

# *The Bylaws*

## *2020*



The First Church of Monson, Incorporated  
Congregational/United Church of Christ

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*Preface to The Bylaws  
of  
The First Church of Monson, Incorporated*

Four hundred years ago, the Pilgrims (the men, that is) signed the Mayflower Compact. Its preamble read, in part:

*"It was thought good there should be an association and agreement, that we should combine together in one body, and to submit to such government and governors as we should by common consent agree to make and choose."*

As members of the body of Christ, and of The First Church of Monson, Congregational, United Church of Christ, we covenant with each other to live our Christian ideals. One of the things that helps us to keep this covenant is this document—a set of bylaws for our church. Since the church's founding, in 1762, documents like these have defined our purpose, informed our decision-making, and guided us as members of this beloved community of faith. These bylaws are here to remind us of the rules that we have established and of our covenant with each other.

Throughout its history, the church has been a constant, but ever-changing, light in our town. Necessarily, the bylaws have been revised from time to time to reflect the changing times and the realities of the changing world.

As we look forward to a new decade, and a new chapter in the life of our church, we do so knowing that our bylaws reflect the will of the membership of the church and our promise to learn, to understand, and to do the will of God.

We are grateful to our bylaws revision team, Suzanne Kelley and Carol Mullen, for their careful and faithful work in breathing new life into this old document. It was ratified at a special congregational meeting on January 12, 2020. May it serve us well into the future.

Rev. Peter Johnston, Pastor

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*The Bylaws  
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**ARTICLE I - The Church**

- A. The name of this Church shall be THE FIRST CHURCH OF MONSON, INCORPORATED.
- B. The purpose of the Church shall be to promote the Kingdom of God:
1. By helping to bring persons into a closer relationship with God and into a better relationship with each other;
  2. By helping persons to develop spiritually, mentally, and socially;
  3. By helping persons to discern God's Will and to cooperate with God's plan for the universe in this community and in the world.
- C. The program of the Church shall be to minister to the needs of the people:
1. In the local community through
    - a. Services of worship,
    - b. A program of Christian education,
    - c. The activities of service organizations.
  2. In all parts of the world through
    - a. A sympathetic understanding of all people,
    - b. Financial support of the wider outreach of the Church.
- D. This Church shall be in covenant with and a member of the United Church of Christ (UCC) and accepts the testaments, tenets, and responsibilities conveyed by such covenant. *(As voted by the Church on May 31, 1961.)*
- E. This Church accepts as its Statement of Faith [United Church of Christ Statement of Faith in the Form of a Doxology, the revision of 1981]:

*We believe in you, O God, Eternal Spirit, God of our Savior Jesus Christ and our God, and to your deeds we testify:*

*You call the worlds into being, create persons in your own image, and set before each one the ways of life and death.*

*You seek in holy love to save all people from aimlessness and sin.*

*You judge people and nations by your righteous will declared through prophets and apostles.*

*In Jesus Christ, the man of Nazareth, our crucified and risen Savior, you have come to us and shared our common lot, conquering sin and death and reconciling the world to yourself.*

*You bestow upon us your Holy Spirit, creating and renewing the Church of Jesus Christ, binding in covenant faithful people of all ages, tongues, and races.*

*You call us into your Church to accept the cost and joy of discipleship, to be your servants in the service of others, to proclaim the gospel to all the world and resist the powers of evil, to share in Christ's baptism and eat at his table, to join him in his passion and victory.*

*You promise to all who trust your forgiveness of sins and fullness of grace, courage in the struggle for justice and peace, your presence in trial and rejoicing, and eternal life in your realm which has no end.*

*Blessing and honor, glory and power be unto you. Amen.*

- F. The Church shall have a corporate seal inscribed with the words, "The First Church of Monson, Organized 1762, Incorporated 1946."
- G. The Corporation may hold and convey real estate.
- H. In all matters of government not provided for in these Articles

and Bylaws, the Church shall be governed by the covenant members of the Church.

## **ARTICLE II - Sacraments**

- A. The Sacrament of Christian Baptism shall be administered to a candidate by the Minister at such time as the Minister or, in the Minister's absence, the Board of Deacons may designate. Adult baptism may be administered in association with a petition for Church membership by confession of faith.
- B. The Sacrament of the Lord's Supper shall be celebrated on the first Sunday of each month and at such times as determined by the Board of Deacons or the Minister.

