

# CASA DE MACAU CLUB (VANCOUVER)

Articles of Association  
pursuant to the Societies Act of British Columbia

## CONSTITUTION

### ARTICLE A

1. The name of the Association is:  
CASA DE MACAU CLUB (VANCOUVER)

### ARTICLE B

#### PURPOSES

1. To bring together Macaenses living in Canada or elsewhere with ties to Macau, Portugal, Hong Kong, Shanghai, Goa, and other parts of South-East Asia.
2. To pursue, promote and provide social, cultural, historic, culinary, linguistic, educational, athletic and recreational programs and activities for members of the Association.
3. To promote, foster and encourage closer links and ties with all Macaenses and Casa de Macau clubs and organizations throughout the world who share our common Macaense interests, goals and objectives.
4. To foster and encourage community service and responsible Canadian citizenship among its members.
5. The Association is a member-funded society. It is funded primarily by its members to carry on activities for the benefit of its members.

## ARTICLE C

The operation of the Association will be mainly carried out in the Lower Mainland area of the Greater Vancouver Regional District, in the Province of British Columbia. This clause is unalterable.

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# BY-LAWS of CASA DE MACAU CLUB (VANCOUVER)

### Clause 1

#### MEMBERSHIP

- 1.1 Membership is open, but not limited to, all Macaenses and their families interested in the purposes outlined in Article B 2 in the Constitution.
- 1.2 Applicants for membership shall be recommended by two (2) voting members in good standing and shall be approved by the President and two (2) or more other members of the Executive Committee. In addition, a new member, irrespective of the class of membership being applied for, shall pay the prescribed initiation fee and membership dues as applicable.

New members shall only gain access to any available subsidy/grants and as well (in the case of a voting member classification) to voting rights, one (1) year from acceptance as a member.

- 1.3 Initiation fees are waived for any member wishing to change his/her class of membership within the Association. Further, only one (1) initiation fee shall be payable by families joining the Association under the Family Plan, which by definition is one (1) or two (2) parent(s) and their dependent(s) being eighteen (18) years and under.
- 1.4 For each ensuing fiscal year, initiation fees and membership dues are set up and confirmed by the Executive Committee at the first regular General Meeting of each calendar year.
- 1.5 There shall be four (4) classes of membership:

Full member (voting)

- pays full membership dues and resides within a radius of 200km from the Clubhouse of the Association

Honorary life member (voting)

- membership dues are waived
- eligibility and consideration shall be based on, but not limited to, factors such as years of active contribution to the Association, age, ill-health, etc. or a combination of such factors
- admittance is subject to the approval of the Executive Committee and shall be limited to two (2) honorary life members (voting) per fiscal year
- provided however that the total number of honorary life members (voting) shall be limited to three (3.00%) per cent of the total voting membership in any fiscal year

Associate member (non-voting)

- pays reduced membership dues
- those who do not reside within a radius of 200km from the Clubhouse of the Association (except for existing voting members)

Junior member (under the Family Plan and/or eighteen (18) years and under (non-voting)

- membership dues are waived
- has the option of full voting membership upon attaining the age of nineteen (19) years and upon payment of full membership dues

Provided however that the total number of non-voting members shall not exceed half of the total number of voting members in any fiscal year.

- 1.6 All members, save and except honorary life members, are required to renew their memberships for each fiscal year.
- 1.7 All membership dues are non-refundable.
- 1.8 In the event that a member wishes to renew his/her membership, but is unable to pay the applicable membership dues due to financial hardship or otherwise, the member is required to submit his/her membership renewal directly to the Executive Committee, together with a confidential written request to waive such dues. Provided however that each such request to waive such dues:
  - (a) shall be effective only upon the approval and acceptance by the Executive Committee;
  - (b) shall apply only to that fiscal year within which the request is made;
  - (c) is non-transferable, whether before or after approval and acceptance by the Executive Committee.

