

# Proposed changes to the CCF ByLaws (JUNE 2023)

Proposed change to: [CCF ByLaws](#)

Section: 4.1

Subsection: (a) (ii) (1) (A)

Submitted by: BLOPS Committee

Prepared by: BLOPS Committee

CCF Bylaws and Operations Committee approval date: May 7, 2023

CCF Board of Directors approval date: June 13, 2023

CCF Delegates approval date:

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## CCF BYLAWS SECTION 12: CCFAA DELEGATES AND ALTERNATES:

SubSection 12.1 Revision of the Articles of Incorporation and the By-Laws requires a two-thirds majority vote. The proposed amendment must be submitted in writing to the Board Of Delegate Chairs and include the existing article, section, and paragraph of the proposed change and a copy of all related areas of the By-Laws, Operating Procedures and Policies that will be affected.

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### Current language for Section, Subsection:

#### 4.1 Qualifications and Rights of Members.

(a) Classes of Members. The Corporation shall have two classes of Members. Membership classes shall include the following designations:

(ii) Current serving Delegate of each member group, meeting, and or AA organization formally recognized by CCFAA.

### Proposed language for Section, Subsection:

#### 4.1 Qualifications and Rights of Members.

(a) Classes of Members. The Corporation shall have two classes of Members.

Membership classes shall include the following designations:

(ii) Current serving Delegate of each member group, meeting, and or AA organization formally recognized by CCFAA.

(1) Any current compensated employee of the Corporation, or any person who was a compensated employee within the previous twelve (12) months, shall not be eligible to serve as a Delegate.

(A) This provision shall not apply to volunteers serving at CCFAA.

### Other Provisions Affected by This Change: 5.4 Restriction on Interested Persons as Directors.

This provision is subject of a separate recommendation related to this change.

### Rationale for proposed change:

The purpose of this recommended change is to prevent a potential conflict of interest wherein an employee of the Corporation, under the supervision of the Office Manager, is put in the position of having oversight over the operation of the Central Office or the Office Manager, either directly or indirectly. Since a Delegate can be elected as an At Large Director, and the Board of Directors is responsible for oversight of the Central Office and the Office Manager, an employee of the corporation serving as a Delegate could be elected to serve on the Board. This could result in a direct conflict of interest. Since the Delegates have the right to vote on “all long-term policy decisions affecting CCFAA,” “approval of the annual budget,” and “all contracts... reasonably expected to exceed \$500.00.” indirect conflicts could result.

# Proposed changes to the CCF ByLaws (JUNE 2023)

Proposed change to: [CCF ByLaws](#)

Section: 4.7

Subsections: (b), (i)

Submitted by: BLOPS Committee

Prepared by: BLOPS Committee

CCF Bylaws and Operations Committee approval date: May 7, 2023

CCF Board of Directors approval date: June 16, 2023

CCF Delegates approval date:

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## CCF BYLAWS SECTION 12: CCFAA DELEGATES AND ALTERNATES:

SubSection 12.1 Revision of the Articles of Incorporation and the By-Laws requires a two-thirds majority vote. The proposed amendment must be submitted in writing to the Board Of Delegate Chairs and include the existing article, section, and paragraph of the proposed change and a copy of all related areas of the By-Laws, Operating Procedures and Policies that will be affected.

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### Current language for Section, Subsection:

#### 4.7 Meetings of Members

(b) General Meetings. There shall be a meeting of members each month that shall be known and referred to as Delegate Meetings. Delegate Meetings shall be held on the third Saturday of the month at 3:00 PM in a place determined by the Board of Directors and ***recorded here by the Recording Secretary*** or with proper notice at time and place determined by the Board of Directors. All proper business may be transacted at Delegate Meetings, including business requiring a vote of members as set forth in Section 4.7(h) of these Bylaws, subject to the notice requirements of Section 4.7(e) of these Bylaws. In a state of emergency proclaimed by a governor or by the President, meetings of the board and delegates shall be conducted at the same times and dates as set forth in these Bylaws, but will take place virtually on Zoom as allowed in (Corp. Code, sections 20, 21, 5211, subd. (a)(6). Current Zoom address is 929-9218-9084 Passcode 912051