## **ARTICLE III - The Minister**

- A. The Minister shall be called for an indefinite period of time by two-thirds ( $\frac{2}{3}$ ) vote of the covenant members of the Church present and voting at a meeting specifically called for said purpose.
- B. The Minister shall be installed as pastor and teacher of The First Church of Monson, Incorporated, by an ecclesiastical council if the Church and Minister so agree.
- C. The Minister shall be in charge of the spiritual welfare of the Church with the advice and assistance of the Board of Deacons. The Minister shall seek to enlist people as followers of Jesus Christ, preach the gospel, and administer the Sacraments. All services of public worship shall be under the care of the Minister.
- D. The Minister shall cooperate with the boards and committees of the Church in the administration of affairs of the Church. The Minister shall be an ex officio advisory member of the Church Council and of all boards and committees without vote.
- E. The Church may, at any time, by two-thirds ( $\frac{2}{3}$ ) vote of the covenant members present and voting at a meeting specifically called for the purpose, request the Minister's resignation with

the expectation that the same will be presented within ninety (90) days. The Minister shall give ninety (90) days' notice of voluntary intent to leave unless a briefer notice shall be mutually agreed upon.

- F. The Minister shall represent the Church or be represented at the meetings of the Hampden Association, the Southern New England Conference of the UCC, and the Council of Churches of Western Massachusetts. The Minister may attend various other meetings, convocations, or study conferences, subject to the approval of a majority of the Board of Deacons. The Church shall make suitable provisions for meeting the expenses involved therein.

#### **ARTICLE IV - Membership**

- A. The following Covenant of The First Church of Monson, Incorporated, shall be accepted as the basis for covenant membership:

**WE BELIEVE**

In one God, Almighty; in the ideals and principles taught and lived by Jesus the Christ; in the Divine Spirit within every person.

**WE SEEK**

To know and to do the Will of God; to proclaim, by word and deed, the Truth to all humanity.

**WE STRIVE**

To work and pray for the progress of Knowledge, the promotion of Justice, the reign of Peace, and the realization of human family.

**WE LOOK**

With faith for the triumph of good over evil and for a life everlasting.

- B. Individuals who desire to join the Church by confession of faith may do so in the following manner:
  - 1. Make known to the Minister or Clerk their desire to join the Church.



2. Satisfy the Minister as to knowledge of the meaning and requirements of covenant membership.
3. Have their names presented by the Minister to the Board of Deacons for approval and recommendation to the covenant members.
4. Be accepted by a majority vote of the covenant members present and voting at a meeting.
5. Express publicly their willingness:
  - a. To be governed by the Articles and Bylaws of the Church;
  - b. To endeavor to live up to the Covenant of The First Church of Monson, Incorporated.
  - c. To contribute to the financial support of the Church.

C. Individuals may join the Church by letter in the following manner:

1. Make known to the Minister or Clerk their desire to join the Church.
2. Have an official letter of transfer indicating good and regular standing in another church presented by the Minister or Clerk to the Board of Deacons for approval and recommendation to the covenant members.
3. Be accepted by a majority vote of the covenant members present and voting at a meeting.
4. Express publicly their willingness:
  - a. To be governed by the Articles and Bylaws of the Church;
  - b. To endeavor to live up to the Covenant of The First Church of Monson, Incorporated.
  - c. To contribute to the financial support of the Church.

D. Individuals who can show that they have been members of a certain church but who cannot present a letter of transfer may join with this Church by re-affirmation of faith in the following manner:

1. Make known to the Minister or Clerk their desire to join the Church.

2. Satisfy the Minister as to knowledge of the meaning and requirements of covenant membership.
  3. Have their names presented by the Minister to the Board of Deacons for approval and recommendation to the covenant members.
  4. Be accepted by a majority vote of the covenant members present and voting at a meeting.
  5. Express publicly their willingness:
    - a. To be governed by the Articles and Bylaws of the Church;
    - b. To endeavor to live up to the Covenant of The First Church of Monson, Incorporated.
    - c. To contribute to the financial support of the Church.
- E. The Church welcomes all persons, including lesbian, gay, bisexual, and transgender people, and invites them to become covenant members and to participate fully in the life of the Church.
- F. The Church welcomes all persons irrespective of their race, gender, age, sexual orientation, nationality, ethnicity, marital status, or disability and invites them to become covenant members and to participate fully in the life of the Church.
- G. Matters of Church standing and discipline shall be governed by the Board of Deacons with the advice and consent of the Church Council.
- H. A covenant member in good standing may vote upon matters pertaining to the work of the Church.
- I. Any covenant member may obtain a letter of transfer from the Clerk.
- J. A covenant member may be removed from covenant membership and listed as inactive through the following steps:
1. The Board of Deacons shall conduct a bi-annual review of membership.