- 1.9 Annual membership dues are due on April 1 of each fiscal year. Notwithstanding, however, that there shall be a grace period for membership renewals and payment of membership dues. The expiry date of such grace period is date of the first General Meeting of each fiscal year, this meeting being the May General Meeting in each fiscal year. Upon expiry of such grace period, the individual shall be deemed to have voluntarily given up his/her membership.
- 1.10 Relative to his/her class of membership within the Association, a member in good standing is a member who has renewed his/her membership and paid his/her membership dues within the renewal period specified in clause 1.9 hereinbefore appearing.
- 1.11 With regard to the annual elections to the Executive Committee, only eligible voting members as described in Clause 1.2 hereinbefore appearing, may nominate a candidate, run for office and/or vote for a candidate.
- 1.12 Members are expected to be orderly and to respect everyone while attending and/or participating in any meeting, event or function of the Association.
- 1.13 Members' language, attire and conduct at any meeting, event or function must be appropriate and not subject to cause any harm or offence to other members. The objectives, by-laws and policies of the Association are to be respected and followed at all times.
- 1.14 Expulsion from membership will result when a member tarnishes the name or reputation and/or works against the interests of the Association, through his/her actions. The membership expulsion will require a special resolution by the membership at a regular general meeting or an extraordinary meeting. With the quorum requirements met, a two-thirds (2/3) majority vote is required if a motion to expel a member is to proceed.
- 1.15 The notice of the special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
- 1.16 The member who is the subject of the inquiry shall be given an opportunity to be heard at an Executive meeting after which the Executive will decide on the further course of action. Action could include dismissal of the inquiry, warning, disciplinary action and in serious cases, recommendation for expulsion. Resolution for Expulsion is to be put to a vote at a General or Extraordinary meeting. With the quorum requirements met, a two-thirds (2/3) majority vote is required before an expulsion order is confirmed.  
  
The results of the above actions will be communicated in writing to the member.
- 1.17 Other than non-renewals, resignation from membership is to be in writing to the Executive Committee.

- 1.18 Notice of any nature and kind is deemed to have been provided:
- (a) when a member is advised personally, by telephone, mail or electronic mail, by any member of the Executive Committee or by any member designated by the President, to the last given contact information of a member left with the Secretary; and/or
  - (b) when such notice is posted on the Association's website; and/or
  - (c) when such notice is published in the Association's newsletter.
- 1.19 (a) All prospective members on application and existing members on renewal are to provide their domicile address and their contact information. In the case of the latter, consideration can be made if the individual would like to be contacted via another member. Failure to provide the above information, could mean the application or renewal would be rejected.
- (b) Personal data, telephone number(s), facsimile number(s), electronic mail address(es) or residential address provided by a member at the time of his/her membership application, shall be held in confidence by the Secretary of the Association. Members' contact information may be forwarded by the Secretary to the Heads of various Committees the sole purpose of advising and communicating matters pertaining to and within the Association.
- (c) The onus is on each member to ensure that his/her contact information provided to the Association is kept up to date by informing the Secretary of the Association of any changes, either in writing or by electronic mail.

## Clause 2

### FINANCING

- 2.1 The Association shall be a non-profit and self-sustaining body with membership dues, and any funds raised within the Association will be used for the general purpose of the Association and its members.
- 2.2 Provided however that funds raised through special projects or programs for special needs within the Association and funds received from any outside organization or sponsor for special projects, programs or purposes are considered to be designated funds and must be earmarked and accounted for separately.
- 2.3 An account shall be opened with either a Canadian chartered bank, credit union or trust company to keep an accurate and up-to-date account of all the Association's financial transactions and dealings. All members of the Executive Committee shall be designated as signing officers of the Association, with two (2) signatures on cheques to suffice – one (1) signature being either that of the President or Treasurer, plus that of one (1) other member of the Executive Committee.

- 2.4 The fiscal year of the Association shall be from the 1st day of April of each year to the 31<sup>st</sup> day of March of the following year.
- 2.5 The fiscal year-end closing financial statements shall be provided within thirty (30) days of the last day of each fiscal year by the Treasurer of that fiscal year, subject to the availability and receipt by the said Treasurer of bank statements and other pertinent information required to complete such statements, and shall be signed and accepted by the current and incoming President and Treasurer.
- 2.6 The Executive Committee may, at its discretion, request an audit of the Association's financial records at any time.

### Clause 3

#### ELECTED OFFICERS

- 3.1 The elected officers of the Association shall be the President, First Vice-President, Second Vice-President, Treasurer and Secretary.  
No immediate family member(s) shall run for, or belong to the same Executive Committee and/or Elections Committee at any given time. This limitation also includes the position of Parliamentarian.  
"Immediate family member" is defined as:
  - spouses including common-law
  - parents, siblings and their children
  - aunts, uncles, first cousins
  - grandparentsProvided however that, save and except the office of the President, if an executive office becomes or remains vacant in any fiscal year because there are no nominees for election to this office, or if no suitable candidate can be found to fill the office, an immediate family member of the any of the existing Executive Officers may be appointed by the President to hold office and carry out the duties of the office, provided however that the appointee shall not have any voting rights within the Executive Committee. Provided further that such appointments shall be limited to two (2) within the Executive Committee in any fiscal year.
- 3.2 Elections shall be held annually during the Annual General Meeting. The elected officers shall assume office responsibilities as of April 1<sup>st</sup> upon being elected and shall serve a 2-year term. The 2-year terms of the offices of the President, Second Vice-President and Secretary shall overlap with the 2-year terms of the offices of the First Vice-President and Treasurer.
- 3.3 Notwithstanding the provision in Clause 6, 6.5 (c), if there is only one (1) nominee for an executive office, the vote for that executive office shall be by way of acclamation, followed by a casting vote by the Parliamentarian or the member acting as Parliamentarian, at the Annual General Meeting.

