

## BYLAWS OF THE LOUISIANA ENGINEERING SOCIETY

### BYLAW 1 - MEMBERSHIP

Section 1. Membership applications will be received at the State Office and reviewed for eligibility by the Executive Director. The Executive Director shall refer questionable membership applications to the State Membership Committee for a final determination of eligibility. If deemed to be eligible by the Executive Director or the State Membership Committee, the applicant will be added to the rolls of the appropriate chapter and the National Society will be notified if applicable. All members will be placed in the appropriate membership grade as defined by these Bylaws

Section 2. Membership grades shall be as follows:

A P.E. Member shall be defined as a person holding a valid license or certificate of registration as a professional engineer, issued under the laws of any state, territory, possession, or district of the United States.

An E.I. Associate Member shall be defined as a person who is:

- A. An Engineer Intern; or
- B. A graduate of an engineering curriculum or engaged in postgraduate engineering study. An Associate Member may remain in this classification until eligible for advancement by professional registration to Member but not more than 12 years.

A Student Member shall be defined as an undergraduate or graduate matriculate of a school or college of engineering or engineering related sciences. Upon graduation, the Student Member shall, if otherwise qualified, be transferred to the grade of E.I. Associate Member without application.

A Sustaining Member shall be defined as an individual, corporation, society, or other entity who would like to contribute to the well-being of the Society. A Sustaining Member shall not have voting privileges or hold office. The Board of Direction shall set Levels, Dues, and Benefits for the Sustaining Member is reserved for those persons not eligible for membership in any other grade. The Sustaining Member grade is reserved for those persons not eligible for membership in any other grade.

An Affiliate Member shall be defined as a government agency which employs engineers on a full time basis and who wants to contribute to the wellbeing of the Society and offer opportunities which are offered by the Society to their engineer employees. The engineers who are employed at a government agency that has become an Affiliate Member may become associated with the Society by becoming a Registered Participant of the Affiliate Member. The Board of Direction shall set dues and benefits for the Affiliate Members and Registered Participants of the Affiliate Member.

An Honorary Member shall be defined as an individual who has made special contributions to the objectives of the Society. An Honorary Member shall not have voting privileges, may not hold office, and shall be exempt from paying dues. An Honorary membership may be awarded by any Board member subject to the approval of the majority of the Board.

A Life Member shall be a Member who has paid dues for a period of at least thirty-five years, other than as a Student member, and who has reached the age of sixty-five and shall by virtue of these facts be exempt from payment of further dues.

Membership in the Society imposes the obligation to uphold the honor and dignity of the engineering profession. It is therefore required of members to be familiar with ethical and legal standards, to observe them, to aid in preventing violations by others and to be familiar with the Society's policies and procedures relating to handling of alleged violations.

Section 3. Violation of the Society Constitution and Bylaws, or of the NSPE Code of Ethics, or conviction of a felony, shall be considered as just cause for discipline as hereinafter provided.

## **BYLAW 2 - DISCIPLINE**

- Section 1. Charges or complaints of alleged violations of the NSPE Code of Ethics or of laws and regulations governing the profession may be filed in writing by anyone having factual knowledge of the matters; charges of violations concerning the Constitution and the Bylaws must be filed by a member. Each member is responsible to render written reports of factual knowledge of alleged violations of the NSPE Code of Ethics. Such charges may be filed with the Society President or with the Chairman of the Ethics and Professional Conduct Committee of the Society.
- Section 2. An initial informal investigation of alleged violations will be made by the Ethics and Professional Conduct Committee of the accused member's chapter. When such informal investigations indicate that a formal investigation is advisable, the Society President shall direct the Society Ethics and Professional Conduct Committee to conduct a formal investigation and recommend whether or not a hearing is warranted.
- Section 3. Hearings will be conducted by a Hearing Committee of not less than three past Society Presidents appointed by the current Society President. This committee shall make recommendations to the Executive Committee and the Executive Committee shall render a decision.
- Section 4. The accused shall have the right to appeal the decision to the Board of Direction. The Executive Committee members who initially reviewed the alleged violation shall not participate in the appeal proceedings.
- Section 5. A two-thirds vote of those eligible to vote of the Executive Committee, and the other eligible members of the entire Board in an appeal, is required to sustain a charge or charges. Thereafter the penalty shall be determined by majority vote of the entire Board.
- Section 6. Disciplinary action may be taken by the Society against a member who resigns his membership after charges of unethical conduct have been filed against such member, in which case, the former member shall have the same rights of defense and procedure as prescribed for members. In the case of resigned members, the Society may issue a notice of censure or prescribe that the Society records show such member shall not be eligible for membership for a stipulated period of time or indefinitely, and may publish its findings.
- Section 7. The person who filed charges will be notified of the final decision in writing by the Society President.
- Section 8. Any member of the Board upon whom a charge is filed shall absent himself from the executive sessions of the Board and shall not participate in other votes in connection with the charge.

