



Spinning Spools Quilt Guild Policies and Procedures

4 March 2026

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1 Introduction

This document describes the policies and procedures for the Spinning Spools Quilt Guild (SSQG). The purpose of this manual is to aid and assist the Guild's Officers, Board of Directors, and Committee Chairs in their task to perform and direct the activities of the Guild. This manual is updated periodically, but the most current information is available on the Guild website: www.shawneespinningpoolsquiltguild.com

In case of any conflict between this document and the Bylaws, the Bylaws take precedence.

2 Mission

The Guild's mission, or purpose, as stated in the Bylaws is as follows:

- To stimulate an interest in quilts, to promote and advance the art of quilt making, to conduct educational programs and services in all aspects of quilt making, to preserve our quilting heritage and tradition.
- To promote, provide, or contribute to community programs on the basis of charitable principles.
- To promote, provide, or contribute to organizations operated exclusively for charitable or educational purposes within the United States or any of its possessions.

3 Fiscal Year

The Guild's fiscal year runs from October through September. Officers and Board Members are elected at the September General Meeting, and their term of office begins at the end of that meeting.

4 Code of Conduct

In March 2025, the Spinning Spools Quilt Guild established the following Code of Conduct:

1. Act with kindness, fairness, honesty, integrity, and openness.
2. Consider the best interests of all Guild Members.
3. Treat other Guild Members, Guest Speakers, and Visitors with respect and dignity. Treat others as you would wish to be treated.
4. Respect the differing viewpoints of others, allowing for a variety of opinions to be shared without interruption or rude behaviors.
5. Be friendly. Welcoming other quilters to our group should be the standard we strive for at every gathering.
6. Refrain from disclosing confidential information.
7. Be guided by the Guild's Purpose as stated in our Bylaws:
 - a. To stimulate an interest in quilts
 - b. To promote and advance the art of quilt making

- c. To conduct educational programs and services in all aspects of quilt making
- d. To preserve our quilting heritage and tradition
- e. To promote, provide, or contribute to community programs on the basis of charitable principles
- f. To promote, provide, or contribute to charitable or educational organizations

5 General Meetings

General Meetings are typically held on the first Thursday of each month at 7:00 pm at the American Legion Post 16, 522 W Saratoga St, Shawnee, OK. Any changes to this schedule shall be announced at the previous monthly meetings, noted in the Guild newsletter, and shown on the website. If a last-minute change is required, as for bad weather, notification shall be provided to members via email and Facebook.

6 Board of Directors

The Board of Directors are the governing body for the Guild. The sections below describe the Board of Directors' members, powers, and responsibilities.

6.1 Members

In accordance with the Guild Bylaws, the Board of Directors shall consist of not less than nine members. The Board of Directors shall always include the following:

- Immediate Past President
- President
- Vice President
- Recording Secretary
- Corresponding Secretary
- Treasurer
- Additional directors to bring the number of directors to nine

6.2 Powers

In accordance with the Guild Bylaws, the Board of Directors shall exercise all such powers and do all such acts as may be exercised by the corporation, including the following:

- Purchase or otherwise acquire any property, rights, or privileges.
- Authorize and create written obligations as needed.
- Remove any officer of the corporation with or without cause, or devolve the powers and duties of any officer upon any other person for the time being.
- Confer upon any officer the power to appoint, remove, and suspend subordinate officers or agents.
- Adopt regulations for the management of the corporation's business and affairs.

6.3 Duties and Responsibilities

Following are the duties and responsibilities of the Board of Directors.

1. Determine, support, and protect the organization's mission and purpose.
2. Organize itself so the Board operates efficiently.
 - a. Understand the Bylaws.
 - b. Develop a strong, effective, relevant committee structure with appropriate leadership.
 - c. Ensure all committees have clear direction related to expectations, area of focus, and authority.
 - d. Establish a workable, productive meeting schedule and format for Board and committees.
3. Approve and monitor the organization's programs and activities. If a board member is not present at a specific activity, the activity coordinator shall have contact information for a board member.
4. Ensure effective fiscal management.
 - a. Approve the annual operating budget.
 - b. Monitor adherence to budget and approve revisions as necessary.
 - c. Approve sound financial management policies and monitor compliance.
 - d. Require annual audit and diligently review findings.
5. Ensure sound risk management policies.
 - a. Research insurance/risk management needs.
 - b. Obtain and maintain proper types of insurance and levels of coverage.
 - c. Establish and monitor operational policies designed to reduce likelihood of accidents or negligent actions.
 - d. Establish and maintain a bad weather policy.
6. Enhance the organization's public image.
 - a. Develop an annual marketing and public relations strategy (press releases, social media, etc.).
 - b. Ensure communications are accurate and appropriate.
 - c. Be the voice of the organization throughout the community/state.
7. Ensure healthy relationship between Board and membership.
 - a. Adopt meaningful, current, and clear job descriptions.
 - b. Provide appropriate orientation for board members.
 - c. Provide ongoing communication, support, and constructive feedback to one another on the board.