- 3.4 (a) Should it be necessary for the President to step down from office at any time during his/her term, the First Vice-President shall automatically become the new President for the remainder of the term;
- (b) Should it be necessary for any other officer to step down from office at any time during his/her term, the President shall forthwith notify the membership and in the interim the President, with the approval of the Executive Committee, shall appoint a voting member (or a voting member in good standing if the appointment is made during the grace period for membership renewal as hereinbefore described in Clause 1, 1.10) to fill such office.
- 3.5 An elected officer shall be eligible for re-election but may not serve more than two (2) consecutive terms in the same office.
- 3.6 For the purpose of the Societies Act of British Columbia, the five (5) elected Officers at the Annual General Meeting shall be designated as the Directors of the Association.
- 3.7 The immediate past President shall be given the Honorary Title of Director (ex-officio) of the Association and shall assume such title until such time when a new President is elected, and at which time, the then current President would automatically assume this title in place of his predecessor. This is an advisory resource for the Association.

#### Clause 4

#### DUTIES AND RESPONSIBILITIES OF EXECUTIVE OFFICERS

- 4.1 The President who has the ultimate responsibility for the sound operation and well-being of the Association shall:
- i preside and chair all meetings of the Association and of the Executive Committee, unless he/she is unable to do so;
  - ii recommend to the Executive Committee the formation of Standing Committees, Ad Hoc Committees and other miscellaneous committee(s) according to the needs of the Association, and in the absence of volunteers, may appoint members to such Committee(s);
  - iii remain in an advisory capacity to such all Committee(s), be a member of all committees and reserves the right to provide direction as deemed necessary;
  - iv invite Standing Committee and Ad Hoc Committee Heads to attend meetings as and when required;
  - v report to the membership on Association business at all meetings;

- vi perform such other duties as outlined in these By-laws and as may be required from time to time.

4.2 The Vice-Presidents shall:

- preside and chair all meetings in the absence of, or at the request of, the President;
- perform such other duties as outlined in these By-laws and as may be required from time to time.

4.3 The Secretary shall:

- keep an accurate record of all members of the Association, which record shall contain information provided by a member to the Secretary of the Association, as provided in Clause 1, 1.19 (a) and (b) hereinbefore appearing, the date on which the person is admitted as a member, the date on which the person ceases to be a member and the class of membership of the member;
- report recommendations and actions to the Executive Committee;
- file and keep records of all incoming and outgoing letters and correspondence relating to the Association's business;
- file on behalf of the Association all revisions and amendments to the Association's By-laws and Standing Rules, attach copies to current By-laws and Standing Rules, and submit a copy to the Parliamentarian;
- issue notices of meetings of the Association and the Executive Committee;
- in collaboration with the President, prepare Agendas and take and prepare Minutes of all Association and Executive meetings;
- perform such other duties as outlined in these By-laws and as may be required from time to time.

4.4 The Treasurer shall:

- receive funds and issue receipts for and on behalf of the Association;
- maintain the Association's account with a Canadian chartered bank, credit union or trust company to record all transactions involving the Association;
- make disbursements as authorized by the Association and/or the Executive Committee;
- keep accurate records of all funds, budgets and accounting records;
- prepare for distribution and presentation at regular general meetings of the Association, the required financial statements, including a fiscal year-end closing financial statement year as stipulated in Clause 2, 2.5 hereinbefore appearing;
- perform such other duties as outlined in these By-laws and as may be required from time to time.



