



## **The Club shall be called “East Ringwood Tennis Club” The Club colors are Aqua and White.**

**OBJECTIVES:** - The Club aims to provide safe facilities for the playing of tennis and to promote social activities among the members.

### **1) RESPONSIBILITIES: -**

**(a) MANAGEMENT:** - The entire management committee of the Club shall comprise not more than eleven members elected at the Annual General Meeting to form the Executive. The Executive shall consist of a President, a Secretary, an Assistance Secretary, a Treasurer, a Court Captain, and a Chairperson /convenor of the following committees: -

Division Coordination; Mid-Week Ladies; Social, Maintenance; Fund Raising, Planning and Development.

A Vice-President shall be elected by the Annual General Meeting from the newly elected Executive. The Secretary and Treasurer shall be paid an honorarium at the completion of one year’s term. This honorarium to be determined at the Annual General Meeting.

The President shall be an ex officio of all committees.

**(a)** A division to be known as “**MID WEEK LADIES DIVISION**” administered by duly elected members at the General Meeting held in July each year comprising of FIVE Mid-week lady members (with power to add). These ladies shall comprise the Mid-Week Ladies Division Executive Division. This committee shall abide by the Constitution Rules and By-Laws. The secretary shall submit a report of activities to the Secretary of the Executive Committee immediately after the Annual General Meeting of the Ladies Mid-Week Division. The Chairperson of the Mid-Week Ladies Committee shall be elected to the Executive Committee and the chairperson of Selection of the Mid-Week Ladies Division shall become a member of the Club Division Co-ordination Committee.

**(b)** A Division to be know as the “**NIGHT TENNIS DIVISION**” to be administered by no more than three Night Tennis Division members), one of whom the convenor, representing the Night Tennis Division on the Club Division Co-Ordinator Committee. This Committee shall abide by the Constitution Rules and By-Laws of the Club. This Night Tennis Coordinator shall submit a report of activities to the Secretary of the Executive Committee to be presented to the monthly/quarterly committee meeting.

**(c)** A Division know as the “**JUNIOR DIVISION**” to be administered by a committee of not more than three duly elected senior members one of whom being the Convenor representing the Junior Division Committee on the Club Division Co-Ordinator Committee. This Committee shall control Social and Competition play conducted by East Ringwood Tennis Club for Junior, select Junior Teams, rank players, appoint Team Captains as well as being responsible for improving the standard of Junior Tennis Players.



- (d)** A Division now as '**SATURDAY SENIOR DIVISION**' to be administered by not more than five Senior members one of whom the convenor representing the Saturday Senior Division on the Club Division Co-Ordination Committee. This Division shall abide by the Constitution Rules and By-Laws. This Committee is responsible for the selection of Saturday Senior Teams, ranking of players, appointing of Team Captains as well as improving the standard of Senior Players.
- (e)** A Division known as **PENNANT DIVISION** to be administered by not more than three members of the Club one of whom the Convenor representing the Pennant Division on the Club Division Co-Ordination Committee. This Division shall abide by the Constitution Rues and By-Laws. Selection of Pennant Teams, ranking of players, appointment of Team Captains as well as improving the standard of Pennant players.
- (f)** In the event of any Tennis Season overlapping an Annual General Meeting the particular division committee in office at the commencement of the season shall be responsible for the selection of Teams until season is completed.
- (g)** A Committee to be known as **SOCIAL COMMITTEE** to consist of not more than five members one of whom is the Convenor representing the Social Committee on the Executive Committee. This Committee shall abide by the Constitution, Rules and By-Laws This committee is responsible for recommendations to the Executive and implementation of programs approval by the Executive related to the social integration and activities of all groups within the Club.
- (h)** A Committee known as **FUNDRAISING COMMITTEE** to consist of not more than three members one of whom is the convenor representing the Committee on the Executive Committee. The Committee shall abide by the Constitution, Rules and By-Laws of the Club. The Committee is responsible for recommendations to the Executive Committee and implementation of fund raising for development programs approved by the Executive.
- (i)** A Committee known as **MAINTENANCE COMMITTEE** to consist of not more than five members, one of whom is the convenor representing the Committee on the Executive Committee. The Committee shall abide by the Constitution Rules and By-Laws of the Club. The Committee is responsible for maintenance of courts, equipment, buildings and surrounds.
- (j)** A Committee know as the '**PLANNING AND DEVELOPMENT COMMITTEE**' to consist of not more than five members, one of whom is the convenor representing the Committee on the Executive Committee. This committee shall abide by the Constitution, Rules and By-Laws of the Club. The Committee is to identify the future needs of the Tennis Club and make recommendations to the Executive.