## **BYLAW 3 - CHAPTERS**

- Section 1. A chapter may organize within the provisions of the Constitution and the Bylaws of the Society and may, upon application, receive a charter from the Society and then be known as a chapter of the Society.
- Section 2. A charter may be issued upon approval of an application by the Board and shall be signed by the President and the Secretary-Treasurer of the Society.
- Section 3. In advance of the Society's Annual Meeting, each chapter shall elect officers and directors as required. The secretary of each chapter shall send a report of such election results to the Secretary-Treasurer of the Society by May 15th of each year.
- Section 4. The State shall be divided into local chapters as follows:
- The Alexandria Chapter
  - The Baton Rouge Chapter
  - The Bayou Chapter
  - The Lafayette Chapter
  - The Lake Charles Chapter
  - The Monroe Chapter
  - The New Orleans Chapter

The Shreveport Chapter

- Section 5. The boundaries of the chapters shall be determined by the Board and may be changed at any time by the Board, provided that prior notice is given to the chapter or chapters involved and an opportunity is accorded them to respond to such proposed changes.
- Section 6. Chapter officers shall hold office until the Society's officers and other Board members are installed at the Annual Meeting, regardless of when said chapter officers are elected and installed by their chapter members.
- Section 7. Members of all grades whose address of record with the Society lies within the boundaries of an established chapter shall be assigned and shall be deemed to belong to that chapter. The mailing address designated by the member, except an APO or other temporary mailing address, shall be considered as the address of record unless the member instructs otherwise. A member who does not subscribe to the Bylaws of the chapter and who does not pay prescribed chapter dues, if any, shall have no part in the government thereof.
- Section 8. The Board shall annually assign, from the funds of the Society, to each established chapter, a sum not to exceed \$5.00 for each P.E. Member and Affiliate Member's Registered Participant; \$3.00 for each E.I. Associate Member. There are no rebates made for Sustaining, Honorary, Student Chapter or Life Members.
- Section 9. The Board may authorize and issue charters for student chapters at ABET approved engineering colleges or institutes of technology. Rules and regulations for the organization and operation of student chapters shall be determined by the Board.. Each student chapter shall have a faculty advisor who shall whenever possible be a Member of the Society. The student chapter advisor shall be appointed by the Society, through the local chapter concerned, on the recommendation of the dean of the college or school involved. Each student chapter shall have a liaison officer from the sponsoring chapter. The liaison officer shall be appointed by the sponsoring chapter.  
  
Each student chapter shall submit an Annual Report prepared by its officers. The report shall cover the highlights of its activities during the Administrative year, and shall be submitted to the LES state office no later than 6 weeks before the end of the Administrative year.
- Section 10. Each Chapter shall submit to the Board a quarterly report on Chapter activities. An annual financial report shall be submitted to Board by the end of the Society's fiscal year in the format required by the Board.

**BYLAW 4 - AFFILIATED GROUPS**

- Section 1. Chapter auxiliaries may be established with approval of the Board and the chapter membership. The purpose of the auxiliaries shall be to assist in promoting the best interests of the professional engineer and the Society. The auxiliaries shall be responsible to the Board and the chapter membership for its policies including ratification of bylaws.

**BYLAW 5 - FISCAL AND ADMINISTRATIVE YEARS**

- Section 1. The fiscal year of the Society shall be from July 1 through June 30, beginning in 2000.
- Section 2. The administrative year of the Society shall be from July 1 through June 30.