- d. Proactively develop and maintain a relevant succession plan (short term and long term).
8. Engage in strategic planning.
 - a. Conduct an annual planning session prior to the start of the fiscal year.
 - b. Schedule long-range planning sessions every 1-2 years.
 - c. Monitor progress in meeting goals and objectives quarterly.

7 Officers

The following sections describe the duties and responsibilities for each of the SSQG officers.

7.1 President

The President is an elected officer of the Guild. The duties and responsibilities of the President, as designated in the Guild Bylaws, are as follows:

The President shall be the chief executive officer of the corporation and shall preside over all general, special and Board of Director meetings, appoint committees necessary for the welfare of the corporation and perform all duties and have all powers which are commonly incident to the office of chief executive or which are delegated to such officer by the Board of Directors. The President shall have power to sign all contracts and other instruments of the corporation which are authorized.

Duties occur throughout the year and include, more specifically, the following:

1. Chair all General Meetings, and preside according to a prepared agenda that includes approval of prior minutes, review and approval of the Treasurer's report, a hearing and discussion of reports from all other Board Directors and Committee chairs, and a hearing of old and new business. Robert's Rules of Order should be followed. To facilitate creation of the meeting minutes, provide a copy of the agenda to the Recording Secretary prior to the start of each general meeting.
2. Schedule and chair all Board Meetings, and preside according to a prepared agenda. To facilitate creation of the meeting minutes, provide a copy of the agenda to the Recording Secretary prior to the start of each board meeting.
3. Be familiar with, understand, and adhere to all the Bylaws. Ensure that Board and committees adhere to Bylaws and general policies.
4. Serve as cosigner with the Treasurer for the Guild bank account for the purpose of depositing and disbursing funds if the Treasurer is unavailable.
5. Serve as a second access person to the Guild P.O. Box for the purpose of checking the mail if the Treasurer is unavailable.
6. Collaborate with the Board to establish the Guild's goals and initiatives for the fiscal year.
7. Appoint committee chairs. Ensure that all committees are proceeding toward goals in a timely and effective manner, and take action to head off or resolve problems as they arise.

8. Coordinate an annual review of the financial books. The review should be performed by the President and at least one other qualified party. A written report shall be prepared.
9. Prepare, with Board input, the yearly budget for approval by the Guild membership. The proposed budget shall be ready for presentation to the membership no later than the November General Meeting.
10. Monitor and respond to Guild emails, delegating as appropriate.
11. Administer, or delegate administration of, the Guild's Facebook pages.
12. Upon assuming office:
 - Receive gavel and keys and records from the previous President.
 - Sign new cards at bank with the new Treasurer. Bring written signed statement by outgoing Treasurer verifying names of new officers.
 - Set up online access to the bank account if desired
13. When leaving office:
 - Give gavel and all keys to the new President.
 - Forward all current electronic files, checklists, tips, etc. to the new President, along with any appropriate written documentation.
14. Look for continuous improvement suggestions and bring them to the attention of the Board.

7.2 Vice President

The Vice President is an elected officer of the Guild. The duties and responsibilities of the Vice President, as designated in the Guild Bylaws, are as follows:

The Vice President shall assist the President and in the absence of, or at the request of the President, shall perform the duties of the President. The Vice President shall serve as Program Chairman.

Duties occur throughout the year and include, more specifically, the following:

1. Perform the duties of the President in the temporary absence of that officer.
2. Assume duties of the President if that position becomes vacant.
3. Plan and facilitate programs, demonstrations, and/or workshops. This includes finding and hiring speakers or teachers, promoting speakers and workshops, and scheduling these activities. With concurrence of the President, continue to schedule speakers, teachers, or workshops for at least a few months after the end of the current term, in order to avoid gaps in program planning.
4. Attend and participate in all General and Board Meetings.
5. When leaving office, forward all information about upcoming programs or speakers to the new Vice President.
6. Look for continuous improvement suggestions and bring them to the attention of the Board.