The Executive Committee to meet monthly, or at least no less than quarterly on a date to be advised by the Secretary. Every third meeting shall be opened to club members

All the above office bearers and committee members shall be elected at the Annual General Meeting except for the Mid-Week Ladies representative, who will be duly elected by the Mid-Week Ladies Committee, and shall hold office until the following Annual General Meeting.



Nominations shall be open one month before the Annual General Meeting and will close before voting on the evening of the Annual General Meeting. The consent of all nominees must be obtained before being nominated. Any casual vacancies occurring in any of the Committees, apart from the Mid-Week Ladies Division Committee, shall be filled by the Executive Committee. Any casual vacancy occurring in the Mid-Week Ladies Committee shall be filled by the Mid-Week Ladies Division Committee.

## **2) COMMITTEE DUTIES :-**

- i. The President:
  - a) Shall preserve order and conduct meetings in accordance with the Club Rules and shall ensure that every member receives fair hearing on any matter properly introduced.
  - b) Shall have a casting vote in the event of equal voting; and
  - c) Shall be an ex officio member of all sub-committees.
- ii. The Secretary:
  - a) Shall be responsible to the Committee of Management for the Management of the Club.
  - b) Shall attend all meetings of the Club and ensure that a record of the minutes of the proceedings is kept in the minutes book, which should be made available to members at the Annual General Meeting.
  - c) Shall be responsible for ensuring that members receive proper notification of meetings.
  - d) Shall ensure that business requested by a member is included in the agenda of an appropriate meeting; and
  - e) Is responsible for the Club's correspondence, no correspondence shall be conducted on behalf of the Club, without the Secretary's approval.
- iii. Assistant Secretary:
  - a) Shall assist the Secretary in all matters determined between them.
- iv. Treasurer.
  - a) Shall collect and receive all moneys due to the Club and make all payments authorized by the Club.
  - b) Shakeup correct accounts and books showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club.
  - c) Shall give a statement on the Club's financial position at each meeting of the Committee of Management, and shall make a statement available for inspection by members, and
  - d) Shall present the books of account to the Committee for audit at the close of the financial year and before the AGM and shall give a comprehensive written report and statement, together with any auditor's report, if required, regarding the Club's financial affairs for the past year, at the AGM.



- v. The Court Captain and Maintenance Co-Ordinator.
  - a) Shall have control of play on the courts.
  - b) Shall be responsible for the issue of the balls
  - c) Shall be responsible for maintenance of the playing surface of the court, court fixtures, the Clubhouse and general surrounds of the court; and
  - d) Shall report at each meeting of the Committee of Management.
  - e) A court and maintenance committee of up to three other Association members elected at the Annual General Meeting. This Committee shall assist the Court Captain and Maintenance Co-Ordinator as required.
  
- vi. Planning and Development Co-Ordinator.
  - a) Shall identify the future needs of the Tennis Club and make recommendations to the Committee of Management; and
  - b) Shall report at each meeting of the Committee of Management.
  - c) A planning and development committee of up to three other Association members may be elected at the Annual General Meeting, or may be co-opted to assist the Planning and Development Co-Ordinator as required.
  
- vii. The Social and Fundraising Co-Ordinator.
  - a) shall recommend to the Committee of Management a program of activities for the social integration and interaction of all groups within the Club,
  - b) and implement such activities as approved.
  - b) Shall recommend to the Committee of Management fund raising for development programs and implement those programs approved; and
  - c) Shall report at each meeting of the Committee of Management.
  - d) A social and fundraising committee of up to three other members of the Association elected at the Annual General Meeting of the Committee of Management.
  