### Proposed language for Section, Subsection:

#### 4.7 Meetings of Members.

(b) General Meetings. There shall be a meeting of the members each month that shall be known and referred to as the Delegate Meeting. The Delegate Meeting shall be held on the third Saturday of each month at 3:00 p.m. at such place as determined by the Board of Directors, or with proper notice, at an alternate time and place as determined by the Board of Directors. All proper business may be transacted at the Delegate Meeting, including business requiring a vote of the members as set forth in Section 4.7(h) of these Bylaws, subject to the notice requirements of Section 4.7(e) of these Bylaws.

(i) Electronic Participation. Unless otherwise restricted by these Bylaws, a meeting of the members may be conducted, in whole or in part, by electronic transmission by and to CCFAA or by electronic video screen communication. The member shall be deemed

present in person at the meeting if (i) CCFAA implements reasonable measures to provide members in person a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to read or hear the proceedings of the meeting substantially concurrently with those proceedings, and (ii) if any member votes or other action taken at the meeting by means of electronic transmission to CCFAA or electronic video screen communication, a record of that vote or action is maintained by CCFAA. Any request by CCFAA to a member pursuant to Section 20(b) of the California Corporations Code for consent to conduct a meeting of members by electronic transmission by and to CCFAA, shall include a notice that absent consent of the member pursuant to Section 20(b) of the California Corporations Code, the meeting shall be held at a physical location in accordance with these Bylaws and the Code.

The existing (i) then becomes (j).

**Rationale for proposed change:**

1. The existing provision is unclear.
  - a. The existing wording could be interpreted as requiring electronic participation even though a state of emergency, or the governmental response to the state of emergency, does not preclude the ability to meet in person.
2. The existing provision does not contain wording allowing for electronic participation by the members except in the event of a state of emergency.
3. The existing provision contains reference to a specific commercial organization, meeting identification number, and pass-code.
  - a. If it becomes desirable or necessary to change any of these items, a bylaws change would be required.
4. The recommended change gives the Board of Directors the flexibility to respond to unanticipated conditions affecting the ability or desirability of meeting in a particular manner (in person or in whole or in part electronically).

# Proposed changes to the CCF ByLaws (JUNE 2023)

Proposed change to: [CCF ByLaws](#)

Section: 5.2

Subsection: (b), (I)-(vii); (c)

Submitted by: BLOPS Committee

Prepared by: BLOPS Committee

CCF Bylaws and Operations Committee approval date: May 7, 2023

CCF Board of Directors approval date: June 13, 2023

CCF Delegates approval date:

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## CCF BYLAWS SECTION 12: CCFAA DELEGATES AND ALTERNATES:

SubSection 12.1 Revision of the Articles of Incorporation and the By-Laws requires a two-thirds majority vote. The proposed amendment must be submitted in writing to the Board Of Delegate Chairs and include the existing article, section, and paragraph of the proposed change and a copy of all related areas of the By-Laws, Operating Procedures and Policies that will be affected.

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### Current language for Section, Subsection:

#### 5.2 Number and Election of Directors.

- (b) Election of Directors. Directors shall be elected at the Election Meeting of members. However, a Director appointed by the Board to fill a vacancy in a Director position may be confirmed by a vote of the members taken at any duly held meeting of members. Each Director, including a Director elected to fill a vacancy, shall hold office until the expiration of the term for which he or she has elected and until a successor is elected and qualified.

### Proposed language for Section, Subsection:

#### 5.2 Composition of Election of Directors

- (b) Composition of the Board of Directors. Members of the CCFAA Board of Directors shall be:
  - (i) Board Chair.
  - (ii) Delegate Chair.
  - (iii) Assistant Delegate Chair / Area Liaison.
  - (iv) Recording Secretary.
  - (v) Treasurer.
  - (vi) At Large Delegate Representatives to the Board (three (3) after election of the Board Chair in accordance with 4.1(a)(i)(1)).
  - (vii) Chair of the Bylaws and Operating Procedures Committee.
- (c) The Office Manager shall serve as a non-voting member of the CCFAA Board of Directors.

