

# **By-Laws of the Chestnut Run Pool Association Woodstown, New Jersey**

## **ARTICLE I**

The name of this organization shall be Chestnut Run Pool Association.

## **ARTICLE II**

The purpose for which this Association is formed is to promote the health and general welfare of its members and in pursuance thereof to construct, own, and operate a swimming pool and other recreational facilities, together with such incidental objects as are appropriate in the conduct of its activities, and as a non-profit organization in the County of Salem and State of New Jersey for the exclusive use of its members and their families.

## **ARTICLE III – GOVERNMENT**

(Amended 10/2024)

**Section 1.** A Board of Officers, eleven in number, who shall be elected by the members, shall manage the Association.

**Section 2.** The officers of the Association shall be elected from among the Active Members at the Annual Meeting. An Active Member is a member who has paid the pool's Capital Improvement Fund fees in full.

(Amended 10/2024)

**Section 3.** Any member of the Board of Officers who shall cease to hold Active membership in the Association shall cease to be a member of the Board.

## **ARTICLE IV – BOARD OF OFFICERS**

(Amended 10/2023)

**Section 1.** Consistent with these By-Laws, the Board of Officers shall:

- a. Transact all Association business and make and amend rules for the regulation of the use of Association property. It may appoint such clerks, agents, or employees as it may deem necessary and

- may fix their duties and compensations.
- b. Elect members.
  - c. Fix, impose, and remit penalties for violations of these By-Laws and Rules of the Association.
  - d. If necessary, create the office of assistant secretary and assistant treasurer and appoint one or more persons to such offices. (Amended 2/1988)
  - e. Constitute and appoint committees and define the powers and duties of same.
  - f. Fill any vacancy in the membership of the Board of Officers to serve until the next Annual Meeting of the Active Members.

**Section 2.** The Board of Officers shall designate the bank or banks in which the funds of the Association shall be deposited and determine the manner in which checks, drafts, and other instruments for the payment of funds of the Association shall be executed. However, the Board of Officers shall approve the bill list monthly. (Amended 2/2022)

**Section 3.** The Board of Officers reserves the option to cause the books of the Association to be audited annually by auditors selected by the Board. They shall not be officers of the Association and the report of the auditors shall be available to the members at all times.  
(Amended 2/1996)

**Section 4.**

- a. The Board of Officers shall meet at least once a month during the months of January, February, April, May, June, July, August, September, and October, (Annual Meeting) and at such times and intervals as they may deem necessary.
- b. Six members of the Board shall constitute a quorum.  
(Amended 2/2022)

**Section 5.** In the event a question before the Board of Officers cannot be resolved, the question shall then be submitted to the membership for a decision.

**Section 6.** Any member of the Board of Officers may be removed from office by a two-thirds majority vote of the membership present at either an Annual Meeting or a Special Meeting called in accordance with these By-Laws.

## **ARTICLE V – OFFICERS**

(Amended 10/2023)

**Section 1.** The officers of this Association shall be president, vice president/financial officer, treasurer, membership, pool maintenance, building and grounds, recreation and fundraising, secretary, rules and regulations, secretary, swim team liaison, and marketing communications.

(Amended 10/2023)

**Section 2.** The above named officers shall be elected from the membership at the Annual Meeting.

**Section 3.** The president shall preside at the meetings of the Association and of the Board of Officers. He/she shall be the administrative officer of the Association and handle all required documentation on behalf of the club there within. He/she shall appoint, subject to confirmation by the Board of Officers, all standing committees, designating the chairman thereof, and all special committees as may be directed. He/she shall be ex-officio, a member of any/all committees at his/her discretion.

(Amended 10/2023)

**Section 4.** The vice president, in the absence of the president, shall act in his/her stead. The vice president shall form a committee to lead all efforts to recruit, negotiate, and hire appropriate staff to operate and manage the pool. Final selection decisions and pay scales are to be confirmed by Board action. The vice president shall also act as the financial officer of the Association. He/she shall plan and gain approval of the annual budget by majority vote of the Association in attendance at the annual budget meeting prior to the start of the season. He/she shall assign monetary allocations for each officer and area requiring budget. He/she shall decide annual membership dues, with Board approval, and collect those payments in coordination with the marketing communications and membership officers. The vice president/financial officer is to determine the issuing of capital improvement funds in accordance with the board. He/she shall also issue membership bonds and work with the membership officer to communicate to the Association. He/she shall be ex-officio, a member of any/all committees at his/her discretion.

