

CONSTITUTION AND BYLAWS  
OKLAHOMA PSYCHOLOGICAL ASSOCIATION

**ARTICLE I**

Name and Corporation

**SECTION A.** The name of this Association shall be the Oklahoma Psychological Association. The Association is incorporated under the general Not for Profit Act of the State of Oklahoma. Hereafter, this organization shall be referred to as OPA or the Association.

**SECTION B.** The seal of this Association shall have inscribed in the center and on the margin thereof:

OPA  
CORPORATE SEAL

**ARTICLE II**

Objectives

**SECTION A.** The objectives of this Association shall be to advance psychology as a science and as a profession and as a means of promoting human welfare by the encouragement of psychology in all its branches in the broadest manner; by the promotion of research in psychology and improvement of research methods and conditions; by the improvement of the qualifications and usefulness of psychologists through high standards of professional ethics, conduct, education, and achievement; by the increase and diffusion of psychological knowledge through meetings, professional contacts, reports, papers, discussion, and publications; thereby to advance scientific interests and inquiry, and the application of research findings to the promotion of the public welfare.

**ARTICLE III**

Membership

**SECTION A.** There shall be two classes of membership: Member and Emeritus Member.

1. Members of the Association shall have full voting and office-holding privileges in the Association, its Divisions, and any other subunits. To be eligible for Member status, an individual shall either: (a) hold an earned doctoral degree from a department of psychology in a regionally accredited university; (b) hold an earned doctoral degree from a program which is primarily psychological in content in a regionally accredited university; or (c) be licensed by the State Board of Examiners of Psychologists to practice psychology in Oklahoma. No individual shall be eligible for Member status who is, or who becomes, licensed/certified in another healthcare profession, unless he/she is also licensed as a psychologist.

2. Emeritus Members of the Association shall have full voting and office-holding privileges in the Association, its Divisions, and any other subunits. To be eligible for Emeritus status, an individual shall have been a Member for at least ten years and be retired from full-time professional employment. Emeritus Members may be exempt from paying regular Association dues or may be charged a portion thereof.

**SECTION B.** There shall be two additional classes of participation: Associate and Student Affiliate.

1. Associates of the Association may have voting and office-holding privileges only in Divisions of

the

Association in accordance with Division Bylaws. To be eligible for Associate status, an individual shall have received the Master's degree in psychology, or a related behavioral or social science field. A Division member in good standing is recognized as an Associate of OPA so long as he/she meets the above minimal educational standards. However, individuals who meet the requirements for Member status in the Association shall not be eligible for Associate status.

2. Student Affiliates of the Association shall have voting and office-holding privileges only in the Student Society of the Association. To be eligible for Student Affiliate status, an individual shall be enrolled in a state or regionally accredited college, university, or professional school. Student Affiliates automatically become members of the Student Society. Student Affiliates may be exempt from paying the annual dues of the Association, but may pay a small fee to be established annually by the Board of Directors of the Association in consultation with Student Society officers.

3. The Student Society shall provide the Board of Directors of the Association annually with a list of officers, amendments to its Bylaws, minutes of meetings, and a report of expenditures and income. It may appoint such committees as seems necessary for the conduct of its business. It may sponsor and conduct professional, scientific, and educational meetings and programs for its clientele. Such meetings and programs must be financially self-sustaining and receive prior approval and continuing supervision by the Board of Directors.

4. Associates or Student Affiliates shall not hold themselves out to the public as being Members of the Oklahoma Psychological Association. To do so is a violation of the ethical principles of the Association.

**SECTION C.** Election to membership or participation in the Association shall be accomplished by a majority vote of the Board of Directors.

**SECTION D.** Application for and notification of membership or participation shall be made as designated by the Board of Directors. Applicants for membership shall be sponsored by one or more Members of the Association, unless he/she is a Member of the American Psychological Association. Applicants for Associate participation shall be sponsored by one or more Members or Associates of the Association. Applicants for Student Affiliate participation shall be sponsored by one or more Members or Associates of the Association. Election to any class of membership or participation is not effective until initial dues have been paid.

**SECTION E.** According to Article XIV of this Constitution, and any written policies and procedures adopted by the Board of Directors, a Member or Participant of any class may be suspended or expelled from the Association for unethical, unprofessional, or disreputable conduct by a majority vote of the Board of Directors. Reinstatement following suspension or expulsion may be accomplished by a majority vote of the Board of Directors.

