

**ASSOCIATED SQUARE DANCERS OF  
SUPERIOR CALIFORNIA, INC.  
(A NON-PROFIT ORGANIZATION)**



# **STANDING RULES**

Adopted 1954

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## I. PURPOSE

The purpose of this document is to work in tandem with the Bylaws and Guidelines of the Associated Square Dancers of Superior California.

## II. DEFINITIONS

“ASSOCIATION” as referred to in these Standing Rules shall mean the Associated Square Dancers of Superior California, Inc.

“BOARD” as referred to in these Standing Rules shall mean the Board of Directors as defined in the Standing Rules.

"CLUB" as referred to in these Standing Rules shall mean a group of dancers who have met the requirements as set forth in the Standing Rules.

“DANCER” as referred to in these Standing Rules shall include any person who square, round, clog, contra or country western dances.

“DELEGATE” as referred to in these Standing Rules shall mean the representatives of Member Clubs.

“DESIGNATED POINT OF CONTACT” A single person from each Member Club who is designated by the club to receive all communications from the Association.

“EXECUTIVE COMMITTEE” as referred to in these Standing Rules means the elected Officers, Committee Chairs and the Immediate Past President as defined in the Standing Rules.

"FISCAL YEAR" as referred to in these Standing Rules shall mean the calendar year from January 1 to December 31.

"MEMBER CLUB" as referred to in these Standing Rules is a club which has met all of the requirements as set forth in the Standing Rules.

"MAJORITY" as referred to in these Standing Rules shall mean at least 51% of those present at any Association meeting at which a "QUORUM" has been established.

“QUORUM” as referred to in these Standing Rules shall mean the presence of at least 51% of either “BOARD” members or “EXECUTIVE COMMITTEE” at their respective meetings.

"SPECIAL MEETING" as referred to in these Standing Rules shall be any unscheduled meeting of the Board and/or Executive Committee called by a person or group as set forth in the Standing Rules.

"STATE COUNCIL" as referred to in these Standing Rules, is the California Council of Square Dancers, Inc., a body of Square Dance Affiliates in the State of California that is comprised of a representative from each member Affiliate and Council's elected officers.

## III. CLUB MEMBERSHIP

### A. Member Clubs

1. Member Clubs shall:

- a) Be composed of eight (8) or more dancers.
- b) Be primarily devoted to square, round, clogging, contra, or country western dancing.

### B. Admission of Clubs

1. A Member Club shall be admitted by a majority vote of the Board after review by the Membership Chair to verify the qualifications as set forth in section 3.1 above.
2. Application for membership must be presented to the Board in writing.
3. New clubs joining the Association shall pay dues upon acceptance of their application.

### C. Duties and Responsibilities of Member Clubs

1. All clubs shall:

- a) Abide by the Bylaws, Standing Rules and Guidelines of the Association.
- b) Have representation at a minimum of 75% of all scheduled or special meeting of the Board.
- c) Provide the Membership Chair with the following items not later than October 1 of each year:
  - (1) Association Membership Dues.
  - (2) An Electronic file of club roster.
  - (3) Name and contact information for the designated Club Representative.

- (4) Date, time and location of all club events to receive certificate of insurance for each.
2. Submit changes to workshop and all other dance locations as they occur to the Membership Chair.
3. Provide all information for New Dancer Classes to the Promotions Chair and Webmaster sixty (60) days in advance.
4. Provide roster updates and appropriate dues as changes occur.

#### **IV. MEMBERSHIP DUES**

##### **A. Annual Dues**

1. Club dues shall be established each year by vote of the Board.
2. The total Clubs' dues shall not be less than the minimum required for State dues as determined by the California council of Square Dancers, Inc.
3. Said dues shall be due and payable on October 1 of each year.
4. Clubs shall submit a complete membership roster when paying their annual membership dues.

##### **B. New Clubs joining the Association**

1. New clubs joining the Association shall pay dues upon joining the Association.

##### **C. Dues in arrears**

1. Club dues shall be considered in arrears if not paid by December 31. A late fee of \$25.00 will be charged for clubs paying dues after December 31.

