a member of the school administration and are copyright approved.

n) The Scholarship Chair shall:

- a. Recruit and organize volunteers to serve on the scholarship committees.
- b. Communicate scholarship information

2. An officer elected or appointed may be removed as follows:

a) By the Executive Board by an affirmative vote of two-thirds, whenever in its judgment the best interests of the RRBB would be served thereby, and confirmed by a majority vote of the general membership present at the next regularly scheduled meeting,

**OR**

b) Any active member may introduce as new business at any regularly scheduled meeting for removal of any member of the Executive Board. The removal shall be accomplished with a two-thirds vote of the voting membership present.

The membership should make every effort to resolve problems in a

manner that is in the best interests of the RRBB organization.

## **ARTICLE VIII - SPECIAL AUTHORIZATIONS AND/OR REQUIREMENTS**

1. Organization officers elected and appointed may serve without bond.
2. Organization monies shall be deposited or invested as determined by the Executive Board into checking accounts, savings accounts, certificates of deposit, direct or indirect U.S. government obligations, and other investing mediums approved by vote of the organization at a regular or called meeting.

An operating fund of at least 20% of the budgeted and approved normal operating expenditures shall be carried forward each membership year.

3. All RRBB volunteers shall conduct themselves in a manner conducive to behavioral guidelines set forth by the RRISD and are subject to all RRISD regulations pertaining to volunteers.
4. The Executive Board may authorize any officer or officers, agent or agents of RRBB, in addition to the officers so authorized by these By-Laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of RRBB. Such authority may be general or confined to specific instances.
5. The RRBB shall have the power to indemnify any officer or former officer of the RRBB for expenses and costs (including attorney's fees) actually and necessarily incurred by him, by action in court or otherwise, by reason of his being or having been such officer, except in relation to matters as to which he shall have been guilty of negligence or misconduct in respect of the matter in which indemnity is sought.
6. All student activities, parties, meetings, travel, or other gatherings in the name of the band or RRBB must be approved by the RRHS Principal and RRHS-Appointed Sponsor. The RRHS-Appointed Sponsor must be present.

All activities will be under the auspices of RRHS and RRISD.

Participation in any activity or travel associated with RRBB activities is a privilege and not a right for all involved. All student and employee travel will be under the auspices of RRHS and all participants will be approved by the RRHS Principal and RRHS-Appointed Sponsor.

## **ARTICLE IX - CONFLICT OF INTEREST**

1. RRBB Executive Board members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. The

purpose of these guidelines is to provide general direction so that Executive Board members can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an Executive Board member is in a position to influence a decision that may result in personal gain or gain for a relative as a result of RRBB's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the Executive Board member is similar to that of persons who are related by blood or marriage.

2. No presumption of a conflict is created by the mere existence of a relationship with outside firms. However, if an Executive Board member has any influence on any material business transactions, it is imperative that he or she discloses to the Executive Board as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.
3. Personal gain may result not only in cases where an Executive Board member, or a relative has a significant ownership in a firm with which RRBB does business, but also when an Executive Board member, or a relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving RRBB.

#### **ARTICLE X – WHISTLEBLOWER PROTECTION**

1. In keeping with the policy of maintaining the highest standards of conduct and ethics, RRBB will investigate any suspected fraudulent or dishonest use or misuse of RRBB's resources or misconduct by Executive Board members, consultants, or volunteers.
2. Executive Board members, consultants, and volunteers are encouraged to report suspected fraudulent or dishonest conduct (i.e., to act as a "whistleblower"), pursuant to the procedures set forth below.
3. A person's concerns about possible fraudulent or dishonest use or misuse of resources or misconduct should be reported to the Executive Board President, Vice President, and RRHS Principal. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a report may be made to the RRISD Fraud Hotline (information is available on [http:// www.roundrockisd.org](http://www.roundrockisd.org)). People must be cautious to avoid baseless allegations.
4. All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be

communicated to the reporting person and the Executive Board. Investigations may warrant investigation by independent persons such as auditors and/or attorneys.

