



METRO PHOENIX CHAPTER of the AMERICAN PAYROLL ASSOCIATION BYLAWS



ARTICLE I NAME

The name of this Organization shall be the Metro Phoenix Chapter of the American Payroll Association. The Organization is an autonomous and independent Chapter of the American Payroll Association.

ARTICLE II PURPOSE

The purpose for which this Chapter is organized is to provide a forum to exchange information and experiences in the payroll environment for the benefit of its members. The Chapter will provide assistance in the American Payroll Association's efforts to communicate with, educate and provide related services to individuals interested in the payroll discipline. The Metro Phoenix Chapter will conduct its activities in a manner that will complement the American Payroll Association's efforts and encourage membership in the American Payroll Association's activities.

ARTICLE III MAILING ADDRESS

The mailing address of the Organization is established by the existing officers and will be updated as needed on the Chapter website.

ARTICLE IV DEFINITIONS

- ORGANIZATION (aka CHAPTER) refers to the Metro Phoenix Chapter of the American Payroll Association, which is an autonomous and independent Chapter of the American Payroll Association.
- OFFICERS are composed of a President, Vice President, Secretary, Treasurer and Government Liaison. As a group, referred to as the BOARD.
- COMMITTEE CHAIRPERSON(S) is/are determined to be non-voting members of the Board.
- MEMBER is any member of the Organization in good standing (dues paid) of American Payroll Association headquartered in San Antonio, Texas, and The Metro Chapter of the American Payroll Association; see Article V.
- ASSOCIATE MEMBER is a member in good standing (dues paid) of The Metro Phoenix Chapter of the American Payroll Association; see Article V.
- BYLAWS are these rules and regulations of the Organization and may be modified from time to time.

ARTICLE V MEMBERSHIP

Section 1: Classes of Membership

There are three categories of membership:

- **Regular Member:** is open to Payroll, Human Resource, and other professionals or interested persons concerned with the development, maintenance, and operation of payroll and related functions. All individuals must be active members of the American Payroll Association (APA National Member). As a condition of membership members are expected to share their knowledge and experiences and

make a positive contribution to the Chapter. Only Regular Members may be elected or appointed as Chapter Officers.

- **Associate Member:** Individuals who are not active members of the National American Payroll Association may be Associate Members. As with the Regular Member, the Associate Member is expected to share his/her knowledge and experiences and make a positive contribution to the Chapter.
- **Retired Members:** Retired members shall consist of those members who have retired from their employment, who were in support of or interacted with payroll related areas and shall not be required to pay dues. Qualified members shall have been members in good standing with an affiliated chapter of the APA for 2 of the past 5 years.

Section 2: **Membership Admission**

- **Regular Membership:** A Regular Member shall be a person actively engaged in or closely related to, the payroll function within their organization, submit a membership application, (including their National membership number) and payment of annual dues.
- **Associate Membership:** An Associate Member shall be a person actively engaged in, or closely related to, the payroll function within their organization. He/she must complete the membership application, and payment of annual dues.
- Membership in this Chapter is available to individuals. No company memberships are available. It is the goal of the Metro Phoenix Chapter that at least fifty-one (51%) of the membership consist of Regular Members, per national guidelines.

Section 3: **Termination of Membership**

- **Revocation of Membership** – Members may be reprimanded, suspended or expelled by the Metro Phoenix Chapter Board of Directors for violations of these Bylaws, the Code of Ethics and any other conduct that discredits the Chapter or the payroll profession. Members that do not pay their annual dues within 30 days of renewal date will have their membership and all associated rights removed and designated as inactive.
- **Reinstatement of Membership** – Any persons whose membership has been terminated may, upon written request and explanatory statement to the Board, have their membership reinstated upon a majority vote of the Board. Memberships that have been revoked for non-payment of dues shall have their membership automatically reinstated upon payment.

Section 4: **Voting**

- **Regular Member/Associate Members** – Each Regular and Associate Member shall have one vote in the affairs of the Chapter.
- **Quorum** - At least two-thirds of the members of the Chapter shall constitute a quorum. A majority of those present will determine all matters requiring a vote of the membership. The President shall not vote unless it is necessary to break a tie vote. In regards to a quorum of the Board, two-thirds or greater also constitutes as quorum with all Board members having a right to vote in Board decisions.