#### **V. MEETINGS**

##### **A. Board Meetings**

1. The regular meetings of the Board of Directors shall be on the first Sunday of February, May, August & November, with the exception that the meeting shall be rescheduled if it conflicts with a known or special event or a square dance festival.
2. Meetings may be held electronically and/or in person at a place determined by the President.
3. At least fourteen (14) days written notice of regular meetings shall be distributed to all Designated Club Representatives, appointed Chairmen, Directors and interested parties by the Secretary.
4. All members of the Association may attend Board meetings but only one Club Representative may make motions or vote on issues before the Board.

##### **B. Executive Committee Meetings**

1. The Executive Committee shall meet, in person and/or electronically, prior to the scheduled time of each Board of Directors meeting.
2. The Executive Committee shall meet at other times as requested by the President to conduct the business of the Association, and to make recommendations to the Board of Directors.

##### **C. Special Meetings**

1. Special meetings of the Board, whether in person or electronically, may be called by the President or by one other member of the Executive Committee and a minimum of two (2) Club Delegates.
2. The time of special meetings shall be determined by the President or the group calling the meeting.
3. Notice of Special Board meeting must be sent to all Board Members seven (7) days prior to the date of the meeting.

## VI. EXECUTIVE COMMITTEE

### A. Executive Committee

1. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, all committee chairs, and the Immediate Past President.
2. All members shall have a voice and vote on all Executive Committee business.

### B. Officers

1. The Elected Officers of the Association shall consist of President, Vice-President, Secretary and Treasurer.
2. The Immediate Past President shall be an ex-officio member of the Board with full voting privileges. If the Immediate Past President fills an elected position, the next most Immediate Past President who is a member in good standing of a Member Club may fill that board position.
3. No person shall be eligible to act as an officer in more than one (1) capacity at the same time unless approved by the Board to fill a vacancy.
4. Once elected, no person shall serve as a delegate of a Club during his/her term of office.
5. Officers shall attend all Board meetings. Two (2) absences from such meetings without excusable reasons shall be cause for dismissal by the Board.
6. All officers shall serve a term of one year commencing January 1.
7. The President and the Treasurer may be elected to succeed themselves, by Delegate vote, for no more than three (3) consecutive terms in the same office. All other officers may be elected to succeed themselves, by Delegate vote, without restriction as to number of terms in the same office.

### C. Duties and Functions

1. The Executive Board shall function as an administrative body, providing day-to-day governance of the Association, and handling day-to-day business items.
2. The Executive Committee shall act in an advisory capacity reviewing all business before being brought to the Board. The Executive Committee shall provide advice and recommendations on business matters brought before the Board.
3. The Executive Committee shall act as overseer of all finances of the Association.
4. The Executive Committee shall present a report to the Board, at each meeting, listing the balance of all Association accounts.
5. The Executive Committee shall approve contracts for facilities and sound reproduction for ASDSC sponsored dances and festivals.
6. The Executive Committee may authorize unbudgeted expenses up to \$500.00.
7. A majority of the Executive Committee shall have the power to fill any unfilled position, and appoint a replacement for any Elected Officer who resigns, is dismissed or is unable to serve for the balance of such person's term, with the exception of the Presidency.

### D. Qualifications for Officers

1. Couples / singles shall be elected to serve as officers of the Association and share one vote for their elected office. However, couples may choose to run independently for different offices, and if so elected, would each have one vote for their respective office.
2. To be eligible for appointment, a person must be a member in good standing of a Member Club.