- viii. The Senior Division Co-Ordinator.
  - a) Shall co-ordinate the activities of the Senior Division Committee; and
  - b) Shall report at each meeting of the Committee of Management.
  - c) The senior division will be responsible for selection of Pennant Teams and selection of Senior teams. The Senior Division Co-Ordinator shall have a casting vote in the event of equal voting.
  - d) The Senior Division will be responsible for:
    - i) Selection of Pennant teams
    - ii) Selection of Senior competition teams
    - iii) Determination of finals sides
    - iv) Ranking of senior players
    - v) Appointment of captains
    - vi) Improving of standard of competition players; and
    - vii) Control of all senior Club Tournaments.



- ix. The Junior Division Co-Ordinator.
- a) Shall co-ordinate the activities of the Junior Division Committee; and
  - b) Shall report at each meeting of the Committee of Management.
  - c) The Junior Division shall be responsible for selection of the teams. The junior Co-Ordinator shall have a casting vote in the event of equal voting.
  - d) The Junior Division Co-Ordinator will be responsible for: -
    - i) Controlling social and competition play for juniors,
    - ii) Selection of junior competition teams.
    - iii) Determination of finals sides,
    - iv) Ranking of junior players,
    - v) Appointment of team captains, and
    - vi) Improving the standard of junior tennis players,
    - vii) Will have control of all junior tournaments.
- x. The Night Division Co-Ordinator.
- a) Shall be responsible for receiving and registering Night Tennis Teams with the Association,
  - b) Distributing fixtures to team captains prior to commencement of the season, and
  - c) Representing the ERTC at the Night Tennis Association meetings.
- xi. Mid-Week Ladies Committee Co-Ordinator is responsible for; -
- a) The conduct of social and competition play for Mid-Week Ladies.
  - b) Social activities for the Mid-Week Ladies
  - c) Selection of Mid-Week Ladies teams.
  - d) Determination of finals sides.
  - e) Appointment of team captains.
  - f) Control of Mid-Week Ladies tournaments.
  - g) Shall report at each meeting of the Committee of Management.
- xii. General Committee Representative; -
- a) Shall perform those functions as are determined by the Committee of Management as necessary to assist members of the Committee.

### **3) REMOVAL OF MEMBER OF COMMITTEE**

- 1) The Executive Committee in a meeting may by resolution remove any member of the Committee before the expiration of his/her term or office and appoint another member in his/her stead to hold office until the expiration of the term of the first-mentioned member.
- 2) Where the member to whom a proposed resolution referred to in sub-clause (1) makes representations in writing to the Secretary or President of ERTC (not exceeding a reasonable length) and requests that they be notified to the members of ERTC, the Secretary or the President may send a copy of the representations to each member of the Association, or if they are not so sent, the member may read at the meeting.



#### **4) FINANCIAL**

- 1) All cheques, drafts, bills of exchange. Promissory notes, electronic transfer and other negotiable instruments shall be signed by any two of: The President, the Secretary, the Treasurer or other member of the Committee as determined by the Committee of Management.
- 2) All signatories must deposit signatures with the bank or Government Approved Trustee.

#### **5) FUNDS**

- 1) The funds of ERTC shall be derived from entrance fees, annual subscriptions, donations, and such other sources as the Committee determines.
- 2) All monies shall be lodged with a bank, approved by the Committee of Management or invested in a Government approved Trustee Investment.

#### **6) REIMBURSEMENT**

- 1) Funds spent on Stationary, Office supplies, maintenance equipment and more can be put in for reimbursement from the Club if the items were approved by the executive committee beforehand and a receipt is provided to the treasurer.

#### **7) NOTICES**

- 1) A notice may be served by or on behalf of the Association upon a member either personally or by sending it by email or post to the address shown on the Register of Members.
- 2) Where a document is properly addressed to an email address supplied by the person in the Register of Members, the document is deemed to have been given to the person at the time at which the email would have been delivered. A 'received request' will be placed on the email to identify and confirm received date.

#### **8) CUSTODY OF RECORDS**

Except as otherwise provided in these Rules, the Secretary shall keep in his/her custody or under his/her control all books, documents and securities of the Association.

The Secretary shall keep/maintain a register of members in which shall be entered the full name and address, contact details, membership category and date of entry of the name.