ARTICLE VI DUES

Section 1: **Dues Schedule**

The Board shall determine the annual dues for membership.

Section 2: **Fiscal Year**

The fiscal year of the Metro Phoenix Chapter of the APA shall be from September 1 to August 31. All dues will be based on this fiscal year.

Section 3: Dues

- Dues are set annually by the Board and will be published in alignment with the fiscal year.
- Regular and Associate membership dues are for a term of one year and correspond to the Chapter's fiscal year.
- Annual dues for new members joining after the start of the fiscal year shall be prorated according to schedule set annually by the Board.
- Membership **renewals** are paid at full fiscal-year rate and are not subject to prorating.

Section 4: Delinquencies

Any member who is delinquent in the payment of his or her dues or other monies owed the Chapter shall not be a member in good standing. Upon payment of delinquent dues or obligations, the member shall be reinstated with all the rights and privileges of membership.

Section 5: Dues Changes

Membership rates may be ratified, as needed to reflect market value, by the Officers the Metro Phoenix Chapter. A majority vote will be required to effect changes.

**ARTICLE VII
CHAPTER MEETINGS**

Section 1: Regular Monthly Meeting

There shall be 10 monthly meetings of the general membership held each year. The time of the meetings will be set by the Board and can be changed if needed. The meeting shall be open to all members and guests of the Chapter and guests invited by the Board.

Section 2: Notice of Meeting

Notice of the date, time and place of each meeting shall be e-mailed to each Member at such Member's last known e-mail address. In the case of special meetings, notice shall state the purpose for which the meeting is to be held.

Section 3: Meeting Fee

Members, Non-Members, and Guests will pay meeting fee as established and published by the Board at the start of each fiscal year.

Section 4: Cancellation Fee

Anyone not canceling their reservation within the allocated time frame will be notified and assessed the regular meeting fee.

Section 5: Guests

- Each paid member may invite no more than two guests per monthly meeting to attend at the member rate.
- Each such guest may attend no more than two meetings per chapter year.
- Guests from other APA chapters attending Metro Phoenix Chapter meeting shall pay the member meeting fee.
- Speakers are exempt from meeting fee.

ARTICLE VIII OFFICERS

Section 1: General Powers

The Officers shall have supervision, control, and direction of the affairs of the Chapter; shall determine its policies or changes therein within the limits of the Bylaws; shall actively pursue its purposes; and shall have discretion in the disbursement of its funds. It may adopt such rules and regulations for the conduct of its business as shall be deemed advisable, and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

Section 2: Number and Qualifications

The Officers shall be Regular Members and shall consist of a President, Vice President, a Secretary, a Treasurer, a Government Liaison Officer, and other such Officers as may be elected in accordance with the provisions of this Article. Each Officer of the Chapter must be Regular members and must maintain their membership while in office. Any Officer that does not maintain their membership can be removed from office. Two offices may be held by the same person with the exception of the offices of the President and Secretary.

Section 3: Elections

- A Nominating Committee may be appointed by the board four months prior to the election for the purpose of selecting a slate of at least two (2) candidates for each office from the Regular Membership. See Article XIII, Section 1 - Nomination Committee.
- In case of a tie vote, the Chapter President will cast the deciding vote.

Section 4: Term Limit

- Officers serve a two-year term, with staggered elections so not all terms end on the same year.
- Secretary and Treasurer terms end on odd years; Vice President and Government Liaison Officer on even years.
- The Vice President will assume the position of President upon the end of the current President's term or if the current President exits office prior to end of regular term.
- Chapter President will automatically take the Board position of Past President, which is a non-voting office, for a one-year term at the end of their Presidency.
- The term limit of Board Officers will be set at two consecutive terms unless no one volunteers to run in the established election period.
- Each Officer will be mandated to wait two years before running for the same office again.

Section 5: Removals and Resignation

- Any Officer may resign at any time by giving written notice to the President and Secretary. Such resignation shall take effect at the time specified therein, or, if not the time specified, 30-days from the date presented to the Board.
- Any Officer elected or appointed by the members may be removed by the members, or a quorum of the Board, whenever in their judgment, the best interests of the Association would be served thereby. However, such removal shall be without prejudice to the contract rights, if any, of the Officer so removed. Removal of any Officer, with or without cause, shall be immediately effective upon presentation of a petition demanding such removal at any regular or special meeting of the members. Such petition shall contain not less than 50% of the current Regular members of the Chapter or a quorum of the active Board.
- Any Officer absent from three consecutive meetings of members or three consecutive meetings of the Officers without good cause shall upon majority vote of the Board be removed from office and so notified by the Board.