E. Payment for Services

All officers shall serve without pay or benefits with the following exceptions:

1. Expenses authorized by the Board.
2. Expenses incurred that are included in the budget, and do not exceed the budget, under \$300.00 may be paid by the Treasurer without further board approval.
3. The Secretary may be allotted an initial sum of \$250.00 (for postage, printing, etc.) at the beginning of the year.
  - a) At each succeeding meeting an accounting of the expenses shall be approved by the Board.
  - b) The initial allotment shall be reinstated following said accounting.
  - c) If the Secretary so chooses, expenses incurred in performing duties may be paid by the secretary and then submit Expenses Reports for reimbursement.
4. Expenses incurred by the President and partner, or appointed representative, due to pre-approved travel outside the Association on Association business.
  - a) The Board may approve an advancement of funds at the meeting prior to the event.
  - b) A proper accounting of expenses shall be submitted on Request for Funds forms with receipts attached at the next Board meeting and excess monies returned.

**VII. BOARD OF DIRECTORS**

A. Board of Directors

1. The Board shall consist of the Executive Committee and one Delegate from each Member Club.
2. Each member shall have a voice, but only Club Delegates shall have a vote in matters before the Board, except the President who shall vote only in case of a tie. The Board shall function as an executive body to carry out the policies and direct the affairs of the Association.
3. The Board shall approve any unbudgeted expenses in excess of \$500.

**VIII. DELEGATES**

A. Qualifications

1. Each club shall be authorized one delegate. The delegate may be a club president, caller, cuer or another person designated by the club president.
2. No delegate may represent more than one (1) club at any single meeting.

B. Duties and Functions

1. Delegates shall establish the general policy relating to all Association activities.
2. Each Member Club Delegate shall have one (1) vote.
3. Delegates, by a majority vote, shall elect officers for the Association.
4. Delegates may remove any officer or committee chair from office by a two-thirds (2/3) vote. A fourteen (14) day written notice of intent shall be given to all Board members prior to a vote for removal of an officer or committee chair from the Board.
5. Present a written or oral report of the activities of their Club at each Board meeting, including any changes in Officers and/or club status
6. Work with the Vice-President (Chair) in promoting Fifth Saturday Dances, and securing necessary dancers to help with putting on the dance.
7. Serve as a member of the Nominating Committee.

C. Decorum

Delegates shall at all times behave in accordance with the By-Laws, Standing Rules and guidelines of the ASDSC.

1. Delegates shall at all times conduct themselves in a courteous and respectful manner, and shall refrain from conduct which is detrimental to the ASDSC or to the square dance activity in general.

## **IX. ELECTIONS**

### **A. Nominations**

1. The Nominating Committee shall consist of the Vice-President, as Chair, and all Club Delegates.
2. Nominees for Elected Officers shall meet the qualifications as set forth in Section 6.4 of these Standing Rules.
3. All nominations made by the Nominating Committee and nominations from the "floor" will be accepted at the August Board meeting.
  - a) Additional nominations will be accepted from the "floor" as the first order of business at the November Board meeting.
  - b) Voting will take place near the end of the November Board meeting.

### **B. Elections**

1. All Officers shall be elected at the November Board meeting.
2. All Officers shall be elected by majority of ballots cast by the Board members present.
3. All ballots will have the names of all nominees previously submitted, as well as a space for write-in candidates.
4. Nominations from the floor and write-in candidates must be present at the time of the election.
5. All Officers-elect shall assume office on January 1.

## **X. ELECTED OFFICERS DUTIES**

### **A. Officers shall:**

1. Act in accordance with the Bylaws, Standing Rules and Guidelines of the Association.
2. Be responsible for any Association equipment assigned to the office. Submit an inventory list by the November Board meeting of each year to the Secretary, including an accounting of new equipment/supplies and an accounting of items no longer in inventory.
3. Officers shall at all times conduct themselves in a courteous and respectful manner, and shall refrain from conduct which is detrimental to the ASDSC or to the square dance activity in general.