- 4.5 Each officer shall prepare a written or oral report of activities within his/her area of responsibility at regular general meetings of the Association.
- 4.6 All elected officers, on leaving office at the completion of their term or for any other reason (i.e. by virtue of their own resignation and/or removal from office under Clause 7, 7.8 of these By-laws) are expected to inform the incoming elected officers of all important and on-going matters and to render all possible courtesy and assistance to their newly-elected counterparts in order to effect a smooth transition of office. All documents and correspondence pertaining to Association business must be turned over by all outgoing elected officers before they step down from office.
- 4.7 (a) All officers of the Association on being elected and during their term of office, shall always conduct themselves in a fair, honest and impartial manner and shall always act in the best interest of the Association and its members;
- (b) All elected officers of the Association are to exercise, at all times, all due care, diligence and skill in the performance of their duties, in accordance with these By-laws and the Standing Rules of the Association.
- (c) Should any elected officer of the Association be interested, whether directly or indirectly, in a proposed contract or transaction with the Association, then that interested elected officer must inform and fully disclose in writing the nature and extent of his/her interest to all members of the Executive Committee at the onset of any and all Executive Committee Meetings scheduled to discuss the award of any such contract;
- The interested elected officer shall abstain from voting on the proposed contract or transaction;
- In the event of an equality of votes, the proposal to award any such contract shall be deemed to have failed.
- (d) Should there be any concern that an officer or a member acted under duress from, or under the influence of, any other officer(s) or member(s) or individual(s) in a particular matter, then that officer or member shall be given a chance to explain his/her actions, decisions, etc. to the Executive Committee; provided however that should such explanation be deemed inappropriate, inadequate or inconclusive, by the Executive Committee, then that officer or member shall immediately be removed from further participation in that matter.

## Clause 5

### APPOINTED OFFICER

The appointed officer shall be a Parliamentarian, appointed by the President for a 2-year term, which term shall be concurrent with the 2-year term of the President.  
Re-appointment is permitted.

Duties:

- furnish Parliamentary procedures and rules of order and related information to the Executive Committee and members of the Association;
- conduct and supervise Parliamentary procedures at meetings;
- keep an up-to-date copy of the Association's By-laws and Standing Rules with all approved changes and amendments for ready reference at meetings;
- perform such other duties as outlined in these By-laws and as may be required from time to time.

Clause 6

## MEETINGS AND QUORUMS

- 6.1 Regular general meetings are held every two (2) months at such time and place designated by the Executive Committee. One (1) such meeting a year shall be designated by the Executive Committee as the Annual General Meeting.
- 6.2 Extraordinary Meetings. In emergencies and under exceptional circumstances, extraordinary meetings may be called by the President, or by any three (3) members of the Executive Committee, should the President be unable or unwilling to do so.
- 6.3 Quorum Requirements: thirty (30) paid up voting members shall constitute a quorum. In the absence of a quorum, all association business to be transacted at a regular general meeting shall be postponed to an extraordinary meeting as may be required, or to the following regular general meeting, provided however that no Association business may be transacted without these quorum requirements having been first met.
- 6.4 (a) Each eligible voting member is entitled to one (1) vote; only eligible voting members in good standing may vote.
- (b) All voting, save and except voting at elections to the Executive Committee, passing of special resolutions and/or as otherwise stipulated in these By-laws, shall be by majority vote at regular general meetings and extraordinary meetings;
- (d) The passing of any and all special resolutions shall require a two-thirds (2/3) majority vote at regular general meetings and extraordinary meetings, with the 14-day prior notice period having been first provided or waived by a two-thirds (2/3) majority vote at the Meeting;
- 6.5 For all Nominations and Elections to the offices of the Executive Committee:

- (a) To be accepted, all nominations shall be made by voting members and seconded by voting members. All nominees shall be voting members, and if elected, shall be prepared to serve their full term of two (2) years (force majeure excepted);
- (b) (i) Prescribed nomination forms for all executive offices due to become vacant at the end of the current fiscal year shall be ready and made available at the last regular general meeting of each calendar year, and thereafter, such forms may be obtained from Elections Committee;
- (ii) Provided however that nominations for all executive offices due to become vacant at the end of the current fiscal year may be accepted from the floor during the last regular general meeting of each calendar year, with the eligibility requirements stipulated in Clause 6, 6.5 (a) having been first met;
- (iii) Nominations made after the last regular general meeting of each calendar year for all executive offices due to become vacant at the end of the current fiscal year shall be submitted to the Elections Committee for acceptance, no less than six (6) weeks prior to the date of the Annual General Meeting using the prescribed nomination form, with the eligibility requirements stipulated in Clause 6, 6.5 (a) having been first met;
- (iv) The Elections Committee shall be formed by volunteers who shall be voting members, but in the absence of such volunteers, the Executive Committee shall appoint three (3) to five (5) voting members to form the Elections Committee. Thereafter, the Elections Committee shall meet forthwith and shall elect its Head by its own majority vote. The Parliamentarian shall remain in an advisory capacity to the Elections Committee;
- (v) In the event that the Parliamentarian is running for office, the President shall appoint a voting member to assume the duties of the Parliamentarian stipulated in Clause 6, 6.5 (b) (iv) hereinbefore appearing and in Clause 6, 6.5 (i) hereinafter appearing;
- (c) Save and except the provision in Clause 3, 3.3, voting at elections to the Executive Committee shall be by way of ballot.
- (d) Ballot forms for elections shall be mailed out to each and every voting member by the Elections Committee, no less than four (4) weeks prior to the date of the Annual General Meeting . All ballot forms shall bear the Casa seal and initials of the Election Committee. The Master List of voters is to be in the custody of the Parliamentarian during the Election