7. Coordinate with the President and the Board to establish a budget for the upcoming year.

7.3 Recording Secretary

The Recording Secretary is an elected officer of the Guild. The duties and responsibilities of the Recording Secretary, as designated in the Guild Bylaws, are as follows:

The Recording Secretary shall keep the official records of the Corporation, including the records of the meetings of members and Board of Directors.

Duties occur throughout the year and include, more specifically, the following:

1. Record minutes at monthly General Meetings, using the President's agenda as a starting point. Minutes should be forwarded to the President by email for review.
2. Send reviewed minutes of each General Meeting to the Corresponding Secretary in time for inclusion in the next issue of the monthly Guild newsletter. Since the monthly newsletter is the official record of the General Meeting minutes, maintain a record of past newsletters that can be used for reference.
3. Record minutes at Board Meetings, using the President's agenda as a starting point. Minutes should be distributed to the President by email for review. Maintain a record of past Board Meeting minutes that can be used for reference.
4. Notify the President if unable to attend a General or Board Meeting, so a substitute can be found to take the minutes.
5. Write the meeting minutes using Microsoft Word or a similar tool that is compatible with whatever the Corresponding Secretary uses for the newsletter.
6. When leaving office, provide electronic copies of all of newsletters and Board Meeting minutes to the new Recording Secretary. If you have paper copies of the minutes, provide them for storage in the file cabinet at the Senior Recreation Center (Senior Center), 401 N Bell Ave, Shawnee, OK.
7. Look for continuous improvement suggestions and bring them to the attention of the Board.

7.4 Corresponding Secretary

The Corresponding Secretary is an elected officer of the Guild. The duties and responsibilities of the Corresponding Secretary, as designated in the Guild Bylaws, are as follows:

The Corresponding Secretary shall prepare and distribute a monthly publication covering Corporation activities and such other activities within the scope and purpose of the Corporation.

Duties occur throughout the year and include, more specifically, the following:

1. Prepare a monthly newsletter covering Guild activities and other activities within the scope and purpose of the Guild. The newsletter shall include, as a minimum, the minutes from the most recent General Meeting and the most recent Treasurer's Report.
2. Distribute the monthly newsletter to all current members. Distribution shall be by email (preferred) or by postal mail (only for the few members who do not use email).

Within the approved budget, supplies for printing newsletters will be reimbursed after providing the Treasurer with the appropriate receipts. Supplies include, but are not limited to, postage, envelopes, paper, and printer ink.

3. Ensure that the monthly newsletter is posted to the Guild website, either by posting it directly or by providing the newsletter to the website maintainer.
4. Send email correspondence to Guild members as needed or when requested by other Guild officers.
5. Attend and participate in all General and Board Meetings.
6. Upon assuming office, retrieve any files or other data from the previous Corresponding Secretary.
7. When leaving office, forward all current electronic files, checklists, tips, etc. for the creation of the monthly newsletter, to ensure a smooth transition.
8. Look for continuous improvement suggestions and bring them to the attention of the Board.
9. Coordinate with the President and the Board to establish a budget for the upcoming year.

7.5 Treasurer

The Treasurer is an elected officer of the Guild. The duties and responsibilities of the Treasurer, as designated in the Guild Bylaws, are as follows:

The Treasurer, shall have the custody of all monies, including membership fees, which shall be deposited in a local bank, and securities of the corporation and shall keep regular books of account. The Treasurer shall make such disbursements of the funds of the corporation as are approved in the budget. Expenditures other than those approved in the budget shall not exceed \$250 without approval of the membership. The Treasurer shall render from time to time an account of all such transactions and of the financial condition of the corporation. The Treasurer shall submit the books for audit, if requested by the Board of Directors.