2. Any member who, within a two (2) year period, has failed to attend services or to contribute to the support of the Church will be contacted by the Board of Deacons. Consideration will be given to any member who is infirm or is away from home during college or military service. If the member fails to respond to the Board of Deacons with a desire to remain a covenant member, the Board of Deacons may recommend to Church Council that the Clerk send a letter to the member asking for the member's intent regarding membership.
  3. Upon vote of Church Council, the Clerk shall write a letter notifying the member that the member will be removed from membership unless the member responds by attending services, or by contributing to the support of the Church, or by stating in writing a desire to remain as a member.
  4. Failure to respond to the letter from the Clerk will result in the removal of the member from covenant membership.
- K. Associate members shall be those persons who support the work of the Church but for various reasons are not covenant members. Associate members shall not have the privilege of voting on Church matters, the privilege of being officers or committee members, or any other privileges commonly associated with being covenant members. A list of such persons shall be maintained by the Church Office and/or the Clerk.

## **ARTICLE V - Officers and Boards**

- A. The Church shall elect the following officers at Annual Meeting by a majority vote of the covenant members present and voting. All officers shall be covenant members of the Church, shall serve for a term of three years, and shall be eligible for re-election for one additional term.
1. A **Moderator** shall preside at all Church and Church Council meetings, appoint members to any special committees established by Church Council, and chair the Personnel Advisory Committee. In the absence of the Moderator, the chair of the Board of

Deacons shall preside at the Church and Church Council meetings.

2. A **Clerk** shall maintain appropriate records of past and present covenant members, baptisms, confirmations, marriages, and deaths; prepare records of all Church and Church Council meetings; post notices as directed in the Bylaws; and assist the Board of Deacons with membership review as directed in the Bylaws. The Clerk's records shall be a permanent record of the Church.
3. A **Treasurer** shall have the following responsibilities:
  - a. Recording all pledge income as reported by the Financial Secretary and receiving, depositing, and recording income from savings, investments, and all other monies paid to the Church;
  - b. Paying established salaries and all bills/vouchers approved by the Board of Trustees or others with such authority;
  - c. Keeping all legally required payroll records and filing all required payroll tax reports;
  - d. Recording all receipts and expenditures by category;
  - e. Providing periodic financial reports to Church Council;
  - f. Providing reports to the boards and committees as requested;
  - g. Providing a full financial report for the Annual Report and for Annual Meeting;
  - h. Serving as an ex officio member of the Board of Trustees without vote;
  - i. Serving as a member or an ex officio member of the Investment Committee;
  - j. Having signatory authority over all bank accounts held under the Church's Federal Identification Number.
- B. The Board of Deacons and the Board of Trustees shall each meet at least one month prior to Annual Meeting and from the continuing membership elect one person as the chair for the ensuing year. The chairs of each of the boards shall be officers of the Church.

- C. The Church shall elect members to the following boards at the Annual Meeting by a majority vote of the covenant members present and voting. All board members shall be covenant members of the Church.
1. A minimum of six (6) and a maximum of twelve (12) **Deacons**, one-third ( $\frac{1}{3}$ ) of whom shall be elected annually, shall each serve a term of three (3) years. After serving two (2) full terms (if re-elected) or one (1) full term and one-half ( $\frac{1}{2}$ ), or more, of an unexpired term, a Deacon shall become ineligible for re-election for one (1) year.
    - a. Deacons shall assist the Minister in the spiritual affairs of the Church.
    - b. Specific responsibilities shall include
      - (1) Preparing and serving the elements in the Communion service;
      - (2) Securing pulpit substitutes and ushers;
      - (3) Calling upon the sick, shut-ins, and prospective new members;
      - (4) Conducting a bi-annual review of membership;
      - (5) Serving on the Pastor Parish Relations Committee;
      - (6) Conducting an annual performance review of the Minister in consultation with the Pastor Parish Relations Committee;
      - (7) Recommending any changes in the Minister's salary, tenure of office, or duties.
  2. Six (6) **Trustees**, one-third ( $\frac{1}{3}$ ) of whom shall be elected annually, shall each serve a term of three (3) years. After serving two (2) full terms (if re-elected) or one (1) full term and one-half ( $\frac{1}{2}$ ), or more, of an unexpired term, a Trustee shall become ineligible for re-election for one (1) year.
    - a. In the event of a vacancy, the Board of Trustees shall have the power to continue to function legally pending filling of the vacancy, provided, however, that there is always a quorum.
    - b. The Board of Trustees shall manage the business and the material affairs of the Church, other than properties known as "Investment Funds." The Trustees shall, as they see fit, from