(Amended 10/2023)

**Section 5.** The treasurer shall attend to keeping the accounts of the Association, collecting its revenues, and paying its bills as approved by the

Board of Officers, or other agency authorized by the Board to incur them. He/she shall deposit funds received by him/her in the name of the Association in such depository as may be authorized by the Board. He/she shall report on the status of the budget at each Board meeting. He/she shall perform such other duties pertaining to this office as may be asked of him/her by the Board of Officers. (Amended 10/2023)

**Section 6.** The membership officer shall provide any interested new member with an application for membership. He/she will receive all applications for new memberships and present the applications to all board members in a timely manner. He/she shall also send a copy of the Chestnut Run Pool Association's Rules and Regulations and By-Laws to all approved new members. Working in conjunction with the vice president/financial officer, the membership officer shall maintain a database of all existing and new members. He/she shall have the freedom to communicate directly to members of the Association regarding their individual membership accounts. He/she shall work with the marketing communications officer and recreation and fundraising officer (if necessary) on any promotional membership activities. (Amended 10/2023)

**Section 7.** The pool maintenance officer shall: provide the Board with expected expenses; organize the clean-up and set-up of the pool before the season, which would include any repair and/or maintenance to the pools, pump, and filtration system; clean and fill the pools before opening; keep the pool cleaning equipment in good working order; monitor problems with repairs during the season; repair/replace any equipment in disrepair; perform any necessary painting, cleaning, and general maintenance of any pool-related features or structures on club grounds; close the pool and monitor clean-up after Labor Day; drain/lower the water levels of the pools; drain pump and filter equipment; store pool equipment; make sure lines and filters are drained and closed correctly; determine future projects (repairs/upgrades) for the October Annual Meeting's report; and work with all those who affect pool maintenance. (Amended 10/2023)

**Section 8.** The building and grounds officer shall collect bids biannually from landscaping maintenance companies and award the bid for lawn and grounds maintenance with board approval. He/she shall collect bids biannually for waste removal service and award the bid for such service with Board approval. He/she shall monitor lawn maintenance and waste removal services for the pool, addressing all payments required. He/she shall

determine landscape work needed and organize materials and work where necessary. The building and grounds officer (when necessary) shall collect bids for tree trimming and/or removal and award the bid for tree trimming and/or removal if the job cannot be handled within the Association. He/she shall monitor the natural drain into the flood basin and conduct off-season surveillance of the pool grounds for storm damage, snow removal, or vandalism and take necessary action. He/she shall also determine and collect bids for any work needed for fixing and/or improving the bathrooms or other areas of the building if such repairs or improvements cannot be handled within the Association. (Amended 10/2023)

**Section 9.** The recreation and fundraising officer shall plan, organize, and be responsible for the execution of any events, private parties, or activities on behalf of the Association. There shall be a minimum of three (3) member events planned annually ahead of the season. He/she shall be responsible for maintaining the recreation equipment. He/she shall also determine and recommend to the Board of Officers any additional fundraising activities to support pool maintenance and operational costs, capital improvement projects, and swim team necessities. (Amended 10/2023)

**Section 10** The rules and regulations officer shall maintain the Chestnut Run Pool Association's By-Laws and Rules and Regulations. He/she shall be a resource for the Board of Officers and members regarding the adherence to the Association's documents. If the need for an addition or amendment to the By-Laws and/or Rules and Regulations arises, the officer shall follow the By-Laws to take action. (Amended 10/2023)

**Section 11.** The secretary shall send out the notices of the meetings of the Board of Officers, audio record the meetings, keep the minutes, and attend to the correspondence pertaining to the office. He/she shall create a bulleted list of actions taken at each meeting to be posted on the pool website and the pool's bulletin board during the swim season. He/she shall perform such other duties pertaining to his/her office as may be asked of him/her by the Board of Officers. (Amended 10/2023)

**Section 12.** The swim team liaison shall maintain open communication between the Board of Officers and the swim team. He/she shall determine an adequate operating budget in conjunction with the vice-president/financial officer and collect fees from swim team families accordingly. He/she shall hire a coaching staff with budget approved by the Board of Officers. He/she

shall report on the status of the swim team budget at each board meeting. He/she shall determine the Tri-County representative from Chestnut Run Pool Association. He/she shall organize a parent committee and assist the coaching staff in running the swim team meets and activities in coordination with the recreation and fundraising officer. (Amended 10/2023)