Duties occur throughout the year and include, more specifically, the following:

1. Take custody of all money received by the Guild.
2. Deposit funds promptly into the Guild's bank account.
3. Handle membership dues and quilt camp fees collection throughout the year.
4. Maintain, or oversee maintenance of, the list of current members and their appropriate contact information.
5. Disburse funds by check to cover Guild obligations.
 - Pay all recurring costs, such as meeting room rental fees, quilt camp rent, and insurance.
 - Reimburse members for expenses after receiving a receipt of the expense and confirmation that the expense was covered by the approved budget.
6. Collect and distribute mail from the Guild Post Office Box in a timely fashion and pay annual rental fee.

7. Keep a record of all funds received/disbursed, and maintain current financial reports.
 - Keep a ledger showing all income and expenses by individual category of accounts, as described in the budget.
 - Reconcile the bank account to the ledger.
 - Provide monthly Treasurer's Report to the Corresponding Secretary in time for submittal in the monthly Guild newsletter.
 - Keep all documents, receipts, and records as appropriate and required by the IRS for non-profit status.
 - Ensure that IRS Form 990-N is submitted each year in a timely manner.
8. Attend and participate in all General and Board Meetings.
9. Upon assuming office:
 - Sign new cards at bank with the new President. Bring written signed statement by outgoing Treasurer verifying names of new officers.
 - Set up online access to the bank account, and verify that the previous Treasurer's and President's access is no longer active.
 - Verify the mailing address for bank statements, and update if necessary.
 - Review financial statements from the previous year.
10. At the end of the fiscal year in September:
 - Do not deposit membership dues for the next fiscal year.
 - Finalize all accounting, and assemble paperwork for the audit committee.
 - Hand over all records and banking supplies (check books, deposit slips, money bags, etc.) to the new Treasurer.
11. Look for continuous improvement suggestions and bring them to the attention of the Board.

8 Committees

8.1 Nominating Committee

The Nominating Committee is the only committee required by the Guild Bylaws. The Nominating Committee consists of three members selected by the President at the July General Meeting. The committee chairman shall be from the Board of Directors, and two additional members shall be from the membership at large. The Nominating Committee prepares a slate of nominees, as required, to fill each position on the Board of Directors for the coming year. The Nominating Committee ensures that the slate of nominees is included in the newsletter published prior to the September General Meeting. This committee disbands as soon as the yearly election occurs.

8.2 Other Committees

Any other committees are appointed by the President with powers and duties the Board of Directors confers, to serve at the pleasure of the Board. Most of these committees will consist

of only one person. If the committee has more than one member, the committee shall conduct business as described in the Guild Bylaws.

The following sections describe the duties and responsibilities for the chairs of the currently-active committees.

8.2.1 Benevolence

The Benevolence Committee Chair is a volunteer, appointed by the President.

Duties occur throughout the year and include the following:

1. Sending birthday cards to each member on or before his or her birthday.
2. Sending "get well" or condolence cards to members who are ill or who have ill or recently deceased family members.
3. Supplies include, but are not limited to, postage, envelopes, and cards.
4. Coordinate with the President and the Board to establish a budget for the upcoming year.

8.2.2 Donation Quilts

The Donation Quilts Committee Chair is a volunteer, appointed by the President.

Duties occur throughout the year and include the following:

1. Locate and establish relationships with multiple local charity organizations on behalf of the Guild.
2. Coordinate communication with the charities' points of contact to determine need and any specific requirements.
3. Serve as a conduit between the Guild and the charities regarding drop-off of quilts.
4. Maintain records of all quilts donated and to which organization or individual.
5. Provide donation information every month to be included in the newsletter and on the website. This information should include, at a minimum, the number of quilts received, the number of quilts on hand, and the number of quilts donated.
6. Coordinate with the Publicity chair to let the community know about quilt donations when appropriate.
7. Coordinate with the President and the Board to establish a budget for the upcoming year.

8.2.3 Historian

The Historian is a volunteer, appointed by the President.

Duties occur throughout the year and include the following:

1. Attend all General Meetings, take photographs, upload to Guild Facebook page, and send to webmaster for inclusion on Guild website.
2. Attend additional Guild events or workshops, photographing highlights. Upload to Guild Facebook page or send to webmaster for inclusion on Guild website.

3. Organize and store Guild reports, records, pictures, and other materials considered pertinent to the Guild.
4. Edit, with consent of the President, the collection of documents and other past materials.
5. Coordinate with the President and the Board to establish a budget for the upcoming year.

8.2.4 Hospitality

The Hospitality Committee Chair is a volunteer, appointed by the President.