The existing (b) then becomes (d).

### Rationale for proposed change:

The current Bylaws do not contain a provision specifically addressing the composition of the Board of Directors. The change incorporates the current composition of the Board as contained in various places in the Operating Procedures. Although the Operating Procedures address the composition of the Board, the Operating Procedures specify that in the case of a conflict, the Articles of Incorporation, then the Bylaws take precedence. This recommended change to the Bylaws provides clarity regarding the composition of the Board of Directors in the Bylaws.

# Proposed changes to the CCF ByLaws (JUNE 2023)

Proposed change to: [CCF ByLaws](#)

Section: 5-4

Subsection:

Submitted by: BLOPS Committee

Prepared by: BLOPS Committee

CCF Bylaws and Operations Committee approval date: May 7, 2023

CCF Board of Directors approval date: June 13, 2023

CCF Delegates approval date:

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## CCF BYLAWS SECTION 12: CCFAA DELEGATES AND ALTERNATES:

SubSection 12.1 Revision of the Articles of Incorporation and the By-Laws requires a two-thirds majority vote. The proposed amendment must be submitted in writing to the Board Of Delegate Chairs and include the existing article, section, and paragraph of the proposed change and a copy of all related areas of the By-Laws, Operating Procedures and Policies that will be affected.

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### Current language for Section, Subsection:

5.4 Restriction on Interested Persons as Directors. No more than forty-nine percent (49%) of the persons serving on the Board of Directors may be "interested persons." An interested person is: (a) any person compensated by the Corporation for services rendered to the Corporation within the previous 12 months, whether as a full-time or part-time employee, independent contractor or otherwise, excluding any reasonable compensation paid to a Director as Director; (b) any person who is engaged in a transaction in which the Corporation is a party and in which that person has a material financial interest, or who has, within the previous 12 months, engaged in a transaction in which the Corporation is a party and in which that person has a material financial interest; and (3) any spouse, parent, brother, sister, ancestor, descendant, in-law or co-habitant of such person described in subsection (a) and (b), A director who is an "interested person" may not participate in any vote on any proposed transactions with another organization or entity of which that Director is also an employee, principal, director or "interested person."

### Proposed language for Section, Subsection:

5.4 Restriction on Interested Persons as Directors. No more than forty-nine percent (49%) of the persons serving on the Board of Directors may be "interested persons."

(a) An "interested person" is:

- (i) Any person compensated by the Corporation for services rendered to the Corporation within the previous twelve (12) months, whether as an independent contractor or otherwise, or
- (ii) Any person who is engaged in a transaction in which the Corporation is a party and in which that person has a material financial interest, or who has, within the previous twelve (12) months, engaged in a transaction in which the Corporation is a part and in which that person has a material financial interest, or
- (iii) Any spouse, parent, brother, sister, ancestor, descendant, in-law, or cohabitant of such person described in (i) or (ii) above.

(b) A director who is an "interested party" as defined in (a), above, may not participate in any vote:

- (i) On any proposed transaction or matter of business relating in any way to matters of compensation and transactions with the Corporation described under subsection (a)(i) and (ii) above.
- (ii) On any proposed transaction with another organization or entity of which that Director is also an employee, principal, director, or "interested party."

**Rationalization for proposed change:**

1. In the event that the recommended change of 4.1(a)(ii) is adopted, references to employees become unnecessary.
2. Section 5.5 prohibits Directors of Corporations from receiving compensation for their services as a Director so the portion of (a) referencing "excluding any reasonable compensation paid to a Director as Director;" is unnecessary.
3. The recommended change to 5.2 adding (c) specifies that the Office Manager is a non-voting member of the Board.