**Section 13.** The marketing communications officer shall be accountable for all official marketing and communications for the Chestnut Run Pool Association. He/she shall communicate any and all activities of the pool regarding operational openings/closings, scheduled events, fundraisers and membership communications. He/she shall work with the Board of Officers to determine an official communications channel strategy and address each correspondence appropriately (i.e. determine use of official pool email, website, social media accounts). He/she shall work closely with the vice president/financial officer and membership officer to coordinate the collection of annual membership dues. The marketing communications officer shall also be accountable for all advertisements of the pool, including, but not limited to, maintaining the Association’s website, social media, and promotional signage. (Amended 10/2023)

## **Article VI – MEMBERS**

**Section 1.** Membership in the Association shall consist of the following units within which there shall be the following classes of members: Full, Special, Unmarried Adult with Children, Duo, Individual, Senior Citizen, Babysitter Seasonal, July 15 Trial, August Trial, and Seasonal. *Any membership that includes a member of the U.S. military on Active Duty will receive a 10% discount. (with proof of status)*

(Amended 2/2024)

**a. Full Member: Family** – two adults residing together who have fulfilled the Capital Improvement Fund obligation. The term “Full Member” when used in these By-Laws shall refer to this classification unless otherwise specified.

Covered under this membership is the following:

1. Unmarried dependent child(ren)/grandchild(ren) of Full Member, under 21 years of age, living at home except under extenuating circumstances with Board approval.

(Amended 2/2024)

2. Unmarried dependent who attends school or university full time. (Amended 10/2016)

b. **Special Member** – person, other than a member of the nuclear family, who resides in the household of a Full Member, who shall be approved by the Board of Officers. Cost will be determined annually by the Board. (Only one special member per household.) (Amended 2/2024)

c. **Unmarried Adult with Dependent Children** – an unmarried adult with dependent child(ren)/grandchild(ren) who reside with said adult (as per Article VII, Section 1, A, 1. and 2.) shall pay the Capital Improvement Fund obligation in full and pay **85%** of the current annual dues. (Amended 2/2024)

d. **Duo Member**- two adults who reside together with no dependents shall fulfill the Capital Improvement Fund obligation and pay **85%** of the current annual dues, until such time as they acquire dependents, when they shall be required to become Full Members - Family and pay dues for the same. Two adults who reside together, whose children are no longer eligible to use the pool or its facilities, may switch from “Full Members - Family” to “Duo” Full Members and pay **85%** of the current annual dues, still retaining their Certificate and voting privileges. (Amended 2/2024)

f. **Individual Member** – any person 18 years of age, with no dependent children, may will fulfill the Capital Improvement Fund obligation at 50% of the cost of a Full Membership, pay **65%** of the current dues, and shall have 50% the voting power of Full Membership. (Amended 2/2024)

g. **Senior Citizen** – an individual member 65 years of age or older shall pay **60%** of the current annual dues OR two adults who reside together, both 65 years of age or older, shall pay **70%** of the current annual dues. All Full Membership requirements and privileges are the same as regular Full Members except that there will be no Capital Improvement Fund obligation; therefore they have no voting power. (Amended 2/2024)

**h. Babysitter Seasonal Member** – Individual 14 years of age or older who cares for child(ren) of a Full Member who shall be approved by the Board of Officers. This applies only when the individual is supervising the child(ren) of the Full Member - Family. Cost will be determined annually by the Board of Trustees. (Amended 2/2024)

**i. July 15 and August Trial Member** – July 15 - Individual, Duo, or Family July 15 Trial Member will (for the first year only) have pool privileges from July 15 until the end of that season. Cost will be determined annually by the Board of Trustees. The July 15 Trial Member must still pay \$100 toward the Capital Improvement Fund obligation.

The August Trial Member includes an Individual, Duo, or Family who has pool privileges only in the month of August for the first year only. The purpose of this trial membership is to afford the individual(s) the opportunity to use the pool facilities before applying for a Seasonal Membership in the next season. Cost will be determined annually by the Board of Trustees.