## **ARTICLE IV**

### Dues

**SECTION A.** The annual dues for the Association shall be set forth by the Board of Directors, subject to approval at the annual meeting by a majority vote of those present.

**SECTION B.** Dues shall be payable on the first day of the first month in each fiscal year of the Association. Billing for dues for the next fiscal year shall be sent no less than thirty (30) days prior to the

due date.

**SECTION C.** Dues not received by the due date are held to be delinquent and subject to a late penalty. A Member or Participant delinquent in dues will be carried on the membership rolls of the Association for a period of three (3) months, after which time he/she will be considered to have resigned from the Association by reason of nonpayment of dues. Those who have resigned from the Association by reason of nonpayment of dues may be readmitted under procedures established by the Board of Directors.

**SECTION D.** Dues of a Member or Participant elected during the third quarter of the fiscal year shall be reduced to one-half of the dues for that fiscal year. Dues of Members or Participants elected in the last three months of the fiscal year shall apply to the dues of the next fiscal year.

**SECTION E.** Any Member or Participant who has been adjudged totally and permanently disabled, may be exempt from further payment of dues under procedures established by the Board of Directors. The hardship policy of the Oklahoma Psychological Association shall be based on American Psychological Association policy. Although such individuals may be exempt from paying dues, they shall retain all rights and privileges of the Association.

**SECTION F.** Student Affiliates may be exempt from paying annual dues of the Association, but may pay a fee as provided by Article III.

**SECTION G.** Emeritus Members may be exempt from paying the annual dues of the Association as provided by Article III.

## **ARTICLE V**

### Fiscal Policy, Budget, Assessments

**SECTION A.** The fiscal year of the Association shall be determined by the Board of Directors.

**SECTION B.** The budget of the Association shall be set and adopted annually by majority vote of those present and voting at the annual business meeting. The annual budget may be changed in the manner described in Article XVI.

**SECTION C.** Prior to the business meeting, the Treasurer or Executive Director will prepare and submit a budget for the fiscal year to the Board of Directors. The Board will then prepare a proposed budget presented for adoption which will be marked with the identifying words, "Proposed Budget of the Oklahoma Psychological Association for the Fiscal Year, (date) to (date)."

**SECTION D.** The Treasurer or Executive Director shall prepare an itemized annual financial record of receipts and expenditures incurred in connection with the administration of his/her office and obtain an annual letter of review from a Certified Public Accountant.

**SECTION E.** The Board of Directors shall have authority to recommend and implement special assessments of Members and Participants.

**SECTION F.** Divisions of the Association may authorize assessments under provisions of Article XII.

## ARTICLE VI

### Officers

**SECTION A.** The officers of the Association shall be the President, a President-Elect, a Past-President, a Secretary, and a Treasurer.

**SECTION B.** The President shall be the individual who has just completed a term as President-Elect, unless elected under other provisions described herein. It shall be the duty of the President to convene and preside at all meetings, to act as Chairperson of the Board of Directors, and to exercise supervision over the affairs of the Association with the approval of the Board, and to perform such other duties as are related to the office.

**SECTION C.** It shall be the responsibility of the President-Elect to serve on the Board of Directors. The President-Elect shall Chair the Program Committee and shall perform such other duties as prescribed by the Board of Directors. In the event that the President-Elect is not able to serve out the full term of office, the Board of Director shall so certify by a majority vote. The Chair of the Nominations and Elections Committee shall then initiate the nominations and election process to select a replacement. The President shall appoint an Interim Chair of the Program Committee to serve until a new President-Elect is chosen.

**SECTION D.** The Past-President shall be the most immediately retired President. The Past-President shall serve as Chair of the Nominations and Election Committee and shall perform such other duties as prescribed by the Board of Directors. The Past-President shall perform the duties of the President in the event of the absence or incapacity of the latter including the completion of the President's term of office should that be necessary. In the event that the Past-President is unable to complete the President's term of office or carry out the duties of the Past-President, the Board of Directors shall elect one of its members to complete the term and/or fulfill these duties, including those of Acting-President.

**SECTION E.** In the event that both the President and the President-Elect shall be unable to serve to complete their term of office, the Board of Directors shall elect one of its members to serve as presiding officer of the Association until completion of the next regularly scheduled election.