## **9) MEMBERSHIP**

The Club shall consist of the following categories of members:

SENIORS:	18 years and over
STUDENTS	Full time student, 18 years and over.
JUNIORS	Under 18 years
FAMILY	Comprising 2 Senior Members and non-income earning children.
PENSIONER (social only)	Holder of Government pension concession card.
NIGHT	Member of a night tennis team (only)
LIFE	as elected.

All financial members shall have the right of playing on the courts and the use of the Club's facilities every day, except of the courts are occupied in match tournaments.

Junior members shall not exercise a vote or hold office in the club.

Any person desiring to become a new member shall apply on-line, completing the supplied new membership form, and depositing funds in the nominated bank account.

If the membership ceiling of the time, has not been reached, and upon payment of appropriate subscription, the applicant becomes a member of the Club. If the membership ceiling, of the time, has been reached, the applicant is to be placed on a waiting list. The Executive Committee shall have the power to reject any applicant it considers not to be in the best interest of the Club.

## **10) SUBSCRIPTIONS**

Annual subscriptions shall fall due, twelve (12) months after the start date of the membership. If members subscriptions shall be in arrears for more than thirty days of the renewal date, and special consideration has not been granted by the Committee in writing, such person shall cease to be a financial member. Should the renewal fee not be received within two weeks of the request, the position is to be offered to the next applicant on the waiting list.

The amount of the yearly subscription for each category of members shall be determined at each Annual General Meeting. ( At the last Executive Committee Meeting in the financial year, the Executive will suggest the amount of subscription and submit the amount to the Annual General Meeting as the Executive Committee recommendation)

## **11) ANNUAL GENERAL MEETING**

The Annual General Meeting shall be held in August of each year at such time and place as the Executive Committee shall decide. Voting at the Annual General Meeting shall be restricted to Senior Financial members. Extraordinary or



emergency General Meetings of the Club shall be called under any circumstances as laid down in the By-Laws. The ordinary business of the Annual General Meeting shall be: -

- (i) To confirm the minutes of the last preceding Annual General Meeting,
- (ii) To receive from the Committee reports, upon the transactions of the Association during the last preceding financial year,
- (iii) To elect officers of the Association and the ordinary members of the Committee; and
- (iv) To receive and consider the statement submitted the Association in accordance with section 30(3) of the Act.
- (v) The Annual General Meeting may transact special business of which notice is given in accordance with these rules.
- (vi) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.

## **12) GRIEVANCES AND DISCIPLINARY POWERS.**

Any member who has any grievances regarding the general conduct of the Club shall submit his/her complaint to the Executive Committee, in writing. The Executive Committee's decision will be final.

Any member who has grievances regarding the selection of teams, ranking of players or any other matter within the jurisdiction of the Club Division Committees may appeal to the Executive Committee. If the ruling of the Executive Committee is not satisfactory to the member, he/she may appeal to a General Meeting.

The Executive Committee shall have full power to suspend or terminate the member of a member for any of the following reasons: -

- 1) Taking any course of action or line of conduct whilst engaged in the Club activities which are liable to bring the Club into disrepute.
- 2) Willful infringement of the By-Laws of Constitution.
- 3) Refusing to abide by the decision of the Executive Committee except in relation to a 'grievance complaint under review'

Alterations to the Constitution shall require two-thirds majority vote by those present at the Annual General Meeting. In order to repeal, alter or add to the Constitution the following conditions shall be fulfilled: -

Notice of any proposal must be given to the Secretary in writing at least 14 days prior to the Annual General Meeting.

Given such proposal the Secretary shall notify each member of the proposal, in writing, at least 24 hours prior to the Annual General Meeting.

Alterations to the By-Laws may only be made by a two-thirds majority of those present at an Annual General Meeting or an Extraordinary General Meeting. Notice of motion must be given to the Secretary and the Secretary shall notify every member in writing at least 24 hours prior to such meeting.





East Ringwood Tennis Club - Procedures Manual  
**ERTC-01 – Rules and By-Laws**

Version: D  
Date 03/09/2023

The Chairperson of the Annual General Meeting has the discretion to accept an amendment to an alteration of the Constitution or By-Law provided the Amendment does not substantially alter the intent of the alteration.