(Amended 2/2024)

**j. Seasonal Member** – A new member who has not fulfilled their Capital Improvement Fund obligation. A seasonal member must pay 100% of the current annual dues (based on the type of membership- see Article VII, sections a.-i.) plus a payment of \$100 per year until the Capital Improvement Fund obligation is fulfilled. The seasonal fees for each year are applied toward the cost of Full Membership, providing Seasonal Membership is maintained in each successive year through the payment of annual dues and Capital Improvement Fund fees. At any time after the first year of membership, a current Seasonal Member has the option to pay the entire Capital Improvement Fund obligation, thus converting to “Full Member” status. If a Seasonal Member fails to pay all dues and fees or otherwise decides to discontinue Seasonal Membership, all Capital Improvement Fund fees paid previously are forfeited; and once forfeited cannot be applied toward Full Membership status. Seasonal Members do not have voting privileges and are not permitted to hold Board of Trustee

positions. All other membership requirements, privileges, and rules do apply. (Amended 2/2024)

**Section 2.** The Board of Officers shall vote upon the admission to the Association for each applicant recommended and shall confer membership only upon those applicants who shall be approved by six members of the board. (Amended 2/1988)

**Section 3.** Any member of the Association may withdraw at any time subject to the provision of Article VII and there will be no refund of the current year's dues.

**Section 4.**

a. Any member of any class may, for cause and after having been given an opportunity for a hearing, be suspended for a Board of Officers determined amount of time or face expulsion. The decision will be made by a majority of the Board. Cause for suspension, or expulsion shall, in general, consist of violation of these By-Laws or of the Rules of the Association, or for unsafe practices or gross misconduct. (Amended 2/2022)

b. Members of the Board of Officers, the manager or his/her designee, have the power to suspend pool privileges for the violation of Association Rules and Regulations provided such suspension does not exceed seven days. A report of such suspension, containing reason(s) therefore, shall be submitted to the president of the board within twenty-four hours. (Amended 2/2022)

**Section 5.**

a. All classes of members in the Association shall be accorded the facilities of the Association subject to the pool rules and regulations which shall be posted at all times on the pool bulletin board. (Amended 2/1988)

b. The Board of Officers, at its discretion, may extend the privileges of the Association to any person or persons.

c. The Board of Officers shall by rule fix the terms and conditions upon which guests of members may use the facilities of the Association. (Amended 2/1988)

d. Any property of the Association broken or damaged by a member of any class, or his guest, shall be promptly paid for by such member. No person shall take any article belonging to the Association. (Amended 2/1988)

e. The Association assumes no responsibility, and members of any class or their guest can have no claim against the Association, for the property of members of any class, or any guest, which may be brought into or left in the Association buildings, or on the grounds. (Amended 2/1988)

f. The Association assumes no responsibility, and members of any class or their guests can have no claim against the Association, for any accident or injury to any person or their property. (Amended 2/1988)

**Section 6.** The number of memberships of the Association shall be fixed at 180, but at the discretion of the Board of Officers this number may be decreased or increased, not to exceed a limit of 240.

(Amended 10/1982)

**Section 7.** The Board of Officers, at its discretion, may re-elect a member who has resigned (subject to the five-year membership limitations as set forth by the Board of Officers) without payment of an initiation fee, provided such ex-member was in good standing at the time of resignation. (Amended 2/2022)

## **ARTICLE VII – DUES AND FEES**

### **Section 1. Dues**

a. The Board of Officers shall establish dues for each class of membership for the ensuing year in March.

(Amended 4/2024)

b. Dues shall be sufficient to provide for the necessary running

expenses of the Association and proper maintenance of its property; and such dues shall be payable by May 1<sup>st</sup> of each year. If payment is not postmarked by May 15<sup>th</sup>, a \$50.00 late fee will be assessed. The pool may not be used until all fees for the season are paid. (Amended 4/2024)

c. The Board of Officers will determine the assessment for all returned checks. (Amended 4/2024)

d. No dues or part thereof shall be refunded in the event that pool operations are required to be suspended for any period.

### **Section 2. Capital Improvement Fees**

For the purpose of providing a sufficiency of funds necessary for the construction and long-term maintenance of the pool and essential facilities, all active members accepted into membership shall be required to pay a \$300 Capital Improvement fee, (\$100 payment in addition to annual dues each season for 3 years).