Section 6: **Officer Vacancies**

A vacancy in any office because of death, resignation, disqualification or otherwise, will be filled

- By the Officers until a special election can be held.
- The Officers will appoint a Nomination Committee where possible, which will notify the membership of the vacancy and hold an election for the vacancy at the next meeting of the membership.
- If the Vice President is unavailable or unwilling to assume the office of President, vacancy will be filled via special election or extending Presidents term (re: Section 11, President responsibilities).
- Nomination for Office may be by self-nomination or by the membership. Each nominee must be willing to accept the position if elected.
- Election of Officer(s) will be held at a regularly scheduled Chapter meeting as soon thereafter as is convenient.

Section 7: **Board Meetings**

Officers will hold Board meetings as often as required but not less than once a month. The Board may elect not to meet during months when no Chapter meeting is held. The President chairs all Board meetings; the Secretary is required to take minutes. Minutes for the current meeting must include an agenda and purpose and published to the chapter website.

Section 8: **Special Meetings**

Special meetings of the Board shall be held whenever called by, or at the direction of, the President or any member of the Board by e-mailing notice thereof forty-eight (48) hours in advance of the meeting, or by telephone, thereof to each member of the Board.

Section 9: **Action in Lieu of Board Meeting**

The Board shall have the right to take any action in the absence of a meeting by obtaining the written or oral approval of a quorum of the Board Members. An action so approved shall have the same effect as though taken at a meeting of the Board. A record of such actions shall be presented at the next regularly scheduled meeting of the Board.

Section 10: **Quorum**

A minimum of two-thirds of existing Board Members shall constitute a quorum for the transaction of business at all regular or special meetings of the Board, but less than a quorum may adjourn such meeting from time to time without further notice until a quorum is present. Except as otherwise provided by law or these Bylaws, any act approved by a majority of the Officers present at any Board meeting shall be considered the act of the entire Board.

Section: 11: **Elected Officers of the Board**

• **President**

The responsibilities may include but are not limited to:

1. Leads, plans, and oversees all chapter activities to ensure full benefits to all Members while protecting the integrity of the purpose of the chapter and the American Payroll Association.
2. Presides over all meetings and conferences
3. Periodically forms working committees that will perform assigned tasks and appoint committee chairs or volunteers when necessary.
4. Gives guidance to committees and receives regular activity reports and projects updates.
5. Acts as an ex-officio member of all committees.
6. Provides general management and supervision of the affairs of the chapter.
7. Performs other duties as may be assigned to the President by the Board.
8. The President must be an active member in good standing with the chapter and a regular member in good standing with the American Payroll Association.

9. The President has one vote in the ratification of Appointees.
10. The President's voting power on all other Chapter business is limited to tie breaking circumstances.
11. In the event the Vice-President is unable to assume the office of President, the current President will remain in office for a minimum of one year past his/her term. The President will work with the newly elected Vice-President to transition into the Presidential position. At the end of the transition period the Officers proceed per Article XI, Section 6.

- **Vice President**

The responsibilities may include but are not limited to:

1. Works directly with the President to ensure that the information provided protects the integrity and the purpose of the chapter and the American Payroll Association.
2. Secures speakers for program presentations at meetings and seminars.
3. Ensure that the meeting and seminar programs are of value and appropriate for the continuing education requirements of the membership.
4. Submit the required paper work to the National American Payroll Association for approved
5. Continuing Educations Credits for the monthly chapter topics.
6. Fulfills/assumes the duties and responsibilities in the event the President is absent or unable to complete the term of office.
7. Assists the President with all administrative functions.
8. Coordinate annual election process.
9. Coordinate social events.
10. The Vice President must be a Regular Member of the Chapter and a Regular member in good standing with the National American Payroll Association.
11. The Vice President shall fill the office of President upon the end of the President's elected term or upon their exit from office and serve as Chapter President for the regular two year term.
12. The Vice-President has one vote in all Chapter elections and Chapter business.