**SECTION F.** It shall be the duty of the Secretary to keep the records of the Association and Board of Directors, and be responsible for the official correspondence of the Association, issue calls and notices of meetings.

**SECTION G.** The Treasurer shall keep a full record, according to standard accounting procedures, of all money received and disbursed and shall report thereon at the annual meeting of the Association, shall at all times be prepared to exhibit the books of the accounts to any Member of the Association provided reasonable notice of the desire to examine the accounts is given, and sign checks and drafts on the behalf of the Association for the disbursement of funds.

**SECTION H.** In the event that either the Secretary or Treasurer shall be unable to complete their terms of office, the Board of Directors shall elect a successor to serve until the completion of the next election.

**SECTION I.** Each officer shall continue to hold office until replaced by a new, duly elected officer. Newly elected officers of the Association shall take office at the beginning of the fiscal year

**SECTION J.** The term of office for the President, President-Elect, and Past-President shall be for one year. The Secretary and the Treasurer shall be elected on alternate years for a two-year term.

**SECTION K.** According to the procedures and safeguards prescribed in these Articles, the Board of Directors shall be empowered to suspend from office an officer of the Association should such action be necessary for improper conduct of his/her office or for unethical, unprofessional, or disreputable conduct. Due process will be observed in these matters as described in Article XIV.

## **ARTICLE VII**

Board of Directors

**SECTION A.** The management of the Association and all its affairs shall be entrusted to a Board of Directors.

1. The Board shall be composed of the Officers of the Association, four at large Directors elected under provisions of Article VIII and IX, and one elected Representative from each Division of the Association elected under provisions of Article XII.
2. At large Directors must have Member status in the Association and each shall be elected for a two-year term. Two Directors will be elected each year. In the event circumstances prevent a Director from completing his/her term in office, the remaining Board of Directors shall elect a successor to serve until the completion of the term of office of the Director unable to complete his/her term.
3. Division Representatives must have Member status in the Association and shall be elected for a one-year term.

**SECTION B.** Ex-officio members may be appointed by the President with approval of the Board as directed below. All ex-officio members of the Board are non-voting.

1. The President with approval of the Board may appoint a Publications Director who shall serve as Editor of the *Oklahoma Psychologist*, and shall also edit the publication of other items, such as the *Annual Directory* as prescribed by the Board of Directors. The Publications Director shall be appointed for a two-year term.
2. The President with approval of the Board may appoint a Parliamentarian who shall be responsible for adjudicating all matters of parliamentary procedure at any meeting of the Board of Directors and the Association. The Parliamentarian shall keep a copy of the latest edition of *Roberts Rules of Order* for that purpose. The parliamentarian shall be appointed for a term of two years.
3. The President with approval of the Board may appoint a Historian who shall be responsible for maintaining the archives of the Association. The Historian shall insure that all documents relating to the history, development, and current functioning of the Association are preserved and filed in such a manner as to be readily available to the Board of Directors and membership of the Association. The Historian shall be appointed for a term of two years, and may, at the discretion of the Board, be the same individual appointed Parliamentarian.
4. The Oklahoma Representative to APA Council shall serve as an ex-officio member of the Board when the Association has a member serving in this capacity.
5. A Representative of the Student Society shall serve as an ex-officio member of the Board. Such

appointments shall be for a one-year term and renewable as desired by the Board and under provisions of Article III.

6. The Board may retain an Executive Director to serve as an ex-officio member of the Board of Directors. The responsibilities and authority of the Executive Director shall be prescribed in these Articles and in subsequent policies and procedures adopted by the Board.

**SECTION C.** The Board of Directors shall have permission to obtain legal advisement when deemed necessary.

**SECTION D.** The Board of Directors may retain a legislative liaison to assist in the monitoring of legislative activities at the state and national level and to advise the Board on appropriate legislative strategies.

**SECTION E.** The Board of Directors shall have authority over the property, general and special funds, and affairs of the Association and shall take such actions as are deemed necessary for the conduct of the Association.

**SECTION F.** The Board of Directors shall hold such meetings as are needed for efficient conduct of the Association affairs and shall hold at least three meetings each year.

**SECTION G.** Board Members shall be notified of meeting time and place at least one week in advance of the day on which the meeting is to be held.