# Proposed changes to the CCF ByLaws (JUNE 2023)

Proposed change to: [CCF ByLaws](#)

Section: 5.8

Subsection: (a)

Submitted by: BLOPS Committee

Prepared by: BLOPS Committee

CCF Bylaws and Operations Committee approval date: May 7, 2023

CCF Board of Directors approval date: June 13, 2023

CCF Delegates approval date:

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## CCF BYLAWS SECTION 12: CCFAA DELEGATES AND ALTERNATES:

SubSection 12.1 Revision of the Articles of Incorporation and the By-Laws requires a two-thirds majority vote. The proposed amendment must be submitted in writing to the Board Of Delegate Chairs and include the existing article, section, and paragraph of the proposed change and a copy of all related areas of the By-Laws, Operating Procedures and Policies that will be affected.

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### Current language for Section, Subsection:

5.8 Meetings.

(a) Regular Meetings. Regular meetings of the Board of Directors shall be held on the Tuesday proceeding the monthly Delegates Meeting. Directors Meeting will be at 6:00 p.m. at the business office of the CCFAA in the conference room. Time and location may be changed at the discretion of the Board of Directors, at such times as the Board deems necessary and appropriate. In a state of emergency proclaimed by a governor or by the President, meetings of the board and delegates shall be conducted at the same times and dates as set forth in these Bylaws, but will take place virtually on Zoom as allowed in (Corp. Code, sections 20, 21, 5211, subd. (a)(6). Current Zoom address is 924-5843-5425 Passcode available through contact with CCFAA Office Manager.

### Proposed language for Section, Subsection:

5.8 Meetings.

(a) Regular Meetings. Regular meetings of the Board of Directors shall be held on the Tuesday preceding the monthly Delegate Meeting at 6:00 p.m. at such place as determined by the Board of Directors, or with proper notice, at an alternate time and place as determined by the Board of Directors.

### Rationalization for proposed change:

1. See discussion at 4.7 Meetings of Members.
2. Changes the word proceeding to preceding to clarify when the meeting should be held (the Tuesday before the Delegate Meeting).

# Proposed changes to the CCF ByLaws (JUNE 2023)

Proposed change to: [CCF ByLaws](#)

Section: 5.9

Subsection:

Submitted by: BLOPS Committee

Prepared by: BLOPS Committee

CCF Bylaws and Operations Committee approval date: May 7, 2023

CCF Board of Directors approval date: June 13, 2023

CCF Delegates approval date:

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## CCF BYLAWS SECTION 12: CCFAA DELEGATES AND ALTERNATES:

SubSection 12.1 Revision of the Articles of Incorporation and the By-Laws requires a two-thirds majority vote. The proposed amendment must be submitted in writing to the Board Of Delegate Chairs and include the existing article, section, and paragraph of the proposed change and a copy of all related areas of the By-Laws, Operating Procedures and Policies that will be affected.

### Current language for Section, Subsection:

5.9 Telephonic Meetings. Upon the approval of a majority of the Directors then in office, a regular meeting of the Board of Directors may be held by conference telephone or similar communication equipment, so long as all Directors participating in such meeting can hear one another and all such Directors so participating shall be deemed to be present in person at such meeting. Any individual Director may participate by conference telephone or similar communication equipment in any regular meeting of the Board of Directors being held at a specifically noticed location, so long as all Directors participating in such meetings can hear one another. All Directors so participating shall be deemed present in person at such meeting. Meetings of Board of Directors of CCF may be conducted through the use of conference call, electronic video screen communication, or electronic transmission. (Corp. Code, 7211, subd. (a)(6))

### Proposed language for Section, Subsection:

5.9 Electronic Participation. Upon approval of a majority of the Directors then in office, a meeting of the Board of Directors may be held in whole or in part, by conference telephone, electronic video screen communication, or electronic transmission by and to CCFAA. Participation in a meeting through use of conference telephone or electronic screen communication constitutes presence in person at that meeting so long as all Directors participating in the meeting are able to hear one another. Participation in a meeting through use of electronic transmission by and to the corporation, other than conference telephone or electronic video screen communication constitutes presence in person at the meeting if both the following apply: (i) each Director participating in the meeting can communicate with all of the other Directors concurrently, and (ii) each Director is provided with the means of participating in all matters before the Board, including, without limitation, the capacity of propose, or to interpose an objection to, a specific action to be taken by CCFAA (CA Corp. Code Sec. 7211(a)(6)).