- **Secretary**

The responsibilities may include but are not limited to:

1. Works directly with the President to ensure that the information provided protects the integrity and intent of the chapter and the American Payroll Association.
2. Sends proper notice of meetings to members.
3. Attends all meetings of the members and the Board.
4. Maintains a membership list.
5. Records minutes, resolutions, votes, and any other pertinent issues.
6. Shall send a copy of the minutes of the member's monthly meeting to the Webmaster for posting on the web page within 48 hours after the-meeting.
7. The Secretary shall distribute a copy of the Bylaws to all incoming officers prior to their first officer meeting.
8. Ensures that all correspondence, minutes, and records regarding the business of the chapter are duly obtained, maintained, and safeguarded.
9. Handles all chapter correspondence, including confirmations for the monthly meeting, contacting the location of the meeting with the final count for the meeting, and making of the membership certifications for the members.
10. Prepare chapter announcements and/or newsletters and/or correspondence and distribute as needed.
11. Keep a current inventory of contents of archived files and records of the Chapter and the whereabouts of such records.
12. Order and maintain current and adequate supplies of stationery, APA and Chapter brochures, etc.

13. The Secretary will be the liaison between the Web Master, the Officers, and the chapter members for communicating item of Chapter interest, such as job openings, study group times and location.
14. Performs other duties as may be prescribed by the Board.
15. The Secretary must be a Regular Member with the chapter and a Regular Member in good standing with the American Payroll Association.
16. The Secretary has one vote in all Chapter elections and Chapter business.

- **Treasurer**

The responsibilities may include but are not limited to:

1. Works directly with the President to ensure that the information provided protects the integrity and intent of the Chapter and the American Payroll Association.
2. Shall prepare and submit a projected annual budget to the Officers.
3. Maintains a timely reconciliation of Chapter account(s).
4. Provide members confirmation of dues paid.
5. Collects dues and other receivables of the chapter.
6. Reviews and pays bills of the chapter.
7. Maintains the financial records of the chapter.
8. Reports financial status of Chapter at each meeting and prepares an annual report for the September meeting.
9. Safeguards and maintains the permanent financial records of the chapter.
10. The Treasurer will prepare or ensure timely preparation of any and all tax reports and/or returns.
11. Obtain new and proper signatories for the Chapter accounts and tax returns as required.
12. Assist and prepare proposals and cost estimates for programs and activities of the Chapter.
13. Performs other duties as may be prescribed by the Board.
14. The Treasurer must be an active member in good standing with the chapter and a regular member in good standing with the American Payroll Association.
15. The Treasurer has one vote in all Chapter elections and Chapter business.

- **Past President**

The responsibilities may include but are not limited to:

1. Coordinate annual election process.
2. Shall provide advice and consultation to the President and other Officers regarding past practices, general operations, and other matters to assist in the leadership transition and continuity of operations.
3. The Past President shall be a Regular Member of the Chapter and shall be the Immediate Past President.
4. The Past President will have no vote in the Chapter business.

- **Government Liaison Officer**

The responsibilities may include but are not limited to:

1. Works directly with the President to ensure that the information provided protects the integrity and intent of the chapter and the American Payroll Association.
2. Answers questions from the membership (verbal or written) within the limits of the Officer's job when it concerns government relations.
3. Provides up-to-date information on new tax laws, revisions, and reporting modifications to the membership.
4. Act as the liaison between Federal, State and Local government agencies and the Chapter.
5. Report on communication received from the National Government Liaison Office of the APA located in Washington, DC.
6. Submits regular reports of activities to the Board and the membership.

7. Government Liaison Officer should maintain resources of information at government levels. These resources should include, but not limited to, the APA Government Liaison; federal, state and local legislative changes; publications, and newsletters.
8. The Government Liaison must be a Regular Member of the chapter and a Regular Member in good standing with the American Payroll Association.
9. The Government Liaison has one vote in all Chapter elections and Chapter business.

Section 12: **Additional Officers, Agents, and Representatives**

The Officers may appoint such other Officers as the Board may deem necessary, which shall perform the duties and assume the responsibilities of the prescribed office under the general direction of the Officers and as the Officers may direct. The Officers may appoint such agents and representatives of the Chapter with powers to perform such acts or duties on behalf of the Chapter and the Board of Directors as the Officers may see fit.