**SECTION H.** Emergency meetings may be called at the discretion of the President, or when a majority of the Board of Directors makes such a request to the President.

**SECTION I.** The Board of Directors shall evaluate all applications for membership or participation in the Association. Favorable action by the Board constitutes election to membership.

**SECTION J.** It shall be the duty of the Board of Directors to appoint individuals to fill vacancies in office as directed elsewhere in these Articles. The president may make temporary appointments when necessary to fill an urgent vacancy. Such appointments shall be effective until the Board meets and makes a final disposition of the appointment.

**SECTION K.** The President or President-Elect with approval of the Board of Directors are empowered to appoint such special committees or bodies as are needed to carry out the work of the Association.

**SECTION L.** A majority of the Board of Directors shall constitute a quorum.

**SECTION M.** Members of the Board of Directors may not serve in any capacity which may compromise their integrity as members of the Board or which may constitute any conflict of interest relative to the interests of the Association.

**SECTION N.** According to the procedures and safeguards prescribed in these Articles, the Board of Directors shall be empowered to suspend from the position of Director any Director of the Association, or any Division representative should such an action be necessary due to improper conduct of his/her office or for unethical, unprofessional, or disreputable conduct as defined herein. Due process will be observed in these matters as described in Article XIV.

## **ARTICLE VIII**

### Nominations for Officer, Director and Other Elective Positions

**SECTION A.** The president of the association shall appoint a three person Nominating Committee subject to the review and approval of the Board of Directors. It shall be the responsibility of the Nominating Committee to nominate one person for each office and board position within the association. It shall also be the responsibility of the Nominating Committee to determine each nominee's eligibility and willingness to run and serve. After the Nominating Committee has developed a slate of nominees, the secretary of the association shall mail to each member of the association a list of the nominees no less than 90 days before the annual convention. Any member of the association may offer additional nominees provided the nomination is received at association headquarters no fewer than 60 days before the annual convention. Sixty days prior to the annual convention, nominations will be considered closed. The president, secretary, or executive director shall select one alternate candidate for each officer and board position based upon the number of nominations received. If no nominations are received for an office, no alternate candidate will be selected. All ties will be broken by drawing of lots. Elections will be held by written ballot mailed to each eligible voter no fewer than 45 days before the annual convention. The ballot shall list each position and candidate clearly and shall designate which candidates have the recommendation of the Nominating Committee. The election will be closed 30 days after the mailing of the ballot. All nominations and ballots must be received by the headquarters office in an envelope bearing both the printed name and signature of the nominator or voter.

**SECTION B.** Division Representatives to the Board of Directors shall be nominated in accordance with provision in Articles VII and XII.

## **ARTICLE IX**

### Election of Officers, Directors, and Other Elected Positions

**SECTION A.** Election of individuals to each elective position shall take place by mail ballot no fewer than forty-five (45) days before the annual convention. The election will be closed thirty (30) days after the date of the mailing of the ballot.

**SECTION B.** The ballot shall contain the names of each nominee for elective position listed in alphabetical order for that position. The Nominations and Elections Committee shall set guidelines for the format of the ballot.

**SECTION C.** All ballots shall be validated by requiring the printed name and signature of the voter to be placed on the envelope used to return the ballot to the Nominations and Elections Committee. The Nominations and Elections Committee will verify the validity of each ballot before opening the ballot envelope.

**SECTION D.** All votes shall be tabulated in the presence of not less than three members of the Nominations and Elections Committee, and all ballots shall be retained until all elected individuals have been installed. The nominee for each elective position who receives a majority of the votes cast for that position shall be declared the winner of the election. Election of Directors will be determined by

rank-ordering the nominees according to the number of votes each receives and declaring those with rank equal to or higher than the number of Director positions to be elected as winners of the election. In the event of tie votes, the Nominations and Elections Committee shall determine the winner by random drawing of lots.

**SECTION E.** In the event that a member of the Board of Directors is subsequently elected to a concurrent office in the Association, he/she shall be required to resign from the previous position so as to create a vacancy on the Board to be filled in the appropriate manner.

**SECTION F.** Division Representatives to the Board of Directors shall be elected in accordance with provisions in Articles VII and XII.

## **ARTICLE X**

### Meetings

**SECTION A.** An annual meeting of the Association shall be held for a governance report to the Members and for the presentation of scientific and professional papers. The date and place of the meeting shall be determined by the Board of Directors.