time to time, by majority vote, set aside available funds to be used for long-term purposes to be known as "Investment Funds." The Board of Trustees shall have control of investing and loaning all other funds of the Church, including the power to mortgage, pledge, sell, and dispose of interest, property, or property rights of the Church (and of all transactions with reference there-to) and shall approve the banks or banking institutions as banks of deposit for funds of the Church. All investments and bank accounts shall be made in the name of the Church, and no funds shall be withdrawn, paid, or directed to be paid except for the use and benefit of the Church. The chair of the Board of Trustees shall have signatory authority over all bank accounts held in the Church's Federal Identification Number.

- c. The Board of Trustees shall not sell, convey, mortgage, loan, or otherwise dispose of the real property of the Church which is used or necessary for use in connection with religious purposes without consent of three-fourths ( $\frac{3}{4}$ ) of the members present and voting at a meeting duly called and notice of which has been sent to the total covenant membership in writing, not more than thirty (30) days nor less than ten (10) days before the meeting.
- d. The Board of Trustees shall not sell, convey, mortgage, or otherwise dispose of the personal property of the Church which is used or necessary for use in connection with religious purposes without consent of the majority of the covenant members present and voting at a duly called meeting, notice of which has been sent to the total covenant membership in writing, at least two weeks before the meeting.
- e. The Board of Trustees shall have in its charge the care, custody, maintenance, repair, and insuring of all Church property. It shall determine the use of Church property for other than regular Church functions and fix and collect fees that may be set for outside organizations. All such fees shall be deposited in the name of the Church.
- f. The Board of Trustees shall oversee the work of the administrative staff and custodial staff, conduct annual

performance reviews, and recommend any changes in salary or duties.

- g. Prior to the election of a new Treasurer, the Board of Trustees shall appoint or hire an outside auditor to review all financial records and reports. Every three years the Board of Trustees will appoint an internal audit committee to review all financial records with the Treasurer and report to the Board.
- h. Prior to the Annual Meeting, the Board of Trustees shall appoint a Financial Secretary. The Financial Secretary shall be appointed annually and be eligible for re-appointment. Specific responsibilities shall include
  - (1) Receiving all offerings and pledges;
  - (2) Depositing all monies received in an approved bank in the name of the Church and furnishing the Treasurer with a copy of all deposit receipts;
  - (3) Keeping an account of each contributor and furnishing each with a semiannual statement of the contributor's account.
- i. The Board of Trustees may appoint or hire a Bookkeeper to assist the Treasurer.
- j. The Board of Trustees shall elect members to the Investment Committee annually in accordance with Article VI, B, 2.

D. A majority of members of a board shall constitute a quorum.

E. An officer or board member who fails to attend three (3) consecutive meetings for reasons other than illness may be asked to resign.

## **ARTICLE VI - Committees**

### **A. Standing Committees**

The Church shall elect the following standing committees at the Annual Meeting by a majority vote of the covenant members present and voting. All committee members shall be covenant members of the Church. Each committee shall meet at least one (1) month prior

to the Annual Meeting and from the continuing membership elect a chair for the ensuing year. Each committee shall meet within one (1) month following the Annual Meeting to organize the work for the year. Two (2) committee members shall be elected annually for a term of two (2) years and shall be eligible for one (1) additional term.