Section: 13: **Appointed Positions of the Board**

- **Auditor**

The Auditor is an appointed position by the President and ratified by the Officers. The Auditor shall select two individuals who are not part of the Board to make a committee. The Auditor and committee shall audit the books and financial records of the Chapter Treasurer semi-annually, with the final audit to be at the close of their term in office. The Auditor will present a written report to the Officers at the next meeting after the completed audit. The books will be audited upon the resignation of the Treasurer or at any time deemed necessary. The Auditor does not have voting power as a Board member.

- **Education Coordinator**

The Education Coordinator is an appointed position by the President and ratified by the Officers. The Education Coordinator shall be responsible for coordinating the CPP and FPC Study Groups. The Education Coordinator shall be responsible for obtaining a meeting place and an instructor for each Study Group. Two Study Groups are to be held twice a year (spring and fall). The Education Coordinator does not have voting power as a Board member.

- **Historian**

The Historian is an appointed position by the President and ratified by the Officers. The Historian is responsible for maintaining a written, photo and archival history of the chapter. In addition, permanently safeguard and maintain these records. The Historian is chair of the Chapter Pictorial Committee. The Historian does not have voting power as a Board member.

- **Webmaster**

The Webmaster shall be responsible for maintaining, upgrading, and developing the official chapter web-site. The webmaster shall recommend to the President and the Officers changes in technology that may assist with the management of the chapter's affairs.

- **Social/Outreach Coordinator**

This position shall be responsible for developing and maintaining activities which encourages increased levels of engagement by Chapter members and increased membership. This position also works with Chapter members to choose and support several charitable organizations throughout the year. Example: canned food drive for Food Bank, school supplies, etc.

ARTICLE IX SPECIAL AND STANDING COMMITTEES

- **Nominating Committee**

1. The Nomination Committee may not be chaired or comprised of an existing Board Officer or any member who are planning on running for any office.

2. The nominating committee will be responsible to secure nomination statements and verify the credentials of the nominee.
3. The Nominating committee will present the slate of candidates to the Officers for approval before the regular June Meeting. The list of candidates will be presented to the current membership at the May meeting.
4. The committee will prepare the election ballot at least thirty days prior to the election meeting which occurs in June. The nominating committee will count the ballots and announce the results at the election meeting.
5. If no nomination statements are received, it will be the responsibility of the Nominating Committee, with the assistance of the Board, to contact qualified individuals to secure candidates for the various offices.
6. Following the election of Officers, the Nominating Committee is responsible for announcing newly elected Board members via chapter website or other method as deemed suitable.
7. Where no committee is able to be enlisted, the Board will assume responsibility and stand in for the above noted activities.

- **Other**

Additional committees may be established as deemed necessary by the Board.

1. The Officers shall select the Chairperson of the Committees.
2. The Board will consider volunteers for these positions.
3. Each Chairperson will preside over their respective committee for a one-year term.
4. All Chairpersons are responsible to obtain committee members as required and act as the Chairperson at the respective Committee meetings.

- **State Conference Committee**

1. The State Conference Committee can be chaired or comprised of any existing Officers. The chapter Secretary will be a member of the committee and shall maintain the minutes of the Conference meetings.
2. The State Conference Committee Chairperson will by the authorization of the Officers enter into and execute any contract needed for the State Conference.
3. By the authorization of the Officers a separate checking account for the purpose of payment for any indebtedness issued in the name of the State Conference will be set up.
4. Said Checking account will have two authorized signatories on the account.
5. The checking account will be maintained by the committee member designated by the Chairperson as primary on the checking account. The Treasurer will be the second signer on the account.
6. Any check, drafts, or orders for the payment of money, notes, or other evidences of indebtedness shall be signed by the Chairperson and/or the designated representative.
7. A budget shall be compiled and submitted to the Officers prior to the State Conference Committee starting.
8. At the conclusion of the State Conference the Chairperson will present to the Officers a final report on the expenses of the conference.
9. The Officers will appoint an Audit committee that will do an audit of the checking account at the end of the State Conference. The Audit committee will present their report to the Officers and the State Conference Committee.
10. The Committee shall be responsible for planning and execution of a bi-annual conference.
11. The committee shall set up additional committees and work with these committees to make the State Conference a success.
12. Each sub-committee will have a Chairperson who will present update status to the Chairperson and the remaining State Conference Committee.