- B. The President shall:
1. Supervise and direct the affairs of the Association.
  2. Preside at meetings of the Executive Committee and the Board.
  3. Be responsible for development and setting the agenda for any meeting of the Executive Committee and the Board.
  4. Be an ex-officio member of all committees during their term of office, excluding the Nominating Committee.
  5. Appoint all Chairs and Special Committees except the Nominating Committee and the Bylaws Committee, with Board approval.
  6. Be responsible for all Association equipment, (but may delegate responsibility for the equipment to others). Appoint a Parliamentarian at their discretion with Board approval. The Parliamentarian will have a voice but no vote in proceedings.
  7. In the absence of the Vice-President, the President shall call a meeting in August of the Nominating Committee (Club Delegates), which shall elect one member to act as Chair. After a Chair is elected, the President will leave the meeting and have no further responsibility to the Committee.
  8. Sign all contractual commitments along with Officer or Chair of event, following Board approval.
  9. Act as liaison between the ASDSC and the State Council. These duties include, but are not limited to:
    - a) Attending, or sending a representative to attend, scheduled meetings of the State Council.
    - b) Keeping State Council apprised of Association contact information, including address changes for past Association Presidents.
    - c) Updating State Council's Festival Calendar coordinator with current information relative to festivals hosted by ASDSC.
    - d) Submitting an updated copy of the Association's bylaws to the State Council Secretary as revisions are approved.
  10. Have in possession and available for consultation at each meeting a copy of Roberts Rules of Order.
  11. At the November Board meeting provide a copy of the most current Bylaws, Standing Rules and Guidelines to each new incoming Board Member, including a specific job description for their Board position. If a current Board member is moving to a new position, they shall be given a copy of their new job description.
  12. The President may authorize unbudgeted expenses up to \$500.
  13. Be the Chair of the annual Budget Committee. This committee will be activated at the November meeting and, if a new President and/or Treasurer have been nominated, they will be members of this committee. This committee shall prepare a proposed budget for the succeeding year to be presented to the Board at the February meeting.
  14. The President may suspend immediately any officer, committee chair or delegate who refuses to abide by the rules governing ASDSC. Within 14 days, the President shall provide members of the Board with documentation of the circumstances surrounding the suspension. Within 14 days, members of the Board shall uphold or overturn the suspension in accordance with Article VII, Section 2 (F).
- C. The Vice-President shall:
1. In the event of a vacancy of the President the Vice President shall assume all duties and responsibilities of the President for the remainder of the term.
  2. Act as the President during the absence or inability of the President.
  3. Chair the Nominating Committee.
  4. Chair the Fifth Saturday Association dance committee.

- D. The Secretary shall:
1. Keep the minutes of all meetings. Recordings shall be retained for one year after approval of said minutes.
  2. Keep a record of the sign-in roll and roll call of all members present for one year.
  3. Perform such other duties assigned by the Executive Committee and/or the Board.
  4. Issue letters to Officers, and Member Clubs that fail to meet the meeting requirements as set forth in these Standing rules.
  5. Provide a digital copy of the minutes of the Board meeting to the Board Members within 30 days of the meeting.
  6. Maintain and distribute copies of the Bylaws, in a format as approved by the Board of Directors, as they may be amended.
- E. The Treasurer shall:
1. Shall insure all funds received for the Association are deposited in a timely manner.
  2. Pay all bills.
    - a) Bills in excess of \$500.00 must be approved by the Executive Committee. (Bills under \$500.00 may be paid without further approval.)
    - b) All disbursements must be accompanied by receipts showing detailed expenses and attached to Request for Funds forms.
    - c) Expense item should be identified to a particular specific budget item whenever possible.
    - d) Checks under \$500 may be signed by the Treasurer. Checks over \$500 must be co-signed by an authorized signer.
    - e) No check drawn on an ASDSC account may be co-signed by both partners of a married couple or registered domestic partners.
  3. Prepare a current financial statement for each Board meeting and an end of the year financial report by January 31<sup>st</sup>.
  4. Submit all accounts for an annual audit by the February Board Meeting.
  5. The Treasurer shall be a member of all audit committees, but shall not serve as the Chair.
  6. Oversee the preparation and the filing of all necessary tax forms, including selection of a tax preparation service (with the approval of the President).
  7. Oversee all income and expenses.
  8. Shall be a member of the annual Budget Committee.
  9. Be responsible for keeping the signature cards up to date for the Association's checking account and any other savings or specialty accounts held by the Association.
  10. Treasurer shall act as the Treasurer for the Harvest Hoedown.