5. RRBB will protect whistleblowers as defined below:
  - a. RRBB will use its best efforts to protect whistleblowers against retaliation. Complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that RRBB and/or RRISD can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel.
  - b. Executive Board members, consultants, and volunteers of RRBB may not retaliate against a whistleblower.

Whistleblowers who believe that they have been retaliated against may file a written complaint using the RRISD Formal Notice of Grievance (FNG Local) process.

## **ARTICLE XI – DOCUMENT RETENTION and DESTRUCTION**

1. In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention, and destruction of documents received or created by RRBB in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate RRBB's operations by promoting efficiency and freeing up valuable storage space.
2. RRBB follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

a.	Corporate Records	
	Annual Reports to Secretary of State/Attorney General	Permanent
	Articles of Incorporation	Permanent
		Permanent
	Executive Board and General Meeting Minutes	Permanent
	Executive Board Policies/Resolutions	Permanent
	Bylaws	Permanent
	IRS Application for Tax-Exempt Status (Form 1023)	Permanent
	IRS Determination Letter	Permanent
	State Sales Tax Exemption Letter	10 years
	Contracts (after expiration)	Permanent
	Insurance Policies	
b.	Accounting and Corporate Tax Records	
	Annual Audits and Financial Statements	10 years
	IRS Forms 990 and 990-T Tax Returns	Permanent
	General Ledgers	10 years
	Business Expense Records	10 years
	IRS Forms 1099	10 years
	Journal Entries	10 years
	Invoices	10 years
	Sales Records (box office, concessions, spirit sales)	5 years
	Petty Cash Vouchers	3 years
	Cash Receipts	3 years
	Credit Card Receipts	3 years
	Texas Bingo Quarterly Report & Raffle Sale Records	4 years
c.	Bank Records	
	Check Registers	10 years
	Bank Deposit Slips	10 years
	Bank Statements and Reconciliation	10 years
	Electronic Fund Transfer Documents	10 years
d.	Payroll and Employment Tax Records	
	Payroll Registers	10 years
	State Unemployment Tax Records	10 years
	Payroll Tax Returns	10 years
	W-2 Statements	10 years

- e. Donor and Grant Records
  - Donor Records and Acknowledgment Letters 10 years
- f. Scholarship Committee Materials 7 years

3. Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.
4. RRBB’s records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping RRBB operating in an emergency will be duplicated or backed up at least every week and maintained off-site.
5. RRBB’s Secretary is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

6. Failure to follow this policy can result in possible civil and criminal sanctions against RRBB and possible disciplinary action against responsible individuals. The President and Treasurer will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.

## **ARTICLE XII – References**

1. RRISD Booster Club Guidelines – found at [www.roundrockisd.org](http://www.roundrockisd.org)
2. UIL Booster Club Guidelines – found at [www.uiltexas.org/files/booster-guide.pdf](http://www.uiltexas.org/files/booster-guide.pdf)
3. Band Concessions Operation Board of Round Rock Area Schools (BCOB) Bylaws
4. Round Rock Band Booster Financial Guidelines and Procedures



### **ARTICLE XIII – AMENDMENTS TO THE BY-LAWS**

1. Proposed amendments to these bylaws shall be submitted to the appropriate school administrative authority prior to presentation to the general membership at a regular or called meeting of the organization. The proposed amendments shall be voted upon at another meeting of the organization after the expiration of at least 15 days, but not more than 45 days from the first meeting.
2. Notice of the date, hour, place, and purpose of the voting meeting shall be posted via normal means of communication including but not limited to the weekly newsletter, band and booster websites, and social media sites.
3. A two-thirds vote of the members present at the voting meeting shall be required for submission of amendments to the bylaws to the appropriate school administrative authority for final ratification.

Bylaws amended and approved September 3, 1991

Bylaws amended and approved February 7, 1995

Bylaws amended and approved September 5, 1995

Bylaws amended and approved May 5, 1997

Bylaws amended and approved, 2004

Bylaws amended and approved, May 26, 2009

Bylaws amended and approved May 8, 2012

Bylaws amended and approved on May 13, 2014

Bylaws amended and approved on February 20, 2015

Bylaws amended and approved on January 9, 2016

Bylaws amended and approved on May 15, 2018

Bylaws amended and approved on March 12, 2019