**SECTION B.** Questions on issues, policies or programs raised at the annual meeting and affecting the interests or welfare of the Association shall be referred to the Board of Directors for appropriate disposition.

**SECTION C.** Special meetings to transact business may be called at any time by the President, a majority of the members of the Board of Directors, or one-third of the voting membership. Notice of any such meeting shall be mailed to all Members of the Association at least two weeks in advance of the date of the meeting, and shall be limited to the business for which the meeting was called.

**SECTION D.** A quorum shall consist of those Members present at a meeting.

**SECTION E.** The rules of order for all meetings of the Association and all meetings of the Board of Directors shall be the latest edition of *Roberts Rules of Order*.

## **ARTICLE XI**

### Committees of the Association

**SECTION A.** With the exception of the Scientific and Professional Ethics and Education Committee, the President shall nominate, and the Board of Directors approve by majority vote, Chairs and membership on any and all committees deemed necessary to conduct the business of the Association. The Chairpersons of such committees shall be held accountable by the Board for the performance of their committees. Committees may be appointed, or reappointed, on an annual basis.

**SECTION B.** Committees shall keep current records and submit periodic reports to the Board of Directors and a full report to the membership at the annual business meeting of the Association.

**SECTION C.** Committees shall meet at least annually at the call of the committee Chair or the

Board of Directors.

**SECTION D.** The standing committees of the Association shall be:

1. Nominations and Elections Committee. This committee shall be responsible for supervising the balloting connected with nominations and elections. It shall be responsible for counting all ballots of the Association. This committee shall be chaired by the Immediate Past-President of the Association.
2. Program Committee. This committee shall be responsible for making arrangements for the annual meeting and for scientific and professional programs to be held at the time of the annual meeting of the Association. This committee shall be chaired by the President-Elect of the Association.
3. Scientific and Professional Ethics and Education Committee. This committee shall consist of three members, one to be elected annually by the membership for a term of three years. This committee's duties shall only be to educate the Association's membership and the general public about ethical matters as they pertain to psychology. No member of this committee shall serve concurrently on the Oklahoma State Board of Examiners of Psychologists or the Board of Directors of the Association.

**SECTION E.** Special or ad hoc committees may be appointed by and serve at the request of the Board of Directors.

**SECTION F.** The President of the Association shall review annually all standing or ad hoc committees and shall recommend such changes in committee number, character, and organization as deemed advisable.

## **ARTICLE XII** Divisions

**SECTION A.** The Association may provide a divisional structure for its membership representative of the principle specialties or interests of the profession. Such Divisions may be recognized and given approval by the Board of Directors when not less than one-third of the membership of the Association petition to form a Division. A Division must be representative broadly of a field of psychology, and, within that field, advance the purposes of the Association as stated in Article II.

**SECTION B.** Divisions shall draw up a set of Bylaws which shall be consistent with the Constitution and Bylaws of the Association. This document shall be submitted to the Board of Directors of the Association for approval within ninety (90) days after the formal establishment of the Division. A copy of the Bylaws of each Division shall be filed with the Secretary and Executive Director of the Association.

**SECTION C.** The qualifications, duties, and method of nominating and electing Division officers shall be determined by the Division. A Division may appoint such committees as it deems necessary for the conduct of its business. It may sponsor and conduct professional, scientific, and educational meetings and programs for its members.

**SECTION D.** Divisions shall provide the Board of Directors of the Association annually with a current list of officers, amendments to its Bylaws, minutes of meetings, and a report of expenditures and income. The Board of Directors shall review and approve divisional budgets and programs annually to

assure their consistency with Association policy.

**SECTION E.** The Board of Directors of the Association may establish a minimum divisional dues structure. Special assessments may be established by a Division as determined by its Bylaws. Dues will be collected by the Association Treasurer or Executive Director and a portion retained by the Association to cover costs of required services. Additional charges may be made to a Division to cover costs of any additional Central Office services that the Association is requested to provide.

**SECTION F.** The Divisions shall elect a Representative who shall serve as a Member of the Board of Directors of the Association. The method of election shall be determined by a Division in accordance with procedures established in its own Bylaws and in accordance with provisions of Article VII.