1. A **Stewardship Committee** shall conduct a program of stewardship education, conduct an annual pledge program, organize an annual budget to be approved by the Church Council, and coordinate major capital improvement fund raising.
2. A **Music Committee** shall oversee the work of the Director of Music, conduct an annual performance review of the Director of Music, secure musicians when needed, and work with the Minister in planning music for regular and special services.
3. A **Christian Education Committee** shall promote an effective year-round program of Christian education for all ages, oversee the work of the Sunday School Superintendent, and conduct an annual performance review of the Sunday School Superintendent.
4. An **Outreach Committee** shall promote mission activities within the Church, conduct special offerings for the UCC, keep members informed concerning the wider local, national, and global outreach of the Church, and stimulate financial support for these missions.
5. A **Pastor Parish Relations Committee** shall build and maintain a healthy relationship between the Minister and the congregation by providing the Minister with a confidential forum to test ideas, share concerns, and seek feedback and by providing the congregation with a forum to give feedback and support to the Minister.

In the first year of the Minister's service, the membership of this committee is governed by Article VI, B, 4, d. In subsequent years, Church Council will nominate replacement members to this committee, one (1) of which will be a Deacon.



## B. Other Committees

1. A **Personnel Advisory Committee** consisting of the Moderator and a representative of each committee or board which oversees a permanent paid staff position shall be a subcommittee of the Church Council. This committee shall meet as needed to interview and recommend employment of permanent staff (except the Minister or Interim Minister), to review budget requests for salaries and benefits, and to formulate changes to personnel policies for submission to the Church Council. The Moderator shall serve as chair.
2. An **Investment Committee** consisting of four (4) members shall control the investment of those Church funds known as "Investment Funds."
  - a. Each year immediately following the Annual Meeting the Board of Trustees shall elect one (1) member to the Investment Committee. Members shall serve for a term of four (4) years and shall be eligible for one (1) additional term.
  - b. The Treasurer shall be either a member of the Investment Committee or an ex officio member of this committee.
  - c. All interest, earnings, or other form of income derived from said "Investment Funds" shall be under the control of the Board of Trustees.
  - d. "Investment Funds" may be removed from this designation and returned to the control of the Board of Trustees at the Annual Meeting or at a special meeting of the Church body by two-thirds ( $\frac{2}{3}$ ) vote of those members present and voting. Notice of such intention shall be published in the call of the meeting.
  - e. The Investment Committee shall submit a report, at least quarterly, to the Board of Trustees and to the Treasurer showing all activity, earnings, and balances in funds under the control of the Committee.

3. A **Memorial Gift Committee** consisting of the Minister and the chairs of the Board of Deacons and the Board of Trustees shall consult with prospective donors and make recommendations to the appropriate board or committee regarding the acceptance and use of proposed gifts and bequests. The chair of the Board of Deacons shall be the chair of the Memorial Gift Committee.
4. A **Pastoral Search Committee** consisting of nine (9) members shall be established when needed and dissolved at the completion of its appointed task.
  - a. Whenever a vacancy occurs in the pastorate of the Church, the Church Council shall solicit nominees and recommend nine candidates to the covenant members at a special Church meeting called specifically to elect a Pastoral Search Committee.
  - b. At the special meeting, the Church Council will make a motion to recommend the candidates. The covenant members will then vote for the Pastoral Search Committee.
  - c. It shall be the task of this committee to initiate and carry on a search for a new Minister and to report its findings to the Church body with its recommendations regarding the Minister's salary, tenure of office, and duties.
  - d. Once a settled Minister has been hired, this committee will select two of its members to serve on the Pastor Parish Relations Committee; one member will serve for one year; the other, for two years.
5. An **Interim Pastoral Search Committee** consisting of the members of the Personnel Policy Committee and two (2) other covenant members elected by the Church Council will be convened as needed by the Moderator. It shall recruit, interview, and recommend to the Church Council a suitable person to serve as Interim Minister together with the terms of a Covenant Agreement.
6. **Special committees** may be established by standing boards and committees or by the Church Council.