## **XI. CHAIR DUTIES**

- A. Qualification for Chair
1. Couples / singles may be appointed by the President, with approval of the Board, as Chair, with the exception of the Nominating and Bylaws Committees. If a couple is appointed to serve, they collectively have one vote.
  2. Bylaws Chair will be the Immediate Past President unless he or she so declines; then the President, with the approval of the Board, may appoint a Chair.
  3. Nominating Chair will be the Vice President unless he or she so declines; then the President, with the approval of the Board, will appoint a Chair.
  4. To be eligible for appointment, a person must be a member in good standing of a Member Club.

B. All Chairs shall:

1. The Appointed Chairs shall consist of, but not be limited to, the following: Harvest Hoedown, Membership, Promotions, Webmaster and Sunshine. Additional Chairs may be appointed at the President's discretion with the approval of the Board.
2. At all times behave in accordance with the By-Laws, Standing Rules and guidelines of the ASDSC. Chairs shall at all times conduct themselves in a courteous and respectful manner, and shall refrain from conduct which is detrimental to the ASDSC or to the square dance activity in general.
3. Elected officers may be appointed to fill a Chair position, with the approval of the Board.
4. Chairs shall attend all Board meetings. Two unexcused absences from such meetings may be cause for dismissal by the Board.
5. All Appointed Chairs shall serve a term of one year commencing January 1. All Chairs may be appointed to succeed themselves, with Board approval, without restriction to the number of terms.
6. Chairs may appoint committee members as necessary to carry out their activities. If so appointed, there is no restriction as to the number of years a person can serve on a committee.
7. Provide the Secretary with a written report of activities prior to all Board meetings.
8. Be responsible for any Association equipment assigned to the position. Submit an inventory list by the November Board meeting of each year to the Secretary, including an accounting of new equipment/supplies and an accounting of items no longer in inventory.

C. Payment for Service

All Chairs, including their committee members, shall serve without pay or benefits, with the following exceptions:

1. Expenses authorized by the Board, will be reimbursed with proper documentation. Advance payment for major expenses may be requested.
2. All disbursements must be accompanied by receipts showing detailed expenses and attached to Request for Funds forms before the Treasurer can make payment.
  - a) Expense item should be identified to a particular specific budget item, whenever possible.
  - b) When an advance is given, receipts showing detailed expenses must be provided and attached to a Request for Funds and submitted to the Treasurer at the next regularly scheduled meeting. Any unused advance funds must be returned to the Treasurer by the next regularly scheduled meeting.

D. Harvest Hoedown Chair Shall

Promote and coordinate a weekend of square and round dancing.

1. The Chair shall prepare a budget for the current year's event and submit it to the Board for approval no later than the February Board meeting. Once approved, any increase in the budget shall be resubmitted for approval.
2. The Association President and the Harvest Hoedown Chair shall sign all contracts.
3. Submit a final written report of Harvest Hoedown to be presented no later than the February Board meeting.

E. The Membership Chair Shall

1. Receive, review and present at Board meetings all applications for membership to the Association.
2. By September 1, distribute a letter to the Member Clubs requesting the following by October 1:
  - a) Dues (indicate amount):
  - b) One copy of Club membership roster plus all forms required for yearly insurance certifications, New Dancer form and dancers with other clubs sent by mail or email to Membership/Insurance Chair.
  - c) List of Officers and for the following year.
  - d) The Designated Point of Contact for the Club.
3. After receiving the above dues and information, distribute them as follows:
  - a) Secretary the list of Club officers and delegates at the November Board meeting;
  - b) Treasurer - dues;
  - c) Membership Chair - keeps one (1) copy of all forms submitted electronic or hard copy.
  - d) ASDSC Board - copies of roster of Club President, Point of Contact in the proper format at the November Board meeting. Hardcopy or electronic.
4. Maintain a cross reference file of each member of the Club roster, by member name, and all clubs in which they hold membership.
5. Issue follow-up letter to Clubs who are in arrears as of December 31;
6. Act as the liaison to the Council's Insurance Director and administer insurance program locally.
7. Attend Board meetings to provide assistance and advice in connection with the insurance program.
8. Maintain membership records for a minimum period of three (3) years.