### Rationalization for proposed change:

The above wording more closely follows the wording of the cited statute.

# Proposed changes to the CCF ByLaws (JUNE 2023)

Proposed change to: [CCF ByLaws](#)

Section: 6.3

Subsection: (a)

Submitted by: BLOPS Committee

Prepared by: BLOPS Committee

CCF Bylaws and Operations Committee approval date: June 4, 2023

CCF Board of Directors approval date: June 13, 2023

CCF Delegates approval date:

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## CCF BYLAWS SECTION 12: CCFAA DELEGATES AND ALTERNATES:

SubSection 12.1 Revision of the Articles of Incorporation and the By-Laws requires a two-thirds majority vote. The proposed amendment must be submitted in writing to the Board Of Delegate Chairs and include the existing article, section, and paragraph of the proposed change and a copy of all related areas of the By-Laws, Operating Procedures and Policies that will be affected.

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### Current language for Section, Subsection:

6.3 Special Committees.

(a) Audit Committee. At each January Assembly, an Audit Committee of three members and two alternates, none of whom are officers of the corporation, shall be appointed by the Delegates Chair with approval of the Assembly. It shall be the duty of the committee to audit the accounts of the Treasurer as of the close of the last calendar year and to present the audit report by the May Delegates Meeting for approval. The audit shall be conducted according to generally accepted accounting procedures. Upon acceptance of the audit report by the Assembly, the Audit Committee will be disbanded.

### Proposed language for Section, Subsection:

6.3 Special Committees.

(a) Internal Audit Committee. At each January Delegate Meeting, the Delegate Chair shall appoint an Internal Audit Committee composed of three (3) members and two (2) alternates, none of whom are officers of the corporation, with the approval of the Delegates. It shall be the duty of the Committee to review the accounts of the Treasurer as of the close of the preceding calendar year and to present a report of their findings to the Delegates for approval at the March Delegate Meeting.

(i) The Committee shall review the policies and procedures of the Corporation for:

- (1) safeguarding the assets of the Corporation;
- (2) accurately recording the financial transactions of the Corporation; and
- (3) accurately reporting those transactions to the Corporation's stakeholders.

(ii) The Committee's work shall be conducted according to the procedures adopted and recorded by previous Internal Audit Committees. The Committee shall review these procedures at the start of their work and shall consider updating the procedures at the conclusion of their work.

(iii) Upon acceptance of the Committee's report by the Delegates the Committee shall be disbanded.

### Rationale for proposed change:

1. The term "Audit" has a specific meaning that does not match the intent of the provision. Adding the term "Internal" makes this provision clearer.
2. The recommended changes make the purpose of the committee's work clearer.
3. The change in the time of the issuance of the committee's report is intended to allow any changes to the corporation's financial reports to be made prior to the issuance of the Annual Report in April.
  - a. As currently written, the committee issues its report the month after the Annual Report is issued. If the committee uncovered any items that required changes to the financial statements, the Annual Report would contain financial reports that differed from the revised reports.
  - b. The committee could issue its report in April if the Board / Delegates approve it. If for some reason the Delegates did not approve the report, the approval and issuance of the Annual Report could be tabled until the committee's report is approved.

# Proposed changes to the CCF Bylaws (June 2023 )

Proposed change to: [CCF Bylaws](#)

Section: Various

Subsection: Various

Submitted by: CCF Bylaws and Operating Procedures Committee

Prepared by: CCF Bylaws and Operating Procedures Committee

CCF Bylaws and Operating Procedures Committee approval date: June 13, 2023

CCF Board of Directors approval date: June 14, 2023

CCF Delegates approval date:

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## CCF BYLAWS SECTION 12: CCFAA DELEGATES AND ALTERNATES:

Subsection 12.1 Revision of the Articles of Incorporation and the By-Laws requires a two-thirds majority vote. The proposed amendment must be submitted in writing to the Board or Delegate Chairs and include the existing article, section, and paragraph of the proposed change and a copy of all related areas of the By-Laws, Operating Procedures and Policies that will be affected.