In the event of the Club being disbanded, the assets and property after payment of all just debts and liabilities shall not be distributed to members but shall be distributed to Maroondah and District Hospital. The clause does not apply to Council owned or controlled chattels.



## **BY-LAWS OF EAST RINGWOOD TENNIS CLUB.**

### **1) PAYMENT OF BALL MONEY**

Players taking part in matches representing the Club shall pay “Ball Money”. The amount to be determined at the discretion of the Executive with the objectives that the total cost of the match balls is covered by the “Ball Money”

**2) VISITORS** - Members may introduce visitors to the Club on any day of the week with the restriction that the maximum number of such shall be three per member on a weekday and one per member on Saturdays, Sundays, and Public Holidays. Visitors may access the use of the courts by “Book a Court” system on our website. A set fee, for a set time limit has been put in place by the Executive Committee, at the Annual General Meeting, and payment will be direct debit into the Club’s bank account.

**3) THE DUTIES OF THE CAPTAIN**, or in his/her absence, the Vice Captain shall be: -

- (i) Comply with the Rules of the parent Association.
- (ii) Maintain control over the players in his/her team
- (iii) Notify members of his/her team where they are playing and ensure they arrive on time.
- (iv) To send or upload match results to Association Record Secretary to arrive no later than the time laid down in the respective association rules and regulations.
- (v) To be responsible for payment of fines related to late delivery of results or actions of a member (of his/her team if it is deemed by the Executive that the fines have been incurred by his/her negligence or that of member(s) of his/her team. (All fines will initially be paid by the Executive).
- (vi) Collect Ball Money from players and pay to Treasurer.
- (vii) Ensure that courts are in playable condition.

**4) THE SECRETARY** shall be responsible for ensuring that all requisites for proper playing of matches, such as score results sheets, line marking brooms, nets etc. with the exception of balls, are supplied and in good order and condition.

### **5) TOURNAMENT.**

An Annual Championship and Handicap tournament shall be held open to all members. Such Tournaments to be run at a date or dates to be fixed each year by the Club division co-ordination committee and shall consist of Singles, Doubles and Mixed Doubles for each Men’s, Ladies and Juniors provided sufficient entries for each event are received. Appropriate trophies will be presented for all events.

Entry fee for any tournament shall be fixed by the Club Co-Ordination Committee

### **6) DRESS**

Regulation tennis shoes must be worn on the tennis courts at all times. Dress shall be as per ruling body governing match play and shall be applicable to Saturday, Sundays and Public Holidays.



## **7) KEYS**

The President, Secretary, Coach and Divisional coordinators shall be supplied with a Pavilion card key.

The front gate will have an individual electronic alarm key code for all financial members. Access to the front gate for visitors who book a court will be a unique electronic code advised to them through the confirmation of booking email. This code will be a different number each time a court is booked for security purposes.

## **8) MEETINGS**

Extraordinary and emergency General Meetings may be called by the Executive Committee or on submission of petition of fifteen percent of the membership. The Secretary shall advise all members of the proposed date of the meeting and the reason for calling the meeting at least five days beforehand. Thirty percent of members shall form a quorum.

## **9) VOTING PROCEDURE:**

Voting procedure at the Club Meetings shall be by show of hands, except for election of office bearers, when secret ballots shall be conducted. This procedure may be varied as considered necessary by the meeting. A member is not entitled to vote at any General Meeting unless the current years subscription fees due and payable by him/her to the Association has been paid.

## **10) PROXIES.**

Each member shall be entitled to appoint another member as his/her proxy by, notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

## **11) COMMITTEE OF MANAGEMENT**

- (i) The affairs of the Association shall be managed by a Committee of Management constituted as provided in Rule 13.
- (ii) The Committee shall be elected at the Annual General Meeting and shall govern the Association for the term of twelve months commencing at the Annual General Meeting.
- (iii) The Committee: -
  - (a) Shall control and manage the business and affairs of the Association.
  - (b) May, subject to these rules, the regulations, and the Act, exercise all such powers and functions that are required by these rules to be exercised by the General meetings of the members of the association; and
  - (c) Subject to these rules, the regulations, and the Act, has the power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association



(d)

**12) THE OFFICERS OF ERTC SHALL BE: -**

- (a) A President
- (b) A Vice President
- (c) A Treasurer
- (d) A Secretary

Each officer of the Association shall hold office until the Annual General Meeting next after the date of his/her election but is eligible for re-election. In the event of a casual vacancy in any office referred to above, the Committee may appoint one of its members to the vacant office and the member so appointed may continue in office up to and including the conclusion of the Annual General Meeting next following the date of his/her appointment.