**BYLAW 6 - DUES**

- Section 1. Dues become due and payable on the date(s) set by the Board. .
- Section 2. The unified dues for membership in the Society shall be as follows:

P.E. Member	\$ 95.00
E.I. Associate Member (30 years of age or older)	\$ 95.00
E.I. Associate Member (Under 30 years of age)	\$ 65.00
Student Member	\$ 0.00
Sustaining Member	
Individual	\$ 65.00
Corporation, Society, Group	\$280.00

Affiliate Member	\$0.00
Registered Participant	\$101.00

Dues include a year's subscription to the *Louisiana Engineer and Surveyor Journal*.

Current Student Members, upon graduation, will have their first year LES dues for their upgrade to E.I. Associate Member equal to the Student Member Dues.

- Section 3. Statements for annual dues shall be mailed or emailed to each member before the member's renewal date of each year. .
- Section 4. If the dues of any member remain unpaid on due date, said member shall be listed as "delinquent". If the dues of any member remain unpaid three months after due date, said member will be dropped from the rolls of the Society. The request of such person for re-admission must be accompanied by dues for the Society.
- Section 5. A member shall become eligible for Life Membership with waiver or reduction of dues after meeting the requirements set forth in Section 2 of the Bylaws.
- Section 6. A member may apply in writing to the Board for a waiver of one half dues after 5 years of continuous membership and full dues after 10 years of membership, because of disability of a total and permanent nature.
- Section 7. Upon receipt of a bachelor's degree in engineering, Student Members shall advance without filing an application to the next higher membership grade for which qualified, except that graduate students may retain Student Membership by written request to the Society.

#### **BYLAW 7 - BOARD OF DIRECTION**

- Section 1. The Board of Direction shall govern the direction and have general supervision of all matters pertaining to the Society. It shall adopt and monitor a budget and cause the accounts of the Secretary-Treasurer to be reviewed or audited not less than once a year.
- Section 2. The Board shall provide for and superintend the publication and distribution of all proceedings or transactions of the Society and shall have authority to appoint an editor and publish an official periodical for the Society.
- Section 3. The Board shall be empowered to invest and reinvest such funds as may be available for the creation of a reserve fund. A three-fourths vote of the Board members in attendance at a duly called meeting shall be required to authorize expenditures from this fund for expenditures other than for investment or reinvestment.
- Section 4. State Directors shall attend chapter meetings for the purpose of inquiring into the condition of the profession and to improve the communication between the chapter membership and the Society.
- Section 5. A regular Board meeting shall be held at the time of the Annual Meeting and at least once each quarter thereafter as called by the President. Special Board meetings shall be held at the call of the President or at the request of a majority of the members of the entire Board.
- Section 6. A notice of each Board meeting shall be electronically sent or mailed to each Board member at least 10 calendar days prior to the scheduled date. An agenda and copy of each report and resolution which are to be considered at such meetings shall accompany the notice of the meeting and no other matters shall be considered at such meetings without the consent of the majority of the members of the Board in attendance.

#### **BYLAW 8 - LETTER BALLOTS OF THE BOARD**

- Section 1. The President may at any time direct the Secretary-Treasurer to submit any question to the Board members by means of a letter ballot.

- Section 2. Upon direction of the majority of the members of the Board present at any meeting, where less than all members of the Board are present, the Secretary-Treasurer shall submit any question to all members of the Board by means of a letter ballot.
- Section 3. In the event of any meeting at which less than all members of the Board are present and the majority vote on any question constitutes less than a majority of the entire Board, any member of the Board may direct the Secretary-Treasurer to submit the question to all members of the Board by means of a letter ballot.
- Section 4. A majority of all votes received within 15 calendar days of the mailing of the ballots shall decide the question, provided votes are received from at least two-thirds of the entire Board. If an insufficient number of ballots are received, the question shall be placed on the agenda of the next Board meeting.
- Section 5. The Secretary-Treasurer shall record as a part of the minutes of the appropriate meeting the data concerning each letter ballot, including the dates of the mailing and the return of the ballots, and the names and vote of all members voting. The Secretary-Treasurer shall notify all members of the Board of the results within three weeks of the date of the original action.

#### **BYLAW 9 - EXECUTIVE COMMITTEE**

- Section 1. As provided in the Constitution, the Executive Committee shall conduct the business of the Society between Board meetings.
- Section 2. The Executive Committee shall meet at the discretion of the President or at the request of two members of the Executive Committee.