(Amended 4/2024)

### **Section 3.**

Each Certificate shall become null and void upon the date that the holder thereof ceases to be a member for any cause. Upon the holder ceasing to be a member, the Certificate holder has the following options:

- a. Donate the value of the Certificate to the Association
- b. Apply the value of the Certificate to the member's dues for the last season/year of membership
- c. Surrender the Certificate and complete all requirements in Section 6. The Certificate holder shall then be placed on a redemption list. The Board of Officers is empowered to redeem Certificates annually by vote. The average time for a member to receive the payment after being placed on the redemption list is 7 years. (See Section 6, b)

(Amended 4/2024)

**Section 4.** Upon cessation of membership for any cause, all

indebtedness owing to the Association by him/her shall be paid by the end of the season. (Amended 4/2024)

**Section 5.** Members shall be responsible for the payment of all charges or liabilities that may be imposed upon or incurred by members of their family to whom the privileges of the Association shall have been extended, and for all charges and liabilities imposed upon or incurred by guests introduced by them. (Amended 4/2024)

**Section 6.** Any member who wants to be placed on the redemption list must follow the procedure listed below:

- a. Obtain a redemption form from the vice president/financial officer.
- b. Complete and return the form to the vice president/financial officer by July 1<sup>st</sup> in the year in which the member wishes the redemption to take effect. (Amended 1/2016)

**Section 7.** If a member does not follow the proper redemption procedure and has not paid the current year's dues, the following action will be taken:

- a. The member's Certificate will be forfeited if the dues are not received in full by Labor Day of that year. (Amended 1/2016)
- b. If a member in good standing discontinues membership with the CRPA then wishes to become an Active Member again within five (5) seasons, any amount said member previously paid toward the Association's Capital Improvement Fund may be credited toward the new pool fee. However, if the five (5) seasons have expired, the former member must apply for a new membership, with no Capital Improvement Fund credit. (Amended 4/2024)

## **ARTICLE VIII- ANNUAL MEETING**

**Section 1.** The Annual Meeting of the Association shall be held during the month of October. (Amended 9/1986)

**Section 2.** Special Meetings of the Association may be called by the

Board of Officers. Also, upon the written request of fifteen members to the secretary stating the purpose therefore, a special meeting shall then be called by the secretary within thirty days.

**Section 3.**

- a. Active members will be notified prior to the Annual Meeting. The notice shall include the names of the candidates nominated for office. (Amended 2/2022)
- b. Independent nominations may be made as provided by Article IX, Section 2.
- c. Active members will be notified prior to all Special Meetings. The notice shall state the purpose for which the Special Meeting is called, and no other business shall be transacted thereat. (Amended 2/2022)

**Section 4.** Only Active Members (1 vote per certificate) and Individual Members (1/2 vote per certificate) shall be entitled to vote at meetings of the Association. Voting may be via voice, but ten members shall have the right to demand voting by roll call.

**Section 5.** A minimum of six Board of Officers members must be present in person to constitute a quorum at all meetings of the Association. (Amended 10/2022)

**Section 6.** Whenever in these By-Laws notice to members is required, communication to Active Members will be made using the last known contact information. (Amended 2/2022)

**Section 7.**

- a. The Board of Officers shall hold its first meeting following the Annual Meeting of the members in each year as promptly as practical.
- b. The Board of Officers may, by resolution, establish from time to time a schedule of its meetings and rules for the conduct thereof.
- c. Special Meetings of the Board of Officers may be called by the president, and shall be called by the secretary upon the request of two members of the Board of Officers. (Amended 2/2022)

**ARTICLE IX – NOMINATIONS**

**Section 1.** There may be a Nominating Committee to be comprised of at least five members of the Association. This committee shall be in place prior to August 15<sup>th</sup>.  
(Amended 2/2022)

**Section 2.** Independent nominations for election at the Annual Meeting may be made by a letter signed by fifteen members, and delivered to the secretary at least fifteen (15) days before the Annual Meeting. In this event, the secretary shall give notice thereof to all members entitled to vote at least five (5) days before the Annual Meeting.

**Section 3.** Nominations may be made from the floor at the Annual Meeting to fill vacancies, whenever the Nominating Committee has not nominated candidates.

## **ARTICLE X - COMMITTEES**

### **Section 1.**

- a. The standing committees shall be Pools and Grounds; Recreation; Budget and Finance; Rules and By-Laws; Nominating; Membership; and Swim Team.  
(Amended 2/1996)
- b. The duties and powers assigned in these By-Laws to the standing committees shall be subject to the authority of the Board of Officers.