Duties occur throughout the year and include the following:

1. Maintain the Welcome Table during General Meetings to welcome and sign in members and guests and provide information when needed. Provide the completed sign-in sheets to the Historian.

8.2.5 Librarian

The Librarian is a volunteer, appointed by the President.

Duties occur throughout the year and include the following:

1. Maintain custody of a set of keys to the library cabinets and the key to the AccuQuilt dies cabinet.
2. Oversee all aspects of the care and circulation of the books, magazines, and AccuQuilt dies owned by the Guild.
3. Attend monthly General Meetings and report on the progress of the library and make announcements concerning other pertinent library information.
4. Conduct an inventory of materials in the library as deemed necessary.
5. Sell or otherwise discard books or magazines that are not circulating or are no longer needed.
6. Coordinate with the President and the Board to establish a budget for the upcoming year.

8.2.6 Publicity

The Publicity Committee Chair is a volunteer, appointed by the President.

Duties occur throughout the year and include the following:

1. Provide publicity for programs, workshops, monthly meetings, and other Guild events to local media outlets and quilt shops.
2. Maintain an up-to-date list of all relevant media outlets and their contact information.
3. Coordinate with the President and the Board to establish a budget for the upcoming year.

8.2.7 Quilt Camp Coordinator

The Quilt Camp Coordinator is a volunteer, appointed by the President.

Duties occur throughout the year and include the following:

1. Work with the building management of the quilt camp venue to set the camp schedule for the next calendar year.
2. Recruit hosts for each quilt camp, and ensure that the hosts understand their responsibilities. Coordinate with the hosts for meal themes, games, welcome packets, or door prizes.
3. Coordinate with the venue's building manager to pick up the key and the code for each camp.
4. Ensure that camp supplies (extension cords, plates, bowls, eating utensils, serving utensils, etc.) are organized and in their appropriate totes. Purchase any additional supplies when needed.
5. Coordinate with the President and the Board to establish a budget for the upcoming year.

8.2.8 Quilt Show Committee

The Quilt Show Committee Chair is a volunteer, appointed by the President.

The Quilt Show Committee is active only prior to the Guild holding a Quilt Show. The committee is responsible for all the activities required to plan and execute the Quilt Show. Specific committee activities will be described in a separate document.

8.2.9 Website

The Website Committee Chair is a volunteer, appointed by the President.

Duties occur throughout the year and include the following:

1. Maintain, or oversee maintenance of, the Guild website (www.shawneespinningpoolsquiltguild.com), including, but not limited to, the following tasks:
 - Ensure the calendar is up-to-date, including dates of all General Meetings, Board Meetings, quilt camps, workshops, and any other pertinent Guild activities.
 - Ensure the list of current officers and board members is accurate.
 - Posting newsletters, photos, and other Guild information provided by other officers or board members.
2. Ensure that timely payments are made for domain name registration, website hosting, and website privacy. If any other website-related payments are required, coordinate with the Board for budget authorization.
3. Coordinate with the President and the Board to establish a budget for the upcoming year.

9 Specific Guild Activities

This section addresses some of the specific SSQG activities that are held repeatedly.

9.1 Quilt Camps

Quilt camps are typically held three or four times each year. Each camp is typically held on a Friday, Saturday, and Sunday. Camp attendees must be SSQG members, and the cost is \$10 per day for each day attended. The Guild Treasurer may attend one day at no charge, because he or she spends much of one day collecting attendance money.

Hosts are required for each quilt camp. Typically, two members work together to act as hosts. The hosts will be recruited by the Quilt Camp Coordinator, and the hosts do not have to pay to attend the camp. If a group larger than two serve as hosts, only two of the group can attend at no charge.

Duties of the camp hosts include the following tasks.

9.1.1 Prior to Camp

1. Coordinate with the Quilt Camp Coordinator for meal themes, games, welcome packets, or door prizes. Note that these items are optional, and no Guild funds are allowed to be spent on these items.
2. Pick up supplies from the Senior Center Wednesday afternoon or Thursday, prior to the Friday camp opening.
3. Thursday evening, walk through the building to ensure tables are set up properly. Drop off supplies and lay out extension cords.