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### Current language for Section, Subsection:

*See attached form summarizing the “clean up” recommendations, “Bylaws clean-up edits 061323.pdf”.*

### Proposed language for Section, Subsection:

*See attached form summarizing the “clean up” recommendations and “Draft Bylaws 06122023.pdf” accompanying this motion.*

*Note: The summary grid may not list all of the clean-up revisions, refer to the “Draft Bylaws 06122023.pdf” document, which contains all of the recommended changes.*

### Rationalization for proposed change:

1. Proposed changes use consistent terminology throughout the Bylaws.
  - a. For example, Bylaws to refer to CCFAA’s Bylaws, spelled consistently throughout the document, lower case bylaws to refer to the term in general.
2. Substitutes “their” for “his or her” throughout the document.
2. Consistent indentation, indexing, and spacing to the greatest extent possible.
3. Correct misspellings and typographical errors.
4. Fix spacing within paragraphs.

**Note: Should this be approved, as a part of general Bylaws “housekeeping”;**

## Clean-Up Recommendations

### Bylaws

<b>Section</b>	<b>Page</b>	<b>Suggested Change</b>	<b>Justification</b>
Table of Contents	2	Add period after “name”	Consistency with rest of ToC
Article 1 Name	5	Add period after “name”	Consistency
4.1 (a)	6	Add numerical (2) in parentheses after word “two”	Clarity
4.1 (a) (i)	6	Move article back one indent	Consistency
4.1 (a) (i)	6	Add or remove periods throughout document subarticle paragraphs	Consistency
4.1 (b)	6	Add numerical (1) in parentheses after word “one” in the last sentence	Clarity
4.1 (c)	6	Remove paragraph break	Paragraph consistency
4.1 (c) (i) (5)	7	Add or remove periods throughout document subarticle paragraphs	Consistency
4.1 (c) (ii)	7	Add numerical (1) in parentheses after word “one” at both parts of the sentence where the word is located	Clarity; consistency
4.1 (d)	7	Instead of his/her, change to article “their”	Best practices; gender neutrality and inclusivity
4.3	7	Formatting: move this article up	Formatting
4.3	7	Add numerical (1) next to word “one”	Clarity, consistency
4.3 & 4.9	8 & 15	Change both mentions of “twelve months (12)” to the same statement	Consistency; clarity

4.5	8	Change his or her to “their”	Best practices; gender neutrality and inclusivity
4.7(c)	9	Change lowercase to uppercase in Bylaws	Consistency
4.7 (e)(iii)(a-i)	10	Change (a) through (i) to (1) through (9) to be consistent with previous indexing.	Consistency (see page 7)
4.7 (f)	11	Formatting: move paragraph up	Consistency; formatting
4.7(h)(iii)	12	Formatting: move paragraph up	Consistency; formatting
4.7(h)(iii)	12	Add numerical one(1) to the word	Consistency; clarity
4.7(h)(iv)(1)	13	Between “two-thirds of...” remove the extra space	Grammar; consistency
4.7(h)(iv)(1)	13	Add numerical two-thirds ( $\frac{2}{3}$ )	Consistency; clarity
4.7(h)(iv)(2)	13	Remove extra space in the paragraph	Formatting
4.7(h)(iv)(2)(i-iii)	13	Add numerical two-thirds ( $\frac{2}{3}$ )	Grammar; consistency
4.7(h)(iv)(2)(i-iii)	13	Remove extra spaces after “two-thirds” in each paragraph	Consistency
4.7(h)(iv)(2)(i-vi)	14	Add numerical two-thirds ( $\frac{2}{3}$ ) and numerical two (2) to each item	Consistency; clarity
4.7(h)(iv)(2)(vi)	14	Remove hyphen from “first- place”	Grammar; consistency
4.8(a)(i)	14	Add word “ninety (90)”	Consistency
4.8(a)(i)	14	Add word “ten (10)”	Consistency
4.8(a)(iii)	15	Add word “sixty (60)”	Consistency
4.8(b)(iii)	15	Add word “sixtieth (60th)”	Consistency