**Section 2.** The Pools and Grounds Committee shall exercise supervision over the pool and grounds and shall attend to the improvement and maintenance of the pool, buildings, and operating equipment.  
(Amended 2/1996)

**Section 3.** The Recreation Committee shall prepare the program of instruction and entertainment and exercise supervision over same.  
(Amended 2/1988)

**Section 4.** The Finance and Budget Committee shall prepare the annual budget for submission to and approval by the membership, and any expenditure over \$5,000, other than those covered by the operating budget, shall be submitted and approved by the membership, and the committee shall exercise general supervision over the financial

transactions of the Association.

(Amended 2/2022)

**Section 5.** The manager shall prepare rules of good health and good conduct in connection with the operation of the pool and shall, in conjunction with the Pools and Grounds Committee, see that the Rules and Regulations of the Association are enforced. (Amended 2/1996)

**Section 6.** The Nominating Committee, in accordance with Article IX, Section 1, may nominate candidates for officers and for the Nominating Committee for the next year. (Amended 2/2022)

## **ARTICLE XI – MISCELLANEOUS**

### **Section 1.**

a. Each person who acts as an officer of the Association shall be indemnified by the Association against expenses actually and necessarily incurred by him/her in connection with the defense of any action, suit, or proceeding in which he/she is made a party by reason of his/her being or having been an Officer of the Association, except in relation to matters as to which he/she shall be adjudged in such action, suit, or proceeding to be liable for gross negligence or willful misconduct, except any sum paid for the Association in settlement of an action, suit, or proceeding based on gross negligence or willful misconduct in the performance of his/her duties. (Amended 10/2022)

b. The right of the indemnification provided herein shall insure to each officer referred to in (a) above, whether or not he is such an officer at the time such costs or expenses are imposed or incurred, and in the event of his death shall extend to his legal representatives.

**Section 2.** The Association shall not engage in the sale or handling of alcoholic liquors, malt beverages, or other intoxicants. The bringing of alcoholic liquors, malt beverages, or other intoxicants on the premises or property of the Association is strictly prohibited except that the Board of Officers may authorize the use and consumption of alcohol by adults for special occasions on specified evenings. On any such occasion, minors must be accompanied by their parent or a responsible adult designated by the parent. No person shall be allowed on the premises of

the Association, nor permitted to use any of the facilities of the club,  
while in an intoxicated condition. (Amended 2/1996)

**Section 3.** The premises and property of the Chestnut Run Pool  
Association will be smoke free. (Amended 2/2017)

**Section 4.** Any question as to the meaning for proper interpretation of  
any of the provisions of these By-Laws shall be determined by the Board  
of Officers.

**Section 5.** Whenever mention is made herein to age of members, it shall  
be the age attained as of opening day of the current year.  
(Amended 2/1988)

**Section 6.** These By-Laws may be amended by a two-thirds vote of the  
Active members present in person at any meeting of the Association  
provided at least five (5) days notice of such amendment shall be given  
to each such member.

**Section 7. Board Member Compensation**

The Board recognizes the importance of each position and offers the  
following compensation for service to encourage longevity and  
consistency in each position. A 20% reduction per year in the annual  
membership fee due will be applied at the beginning of the officer's  
service annually for the duration of the term until full compensation is  
acquired.

Acceptance of this compensation is voluntary and therefore may be  
waived by Board members any time during their term(s).

(Amended 10/2024)

**Section 8. Board Member Attendance Policy**

To provide and maintain an effective governing body, the Board  
recognizes the importance of consistent attendance by Board members  
at regularly scheduled meetings. Therefore, all Board members shall  
have no more than three (3) total or two (2) consecutive absences,  
under normal circumstances, from such meetings in one seasonal year.

Absences may be subject to Board review and a vote to excuse them.  
Any Board member who does not meet these requirements may be

subject to replacement by a majority vote.

Attendance shall be taken and recorded by the secretary at every scheduled meeting and included in the recorded minutes. The meetings will take place the third week of the month with the exception of November and December. (Amended 3/27/2018)

Last Amended 6/2001, 1/2002, 6/2007, 6/2000, 6/2001, 10/2013, 10/2016, 2/2017, 3/2018, 2/2021, 7/2021, 2/2022, 10/2022, 10/2023, 2/2024, 10/2024