#### **BYLAW 10 - ELECTIONS**

- Section 1. The Society Nominating Committee shall canvas each chapter for suggested nominees for all state elected offices by directing a written request, either electronically sent or mailed out to each chapter president on or before January 1.
- Section 2. Any ballot to be counted must be returned as follows: the ballot will be marked or left unmarked in accordance with the instructions accompanying it and returned to the state office by the closing date. Ballots that are delivered directly to the Society State Office in Baton Rouge will be counted. Ballots that have postage due or that do not arrive by the closing date, shall not be counted.
- The Executive committee shall designate the method by which ballots are distributed to the voting members of the Society. A biographical sketch of each candidate shall be included with the ballot.
- Section 3. All valid unopened ballots shall be delivered to the Tellers Committee, which shall tally the ballots and report the number of votes cast for each nominee to the Secretary-Treasurer on or before May 10. The Secretary-Treasurer shall transmit such information to the officers, officers-elect and chapters on or before May 15 and publish same in the next issue of the *Louisiana Engineer and Surveyor Journal*.
- Section 4. The nominee for each state office receiving the greatest number of votes cast for such office shall be declared elected.
- Section 5. The elected state officers shall be known by the title of the office to which elected with the suffix "elect" until they assume the duties of their respective offices.
- Section 6. Each chapter shall elect chapter officers. The procedures for nomination and election to these positions shall be as contained in the individual chapter bylaws. The election of chapter officers shall be completed on or before May 10 of each year. The names of those elected should be conveyed in writing to the Society's Secretary-Treasurer no later than May 15 of each year.
- Section 7. Each practice division shall elect a Chairman, a Chairman-Elect and a Secretary- Treasurer. The procedures for nomination and election to these positions shall be as contained in the individual practice division bylaws. The election of practice division officers shall be completed on or before the beginning of the administrative year. A list of these officers shall be conveyed in writing to the

Society's Secretary-Treasurer. The practice division officers shall assume their duties on the first day of the administrative year and shall hold office until their respective successors assume such duties.

#### **BYLAW 11 - OFFICERS**

- Section 1. President -- The President shall be a member of NSPE and LES and shall preside at all meetings of the Executive Committee, the Society, and the Board of Direction; shall be an ex-officio member of all committees; shall appoint chairmen of all standing committees; and shall provide general direction of the business of the Society. The President shall deliver a state of the Society address at the Annual Meeting.
- Section 2. President-Elect (First Vice-President) -- The President-Elect shall be a member of NSPE and LES and shall act as president in the president's absence, and shall undertake assignments at the request of the president, the Executive Committee, or the Board. The principal activity of the President-Elect shall be an examination of the Society, and the development of plans for the following year. The President-Elect shall appoint vice chairmen of all standing committees.
- Section 3. Second Vice-President -- In the absence of, or in the case of the inability of the President and President-Elect, it shall be the duty of the Second Vice-President, in order of precedence, to perform all the duties of the president.
- Section 4. Secretary-Treasurer -- The Secretary-Treasurer shall perform such duties as are required by law or assigned by the Board. It shall be the duty of the Secretary-Treasurer to protect all money and records of accounts of the Society; make an annual report of receipts and reimbursements to the Society; and give such bond, to secure the faithful discharge of duties as may be determined by the Board. The fee for this bond shall be paid out of the treasury of the Society. At the expiration of the term of office, all records and papers belonging to the Society shall be turned over to the successor Secretary-Treasurer.
- Section 5. The NSPE Representative, shall be a member of NSPE and LES and shall represent the Society on the NSPE House of Delegates and as the representative on the Southwest Region of NSPE.
- Section 6. Executive Director -- The Executive Director shall keep an accurate record, and have custody of all official papers and records; call the meeting to order in the absence of the President, President-Elect and Second Vice-President, and call for a motion for the election of a President pro tempore; issue all calls and notices ordered by the President or the Board; submit at the Annual Meeting a written report covering the duties and activities of the position, including a statement of the membership of the Society; give such bond, to be paid out of the treasury of the Society, to secure the faithful discharge of assigned duties; receive such salary as the Board shall determine; and have such other duties and prerogatives as the Board may assign. At the expiration of service, the Executive Director shall turn over to a designated successor all books, documents and other property of the Society in the custody of the Executive Director, receiving a receipt therefore.