13. The Chairperson will present monthly updates of the status of the Conference to the Officers and the membership.
14. Upon completion of the conference all records will be turned over to the Historian for the Chapters archives and entry into the National APA State Conference Contest.

ARTICLE X CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

Section 1: Contracts

The Board may authorize any Officers(s) or agent(s) of the Organization, in addition to the Officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of an on behalf of the Chapter. Such authority may be general or confined to specific instances.

Section 2: Checks and Drafts

All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Chapter shall be signed by such Officer(s) or agents(s) of the Chapter and in such manner as shall from time to time be determined by resolution of the Board. In the absence of such determination by the Officers of, such instruments shall be signed by the Treasure and/or Assistant Treasurer and countersigned by the President or Vice President of the Chapter. All checks issued in an amount greater than \$500 must be authorized by the President or Vice President. Any check issued directly to the Treasurer must be authorized by the President or Vice President.

Section 3: Budget

A budget shall be compiled by the Treasurer and presented to the Board. After the Officers have approved the Treasurer's recommendation, the Budget for the upcoming year shall be presented to the membership at the October meeting and voted on by the active membership.

Section 4: Deposits

All funds of the Chapter shall be deposited from time to time to the credit of the Chapter in such banks, trust companies or other depositories as the Officers may select. An annual report of all receipts and expenditure shall be presented at the November meeting and be made a part of the minutes of this Chapter.

Section 5: Gifts

The Officers may accept on behalf of the Chapter any contribution, gift, bequest or devise for the general or special purpose of the Chapter.

ARTICLE XI AMENDMENTS

Section 1: Amendment Notification

These Bylaws may be amended, modified or added to at any regular meeting of the Organization, by a quorum vote of the paid members of the Metro Phoenix Chapter of the American Payroll Association present at the meeting.

Section 2: Errors and Inconsistencies

Each Article and Section of these Bylaws remains in force independent of errors or inconsistencies in any other Article or Section. Such errors or inconsistencies as may be found shall be resolved by the Board.

Section 3: **Privacy**

It is the policy of the Organization to encourage openness concerning its activities and membership, but the right to privacy of the members shall be respected, and neither the full name nor photograph of any member shall be published or disclosed without such member's permission. We consider the right to privacy to include freedom from being photographed without consent, and freedom from harassment, especially sexual harassment of any kind. The Organization's membership list and information about individual members shall not be sold, traded, given out, or disclosed in any way, except by explicit consent. Said list is for the use of the Board, and such committees as the Board shall appoint, for use in conducting the legitimate business of the Chapter.

ARTICLE XII CODE OF ETHICS

- To be mindful of the personal aspect of the payroll relationship between employer and employee and to ensure that harmony is maintained through constant concern for the Payroll Professional's fellow employees.
- To strive for perfect compliance, accuracy and timeliness of all payroll activities.
- To keep abreast of the state of the payroll art with regard to developments in payroll technologies.
- To be current with legislative developments and actions on the part of regulatory bodies, in so far as they affect payroll.
- To maintain the absolute confidentiality of payroll with the procedures of the employer.
- To refrain from using Association activities for one's personal self-interest or financial gain.
- To take as one's commitment the enhancement of one's professional abilities through the resources of the American Payroll Association.
- To support one's fellow Payroll Professionals, both within and outside one's organization.

ARTICLE XIII DISSOLUTION

The Chapter shall use its funds only to accomplish the objectives and purposes specified in these Bylaws, and no part of said funds shall inure, or be distributed, to the members of the Chapter. On dissolution of the Chapter, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, or philanthropic organizations to be selected by the Board.

The Bylaws of Metro Phoenix APA are hereby Amended and Approved.

Date: _____

Signature: _____

Name: Wendy Wyman

Board Position: President

Signature: _____

Name: Charla Keith, CPP

Board Position: Secretary

Signature: _____

Name: Kim Powell, CPP

Board Position: Treasurer

Signature: _____

Name: Melanie Mead, CPP

Board Position: Past President

Presented to and Approved by Chapter Members: August 2015