F. Promotions Chair shall:

1. Promote dancing.
2. Act as liaison between the news media, Clubs and the Association.
3. Help promote new dancer classes through various media forms.
4. Prepare promotions plan and budget to be presented as part of the annual ASDSC Budget.
5. Work with Membership Chair to secure appropriate certificates of insurance for all venues for said events.
6. Work within the fiscal restraints of the Association budget.
7. Monitor and keep records of Promotional Expenses incurred by the Clubs which may be reimbursed by the Association.

G. The Webmaster shall:

1. Act as liaison between the Association and the clubs on Internet/web matters.
2. Input all information to the Association Web site.
3. Update and maintain the Association Web site to keep it current.
4. Accept dance and other special event information throughout the year from all member clubs, association officers, and festival Chairs to be included in the Association's web site.

H. The Sunshine Chair shall:

1. Send a card to ASDSC members when ill.
2. In the event of hospitalization or death of an Association member or their immediate family, send a card.
3. In the event of hospitalization or death of a Board member a plant may be sent, with approval of the President.
4. For hospitalization or death of past ASDSC Board members send either a card or flowers at the President's discretion.
5. Handle the requests for Golden Dancer Certificate which include filling out Golden Age Certificate Form and send it to State Council for completion and return to Board for presentation or distribution.

- I. Immediate Past President shall:
  1. Be the outgoing President.
  2. May succeed themselves if the outgoing President is not available to fill this office.
  3. Serve as an advisor to the Board.
  4. Shall not be required to serve more than one year in this capacity unless they volunteer to do so.
  5. Chair the Bylaws Committee.

**XII. ASSOCIATION EVENTS AND ACTIVITIES**

- A. Association Events
  1. All Fifth Saturdays and the Harvest Hoedown weekend shall be reserved for Association sponsored activities unless released by action of the Board.
  2. The Association shall conduct an annual Harvest Hoedown during the weekend containing the fourth Saturday in October.
- B. Sponsoring of Events
  1. The Association, in its name, may sponsor or promote, put on, participate in, or produce such dance events, activities, publications, and ideas that will serve and be beneficial to all dancers and member clubs.

**XIII. ADOPTION AND REVISIONS**

**ORIGINAL STANDING RULES ADOPTED 1954**

REVISED OCTOBER 1956  
 REVISED OCTOBER 10, 1965  
 REVISED JULY 9, 1967  
 REVISED OCTOBER 9, 1967  
 REVISED OCTOBER 9, 1967  
 REVISED JULY 13, 1969  
 REVISED JULY 14, 1974  
 REVISED DECEMBER 9, 1984  
 REVISED OCTOBER 8, 1989

REVISED JULY 14, 1991  
 REVISED OCTOBER 13, 1991  
 REVISED APRIL 12, 1992  
 REVISED JULY 11, 1993  
 REVISED OCTOBER 9, 1994  
 REVISED JULY 9, 1995  
 REVISED OCTOBER 8, 1995  
 REVISED JULY 20, 1997  
 REVISED JULY 19, 1998

REVISED APRIL 10, 2005  
 REVISED JULY 2008  
 REVISED JULY 19, 2009  
 REVISED SEPTEMBER 19, 2010  
 REVISED MAY 5, 2013  
 REVISED NOVEMBER 5, 2018  
 REVISED NOVEMBER 14, 2021  
 REVISED NOVEMBER 7, 2022  
 REVISED NOVEMBER 12, 2023