#### **BYLAW 12 - COMMITTEES**

- Section 1. The Standing Committees of the Society are:
- |                                     |                                 |
|-------------------------------------|---------------------------------|
| Engineering Education               | Ethics and Professional Conduct |
| Inter-Society Relations             | Legislative                     |
| Membership                          | Public Relations                |
| Scholarship                         | Young Engineers                 |
| Continuing Professional Development |                                 |
- Section 2. Additional Committees of members appointed by the President may include:
- |                     |                         |
|---------------------|-------------------------|
| Auxiliary Advisory  | Constitution and Bylaws |
| Finance             | Hearing                 |
| MATHCOUNTS Steering | Nominating              |
| Publications        |                         |
| Future Cities       |                         |
- Section 3. The memberships of certain other committees are detailed as follows:

- (a) The Honors and Awards Committee shall consist of the two immediate Past Presidents of the Society as Chairman and Vice-Chairman, and the immediate Past President and the current President of the Chapters as members. In the event a Chapter President, and/or immediate Chapter Past President are/is unable to represent their chapter, the vacancy may be filled by one or two of that chapter's Past Presidents.

The Committee shall review the nominations received for the various Society awards and shall select from these nominations the person to be recommended to the Board to receive each award. The awards are to be presented at a general meeting of the Society so designated by the Board.

- (b) The Long Range Planning Committee shall be constituted with six members plus the Second Vice-President as Chairman. Each member serves a two year term with three members rotating off the committee each year. Three committee members will be appointed each year by the incoming President and the incoming Second Vice-President. The

President, the First Vice-President, and the Executive Director serve as ex-officio non-voting members. The Committee shall develop, continually monitor, and recommend long and short range goals and procedures for Board consideration.

- (c) The Tellers Committee shall be appointed to count the ballots cast for Officers and Directors and other ballots of the Society. Each Chapter President may appoint one member to serve on the Tellers Committee, and each teller shall have one vote. No member of the Tellers Committee may be a candidate on the ballot being counted nor may any teller be a member of the Board. A quorum shall consist of three tellers and they shall meet at the Society's State Office. The findings of this committee shall be reported in writing to the President.

- (d) The Liaison Committee with the Louisiana Professional Engineering and Land Surveying Board (LAPELS) shall be comprised of the Executive Committee of the Board which consists of the President as Chair, First Vice-President, Second Vice-President, Secretary-Treasurer, the immediate Past President, and the NSPE Representative. A majority of the Executive Committee shall constitute a quorum.

Section 4. Each standing committee listed in Section 1 may have a representative from each chapter appointed by the incoming chapter president forty-five days prior to the annual meeting. The President, with the approval of the Board of Direction, may appoint members to the standing committees to fill vacancies should the chapters elect not to have active representation.

Practice divisions may appoint such committees as are necessary to carry on their activities.

Section 5. Each standing committee shall inform the Board of its activities at least once each year, and shall submit a written report prior to the Annual Meeting.

Section 6. The President shall appoint such other special committees as may be desirable for the conduct of the business of the Society.

Section 7. The duties of each of the standing committees shall be prescribed by the Board and published in the Society's Orientation Handbook.

Section 8. The duties of the other special committees appointed by the President shall be set by the President.

Section 9. No committee shall commit the Society's resources, personnel or position without specific authorization from the Board.

Section 10. Each committee chairman will maintain dated, chronological records of all committee activities and business conducted during the administrative year. These records will be turned over to the succeeding committee chairman who will have the discretion of discarding any material over two years old which is of no legal or historical value to the committee or the Society.

Section 11. Each committee chairman may prepare an article detailing any plans and activities of the committee for publication in the *Louisiana Engineer and Surveyor Journal* according to the schedule outlined by the President.

### **BYLAW 13 - PRACTICE DIVISIONS**

Section 1. Practice divisions, comprised of members having common professional interests, shall operate under the Constitution and the Bylaws of the Society. Bylaws of the divisions and any changes thereto must have the approval of the Board before becoming effective.

The Board may create or dissolve a practice division after conducting a hearing on the need for such action.