**13) THE COMMITTEE SHALL CONSIST OF: -**

The officers of the association and ordinary committee members consisting of:

- (a) An Assistance Secretary
- (b) A Court Captain and Maintenance Co-Ordinator
- (c) A Planning and Development Co-Ordinator
- (d) A Social and Fundraising Co-Ordinator
- (e) A Senior Division Co-Ordinator
- (f) A Junior Division Co-Ordinator
- (g) a Mid-Week Ladies Co-Ordinator
- (h) A General Committee Representative.

Each ordinary member of the committee shall be subject to these rules, shall be elected at the Annual General Meeting of the Association in each year. In the event of a casual vacancy occurring in the office of an ordinary member of the Committee, the committee may appoint a member of the Association to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the Annual General Meeting next following the date of his/her appointment.

**14) ELECTION OF OFFICERS AND VACANCY**

Nominations of candidates for election as officers of the Association or as ordinary members of the Committee: -

- (a) Shall be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination) and ;
- (b) Shall be delivered to the Secretary of the Association not less than 7 days before the date fixed for holding the Annual General Meeting.



- (c) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- (d) If the number of nominations is equal to the number of vacancies to be filled, the person nominated shall be deemed to be elected.
- (e) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held,
- (f) The ballot for the election of officers and ordinary members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.
- (g) A Vice-President shall be elected by the Annual General Meeting from the newly elected Committee.
- (h) A Mid-Week Ladies representative will be elected by the Mid-Week Ladies Division and the election ratified by the annual General Meeting.
- (i) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for another office for election at the same election, except that an unsuccessful candidate may be nominated for an unfilled Committee position at the Annual General meeting.
- (j) Eligible Association members may be co-opted to any sub-committee as approved by the Committee.

For the purpose of these rules, the office of an officer of the Association or of an ordinary member of the Committee becomes vacant if the officer or member: -

- (a) Ceases to be a member of the Association.
- (b) Resign his/her office by notice in writing given to the Secretary.

## **15) LIQUOR**

In accordance with Council Regulations, no liquor shall be brought to or consumed on the Club's premises unless Council permission and a liquor licence is obtained.

## **16) SOCIAL MEDIA**

As a patron (member of the club or individual of the community) when booking a court or participating in East Ringwood Tennis Club activities (including coaching), you hereby agree for photography and/or videography to be taken and used by East Ringwood Tennis and coaching group - CL Tennis Coaching for future marketing purposes. If you do not wish for these to be used, please send written correspondence to an executive committee member or Head Coach. See Tennis Australia's [Member Protection Policy](#) and [Social Media policy](#) for further information.

## **17) LIFE MEMBERSHIP**

The following criteria must be met in order to become a Life Member: -

- a) No less than (15) Fifteen years continuous membership of East Ringwood Tennis Club.
- b) A proven record of participation in administration and affairs of the East Ringwood Tennis Club.



- c) Actively engaged in the promotion of competition or social tennis at East Ringwood Tennis Club
- d) Recommendation for Life Membership may be proposed by any Club member in writing to the Executive Committee and this proposal must be in the hands of the Executive, sixty 60 days prior to the Annual General Meeting.
- e) Any person recommended by the Executive may be made a Life Member of the East Ringwood Tennis Club on a vote by a secret ballot passed by two-thirds of the Members present at the Annual General Meeting.

Version A – 1939

Reviewed: Version B – 15/12/2021 – Joan Carter – President

Moved from hard copy to electronic copy  
Policies updated to modern format

Reviewed: Version C – 6/08/2023 – Jake Mutton – President

Minor typographical changes  
6) Honorarium changed to 6) Reimbursement

Reviewed: Version D - 3/9/2023 – Jake Mutton – President

Part 16 – Social Media was added

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