9.1.2 Each Day of Camp

1. Make sure doors are open on time.
2. Ensure thermostats are set for a comfortable environment.
3. Make coffee.
4. Ensure paper products and utensils are accessible and meals are ready at announced time.
5. Monitor trash cans in the main room and the bathroom, and take out trash when needed.
6. If a new member comes to camp, personally help the member find a place to sit and help him or her get everything set up and plugged in. Be sure that the new member is introduced to the nearby members and is made to feel welcome.

9.1.3 At the End of Each Day

1. Ensure that all trash is taken out, kitchen is clean, oven is off, coffee maker is off, and all food is picked up or properly covered.
2. Ensure the building is locked when leaving, and set the alarm if applicable.

9.1.4 Last Day of Camp

1. Ensure camp attendees have all their belongings. Verify that no food dishes are left behind.
2. Ensure oven and coffee maker are off.
3. Ensure all trash has been taken out, and bathroom and kitchen are clean.

4. Ensure thermostats are turned down, lights have been turned off, the alarm is set (if applicable), and all doors are locked. Return the building key.

9.1.5 Next Business Day

1. Ensure that all equipment removed from the Senior Center is returned the next day that the Senior Center is open.

9.2 Quilt Shows

The Guild occasionally holds Quilt Shows. When a Quilt Show is planned, a Quilt Show Committee will be formed. This committee is responsible for all activities associated with planning and executing the show. The committee will be allocated a budget from the Guild, and will be responsible for detailed tracking of all income and expenses related to the show.

The duties of the Quilt Show Committee include the following:

1. Locate and secure a venue and a date for the show.
2. Solicit vendors and sponsors for the show.
3. Appoint one of the committee members to act as Treasurer for the show (separate from the normal Guild Treasurer, although the same person may fill both positions if desired).
4. Determine the show categories and other rules, and publish this information to the Guild membership.
5. Choose a raffle quilt design, and coordinate the assembly and quilting of the quilt. After complete, take the quilt to various other guilds and sell raffle tickets.
6. Advertise the show by various means, including radio, newspaper, postcards, etc.
7. Perform all the other various activities required to put on the Quilt Show.

10 General Information

10.1 Data and Property Storage

At this time, most of the Guild records and other property are stored at the Senior Center or at the officers' homes.

The Guild library is contained in three rollable locked cabinets that are kept in the storage area off the Wood Room (cafeteria) at the Senior Center. The President and the Librarian have keys to these cabinets.

Guild scrapbooks and other historical data is kept in one locked cabinet in the left storage room across the hall from the Wood Room at the Senior Center. The President and the Historian have the key to this cabinet.

Next to this cabinet are several large plastic totes containing other Guild property, such as quilt tops ready to be quilted, plates and silverware for pot-luck dinners and quilt camp, extension cords, ironing boards, and various other items.

10.2 Digital Data Storage

Most officers keep their own digital files. The Guild needs to determine a way to keep this data somewhere in the cloud so that it is backed up and accessible to other officers, now and in the future. At a minimum, each officer needs to pass on whatever files are necessary to his or her successor.

10.3 Quilt Show Storage

The Guild owns a trailer that contains quilt racks suitable for hanging quilts in a quilt show. This trailer is currently stored at Bryan Street Storage, 526 N. Bryan Ave, Shawnee, OK. The President and the Quilt Show Committee Chairman have the keys to the trailer, as well as the access code to the storage facility.

There are also several totes and buckets containing drapes, hanging hooks and clips, clipboards, and other items used for quilt shows. These items are stored inside the trailer.

11 Revision History

Revision Date	Description of Changes
29 Dec 2025	Initial release
4 Mar 2026	<p>Changed monthly meeting location and made minor updates for clarity.</p> <ul style="list-style-type: none"> • In section 5, changed meeting location and deleted final note. • In section 6.1, changed capitalization in first and last bullet items. • In section 6.3 item 3, changed "services" to "activities" and added second sentence. In item 4b, deleted comma. In item 4d, deleted "independent". • In section 7.1 item 11, changed "page" to "pages". • In section 7.3 item 4, changed "you are not able" to "unable". In item 6, added address for Senior Recreation Center. • In section 7.5 item 7, changed "and" to "/" and deleted "to". • In section 8.2.1, added new item 3 about supplies. • In section 8.2.2, changed "Donation Quilts" to "Charity Quilts" in the header and first sentence. • In section 8.2.4, deleted item 2. • In section 10.1, first sentence, changed "officer's" to "officers".