Section 2. Practice divisions serving the membership of the society shall be as follows:

Professional Engineers in Construction  
Professional Engineers in Education  
Professional Engineers in Government  
Professional Engineers in Industry  
Professional Engineers in Private Practice

Section 2.1 Each member, upon joining the Society shall select a practice division. Upon annual renewal a member may change his practice division selection.

Section 3. The practice divisions shall be constituted to provide effective forums for discussion and united action on the part of members grouped according to type of professional employment. The improvement of professional recognition, conditions of employment, and other matters of mutual welfare shall be the goal.

Section 4. Membership in each practice division shall be limited to members of the Society, except as specifically provided for in the bylaws of the division.

Section 5. The officers of each practice division shall include a chairman, a vice-chairman and a secretary-treasurer.

Section 6. Officers shall assume the duties usually performed by officers in like positions, subject to rules which may be adopted by the division and approved by the Board.

Section 7. The officers shall constitute the practice division executive board.

Section 8. When considered necessary for promoting or forwarding its special objectives, any practice division may establish a fund for that purpose, to be maintained in the treasury of the Society. Such funds may be obtained through rebates and/or special purpose assessments of its own members, or by other means authorized by the Board. The Secretary-Treasurer of the Society shall be the custodian of all practice division funds, the expenditure of which shall be subject to the direction of the officers of the division. Expenditures of division funds shall be according to the division's by-laws.

Section 9. Minutes shall be kept and filed for all meetings of practice divisions and the division executive board. An annual report outlining the division's activities for the year shall be made to the Board. For those divisions which choose to maintain their own financial records, they shall submit to the Board, quarterly, a financial report in the format required by the Board.

Section 10. All actions by practice divisions shall be consistent with the policies of the Society.

Section 11. Each practice division chairman may prepare an article detailing the plans and activities of the division for publication in the *Louisiana Engineer and Surveyor Journal* according to the schedule outlined by the President.



- Section 12. The Board shall annually assign, from the funds of the Society, to the practice division as designated by the member, a sum not to exceed \$5.00 for each P.E. Member, E.I. Associate Member. There are no rebates made for Student, Honorary, or Life Members.
- Section 13. Registered Participants associated with an Affiliate Member shall be assigned to the Professional Engineers in Government Practice Division.

#### **BYLAW 14 - MEETINGS**

- Section 1. The Annual Meeting of the Society shall be held between May 1 and July 31.
- Section 2. Special meetings of the Society can be held in accordance with the Constitution at the dates determined by the Executive Committee.
- Section 3. Written notification of the Society's Annual Meeting or other special meetings shall be made to all members at least one week prior to the date set for the meeting.
- Section 4. At a General Membership meeting, twenty-five (25) voting members shall constitute a quorum for the transaction of business.

#### **BYLAW 15 - AWARDS**

- Section 1. Awards may be presented as determined by the Board of Direction during a Board meeting. All award guidelines and requirements shall be included as a part of the Society's Orientation Handbook prior to considering nominees for the award.

#### **BYLAW 16 - AFFILIATION OR DISASSOCIATION WITH NATIONAL ORGANIZATIONS**

- Section 1. Affiliation or disassociation of the Society with the National Society or any other national organizations may be proposed by a majority of the Board of Direction or by petition signed by not less than 10% of the voting members of this Society. Such petition for affiliation or disassociation shall first be reviewed by the Board of Direction and the findings of this review shall be presented to the membership. A copy of any proposal for affiliation or disassociation, together with a letter ballot, shall be mailed by the Secretary-Treasurer to each voting member not later than six months after such petition has been received by the Board. Affiliation or disassociation shall become effective only upon the affirmative vote of two-thirds of the votes cast by the qualified members provided that not less than 20% of the qualified members of the Society cast affirmative ballots.

#### **BYLAW 17 - ORDER OF BUSINESS**

- Section 1. The order of business at meetings of the Board shall be determined by the agenda prepared by the Executive Director subject to approval of the Board.
- Section 2. Robert's Rules of Order (revised) shall govern matters of parliamentary procedure of the Society.

#### **BYLAW 18 - OFFICIAL PERIODICAL**

- Section 1. The Society shall publish an official periodical to be known as the *Louisiana Engineer and Surveyor Journal*. The periodical shall be published at least once per quarter.

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**Amended February 4, 2000**  
**Amended September 29, 2000**  
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**Amended July 2, 2002**  
**Amended April 4, 2003**  
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