**SECTION G.** A Division shall be dissolved by: (a) a formal vote of a majority of its own members in accordance with procedures established in its own Bylaws; or (b) the Board of Directors of the Association, should Division membership fall below ten (10) percent of the membership of the Association for any two consecutive years; or (c) a majority vote of the Board of Directors of the Association, should it be determined that continued existence of a Division may be inimical to the best interests and welfare of the Association.

### **ARTICLE XIII**

#### Affiliation or Liaison with Other Organizations

**SECTION A.** The President of the Association, with the approval of the Board of Directors, may establish liaison relationships between the Association and other scientific, professional, or other appropriate organizations. Liaisons shall have the purpose of promoting communication with, and/or providing consultation to, the agency, board, profession, or lay organization.

**SECTION B.** Establishment of affiliation or liaison with other organizations shall not confer any privileges or rights of membership in the Association upon the membership of such lay organizations, nor shall affiliation or liaison imply endorsement or other support of the policies of such organizations.

**SECTION C.** The Board of Directors shall determine the privileges with respect to the Association that shall accrue to others of an organization as a consequence of the establishment of an affiliation or liaison, provided that the privileges granted shall in no way supersede other Articles of this Constitution.

**SECTION D.** No Division or other component of the Association shall be empowered to establish a formal affiliation with another organization without approval of the Board of Directors of the Association.

### **ARTICLE XIV**

#### Ethics

**SECTION A.** Persons elected to Member, Emeritus Member, or Student Affiliate status shall adhere to the American Psychological Association's most recently endorsed version of the "Ethical Principles of Psychologists" and all endorsed explanatory documents. Associates of the Association shall adhere to the ethical codes of their respective professions.

**SECTION B.** It shall be an ethical violation for any Officer, Director, Division Representative, incumbent in any other elected positions, Member, or Participant to represent himself/herself as a spokesperson for the Association, or to present a position or advocate an action as if representing the Association, unless such authority shall have been specifically delegated to that individual by these Articles or by the Board of Directors. In no instance will the Board of Directors authorize representation of the Association contrary to any of these articles.

**SECTION C.** The Scientific and Professional Ethics and Education Committee's duties shall only be to educate the Association's membership and the general public about ethical matters as they pertain to psychology.

## **ARTICLE XV**

### **Policies and Procedures Manual**

**SECTION A.** The Board of Directors of the Association shall establish, develop, maintain, and regularly update a Policies and Procedures Manual (PPM) for the Association. The Board may, through the Policies and Procedures Manual, (1) establish and execute policies and procedures in those areas not covered by this Constitution and Bylaws; (2) make reasonable and appropriate extensions of policies found in this Constitution and Bylaws; and (3) make interpretations and establish clarifying policies and procedures for any portion of this Constitution and Bylaws about which questions or interpretation may be raised.

**SECTION B.** The Policies and Procedures Manual shall be subordinate to the Constitution and Bylaws of the Association and to the Articles of Incorporation of the Association.

**SECTION C.** The Policies and Procedures Manual shall be superordinate in cases or contradictions between it in total or in part and other decisions or proposed decisions of the Board of Directors.

**SECTION D.** Additions to the Policies and Procedures Manual shall be proposed by a member of the Board of Directors and established by a majority vote of a quorum of the Board at any regularly scheduled meeting of the Board of Directors. Any procedure or policy may be changed or entirely repealed by a majority vote of a quorum of the Board of Directors.

## **ARTICLE XVI**

### **Amendments**

**SECTION A.** These Constitution and Bylaws may be amended, altered or repealed by a two-thirds majority vote of a quorum of the Board of Directors present and voting at any regular Board meeting. No amendment or change shall be approved at such a meeting unless Board Members and all association members have been furnished a copy of the proposed amendment at least thirty (30) days in advance. If approved at the regularly constituted meeting official notification of passage shall be made to the membership within ten (10) days.

**SECTION B.** Amendments shall become effective thirty (30) days after the date of the mailing, unless written protests are received by the President or Central Office from at least one-third of the total Association membership. Should written protestation be effected, such actions shall not be valid and the amendment shall not be in effect.

**SECTION C.** An amendment disapproved by written protestation from Association Members will be reviewed at a subsequent regularly constituted business meeting and, if approved by two-thirds majority of Members in attendance, the action shall be final and the amendment shall be in effect.

Amended 1989  
Amended October 25, 1996  
Amended November, 2004  
Amended October, 2007