4.9(a)(1)	15	Add numerical “twelve (12)”	Consistency
4.9(a)(2)	15	Move paragraph up	Formatting
4.10(b)(i)(1)	16	Add numerical “five (5)”	Consistency
ARTICLE 5 DIRECTORS	17	Formatting: move paragraph up	Formatting
5.2(a)&(b)	18	Change he or she to “they”	Best practices; gender neutrality and inclusivity
5.3	18	Formatting: move paragraph up	Formatting
5.3(d)	19	Formatting: move paragraph up	Formatting
5.4	20	(2 spots in this paragraph) Add word “twelve (12)”	Consistency
5.7	21	Change his or her to “their”	Best practices; gender neutrality and inclusivity
5.8(a)(i)	21	Add numerical “two (2)”	Consistency
5.8(a)(iii)	21	Remove extra space between “forty-eight”	Grammatical accuracy
5.8(a)(iv)	21	Rewrite to read: “Notice Contents. The notice shall state the date, time and location of the meeting, and information needed for electronic participation in the meeting, if applicable. The notice need not specify the purpose of the meeting.”	Consistency; inclusivity
5.8(a)(vii)	22	Add numerical (48) to both mentions of “forty-eight”	Consistency
5.8(a)(viii)	22	Remove space between “Delegate/Chair”	Grammatical accuracy; consistency



5.8(a)(viii)	22	Add "e" to where it reads "Regular Metings" in the last sentence.	Misspelling
5.13	23	Add numerical one (1) to the section mentioning "one(1) or more of this Corporation's..."	Consistency
ARTICLE 6 COMMITTEES	23	Move paragraph up.	Formatting
6.1	23	(b) Change "By-Laws" to Bylaws	Consistency
6.1	24	Fix lettering: there are two listed "(e)" items.	Accuracy
6.1	24	Add semicolons between lettered items	Accuracy
6.1(g)	24	Add numerical "one (1)"	Consistency
6.2	25	Remove extra space between "and by" in first sentence	Grammatical accuracy
6.2	25	Remove extra space after period: "...Directors. The..."	Grammatical accuracy
6.2(h)	25	Add numerical one (1) both times mentioned in this paragraph	Consistency
6.3	26	Add numerical "(three (3)" and "two (2)"	Consistency
7.1	26	Add numerical "one (1)" to both places that word is mentioned	Consistency
7.1	26	Remove extra spaces between "...additional officers..." and "...hold more..."	Grammatical accuracy
7.3	26	Move paragraph up	Formatting
7.3(c)(i)	27	Change "his or her" to "their"	Best practices;

			gender neutrality and inclusivity
7.4(e)	28	Add numerical “three (3)” and numerical “two (2)”	Consistency; clarity
7.6(c)	29	Undo underline	Mistakenly underlined; editing
7.7(c)	29	Change word “Keep” to “retain”	Accurate wording; clarity
7.7(d); (e)	29	Add space between subparagraphs (d) and (e)	Formatting; consistency
7.7(f)	29	Change “his or her” to “their”	Gender neutrality; inclusivity; best practices
7.7(i)	30	Move word “vote” up to the previous line	Formatting; consistency
7.8(e)	30	Change “is keeping and maintaining” to “keeps and maintains”.	Sentence structure (active vs. passive voice).
7.8(f)	30	Change “his or her agent or attorney” to “their agent or attorney”.	Clarity; best practices; gender neutrality
7.8(g)	30	Change “or,” as it appears the second time in the sentence to “to”	Clarity
9.4	32	Move paragraph up	Formatting; consistency
10.1(c)	33	Move paragraph up	Formatting; consistency
10.5(a)	33	Move paragraph up	Formatting; consistency
10.6(a)	34	Add numerical (1) to both mentions of the word “one” in both the first and second sentences	Consistency