## C. Church Council

1. The **Church Council** shall consist of the Moderator (who shall be its chair), the Church Clerk (who shall be Clerk of the Council), the Treasurer, chairs (or their representative) of the Boards of Deacons and Trustees, standing committee chairs (or their representative), three (3) Members-at-Large, and the Church Delegates, as voting members. The Minister and the Sunday School Superintendent shall be ex officio members without a vote.
  2. The Church Council shall be the governing body of the Church between Congregational meetings. The Church Council shall be subject to the Church body and none of its acts shall conflict with action taken by the larger Church body.
  3. Church Council meetings shall be called by the Clerk at least quarterly, or at the request of the Moderator or Minister, or on written request of three (3) members of the Church Council.
  4. The Church Council shall work with the Minister, the boards, and the committees in developing and overseeing the programs of the Church.
  5. The Church Council shall approve the hiring or terminating of all permanent staff of the Church (except the Minister) upon the recommendation of the Personnel Advisory Committee or the Interim Pastoral Search Committee.
  6. The Church Council shall nominate a slate of officers and members of boards and committees by the end of the calendar year to be included in the Annual Report.
  7. The Church Council shall elect persons to fill vacancies in Church positions that occur between Annual Meetings.
- D. A majority of the members of a committee shall constitute a

quorum. A majority of the *voting* members of the Church Council shall constitute a quorum.

- E. A committee or Church Council member who fails to attend three (3) consecutive meetings for reasons other than illness may be asked to resign.

## **ARTICLE VII – Other Positions**

- A. **Delegates and Alternates** shall be elected annually and be eligible for re-election for a maximum of three (3) consecutive terms.
  - 1. Specific responsibilities shall include
    - a. Representing the Church at gatherings of the Southern New England Conference of the UCC, the Hampden Association, and the Council of Churches of Western Massachusetts;
    - b. Reporting to the Church Council and the Congregation regarding activities within these wider church groups.
    - c. Providing information to the Congregation prior to the Annual Meeting of the Southern New England Conference of the UCC.
  - 2. The number of Delegates and Alternates shall be equal to the number permitted this Church by the Association and Conference.
  - 3. Each Delegate shall have a vote on the Church Council.
- B. Three (3) **Members-at-Large**, one of whom shall be elected annually, shall serve for a term of three (3) years as voting members of the Church Council.
- C. A **Historian** shall be elected annually and shall be eligible for re-election. The Historian shall update and preserve the historical records of the Church.

## **ARTICLE VIII – Congregational Meetings**

- A. The Annual Meeting of The First Church of Monson, Incorporated, shall be held on the first Sunday of February.
- B. The following business shall be transacted at the Annual Meeting:
1. Election of officers, boards, and committees as presented by Church Council.
  2. Presentation of written reports by the Clerk and the Treasurer.
  3. Presentation of written reports by boards, committees, and organizations.
  4. Presentation of a written report by the Minister.
  5. Presentation and adoption of a budget for the coming year.
  6. Such other business as may legally come before this meeting.
- C. Special meetings of the Church body shall be called by the Clerk at the request of the Minister, the Board of Deacons, or the Church Council, or on written request by twenty-five (25) covenant members of the Church.
- D. Written notice of the Annual Meeting and of special meetings of the Church body shall be sent to the total covenant membership, included in Church publications, and posted by the Clerk or Moderator at least two weeks before the meeting unless otherwise specified in these Bylaws.
- E. Fifteen percent (15%) of the covenant members shall constitute a quorum for the Annual Meeting and for special meetings of the Church body. A majority vote of those present and voting shall be decisive except in the call of the Minister (Article III, A), the dismissal of the Minister (Article III, E), the sale or disposal of real property of the Church (Article V, C, 2, d), removal of funds from "Investment Funds" (Article VI, B, 2, c), and Bylaw amendments (Article IX, A).
- F. Proceedings of the Annual Meeting and of special meetings of the Church body shall be governed by *Robert's Rules of Order, Newly Revised* (current edition), in all cases to which they are applicable

and in which they are not inconsistent with these Bylaws and special rules of order which the Church may adopt.

- G. Between congregational meetings, the Church Council shall be the governing body of the Church to act on behalf of the congregation.

**ARTICLE IX - Amendments**

- A. These Articles and Bylaws may be amended at the Annual Meeting or at a special meeting of the Church body by two-thirds ( $\frac{2}{3}$ ) vote of the covenant members present and voting.
- B. The contents of the amendment(s) shall be available to covenant members no less than ten (10) days before the meeting.

The original Bylaws of the First Church of Monson, Incorporated, were adopted in 1961. They were revised in 1972, 1979, 1981, 1983, 1986, 1992, 1999, 2006, and 2019.

This revision was approved on January 12, 2020.

**AMENDMENTS and NOTES**

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