period. Should duplicate ballots need to be issued, the Election Committee will obtain approval from the Parliamentarian. Duplicate ballots will have a unique reference.

- (e) All ballot forms, if mailed in, must be received by the Elections Committee prior to the date of the Annual General Meeting, for counting during the Annual General Meeting;
- (f) Notwithstanding the provision in Article 6, Clause 5. (e), all voting members in good standing shall have the option to submit their own ballot form in person at the Annual General Meeting, for counting during the Annual General Meeting;
- (g) All ballot forms, whether mailed in or submitted in person at the Annual General Meeting, shall be opened and counted by the Elections Committee at the same time during the Annual General Meeting, in the presence of the Parliamentarian. Any ballot received that does not bear the Casa seal is deemed to be a spoiled ballot.
- (h) Ballots will no longer be accepted for counting as soon as the opening of ballots has commenced during the Annual General Meeting;
- (i) The Elections Committee shall present the election results to the President, who shall announce the election results which shall consist of:
  - the number of ballot forms mailed out to voting members;
  - the number of ballot forms received back from voting members;
  - the number (if any) of spoiled ballot forms and/or abstained votes received back from voting members;
  - the number of votes received by each candidate for each office; provided however that in the case of a tie-vote between two (2) or more candidates for the same executive office, election to such office shall be by way of closed ballot during the Annual General Meeting; that is, each voting member present at this meeting will submit his/her closed ballot to the Elections Committee for counting, and thereafter, the Elections Committee shall present the results to the President who shall announce the results;
  - for each executive office, the candidate receiving the most votes shall be the successful candidate;and thereafter, the President shall motion for the election results to be recorded in the Minutes of the Annual General Meeting;
- (j) Thereafter, the President shall invite a motion from the floor to destroy all nomination and balloting records, correspondence, forms and any and all

other materials related thereto, followed by a motion to dissolve the Elections Committee;

- (k) All notices of meetings shall be issued by the President or by any member designated by the President, no later than fourteen (14) days prior to the date of the meeting and such notice(s) shall specify the place, date and hour of the meeting.
- (l) The accidental omission or non-receipt of notice of a meeting by members does not invalidate proceedings at the meeting.

## Clause 7

### EXECUTIVE COMMITTEE

- 7.1 The Executive Committee of the Association shall consist of the five (5) elected officers: the President, First Vice-President, Second Vice-President, Treasurer and Secretary; the criteria for election to office shall be accordance with the Societies Act. Individuals charged with fraud, criminal act and undischarged bankruptcy shall not hold office.
- 7.2 Meetings of the Executive Committee shall be at the call of the President, or any three (3) Committee Members, should the President be unable or unwilling to do so. Attendance at Executive Committee meetings by Standing Committee Heads is not mandatory, except at the request of the President or any three (3) Executive Committee members, should the President be unable or unwilling to do so;
- 7.3 The Executive Committee shall have administrative authority, as granted by virtue of the election process of the Association.
- 7.4 Three-fifths (3/5) of the Executive Committee shall constitute a quorum.
- 7.5 The Executive Committee shall determine all Standing Committees, Ad Hoc Committees and any other miscellaneous Committee(s), according to the needs of the Association; further, the Executive Committee may dissolve such Committee(s) should there be no further need by the Association for such Committee(s).
- 7.6 The Executive Committee, through the President, may exercise all the powers and do all the acts and things that the Association may exercise and do, and which are not by these By-laws or by statute, or otherwise directed or required to be exercised or done by the Association in regular general meetings and extraordinary meetings, but subject, nevertheless to:
  - (a) All laws affecting the Association;

- (b) Association's by-laws;
- (c) Standing Rules, not being inconsistent with these By-laws, which are made from time to time by the Association at their regular meetings.

- 7.7 No Officer (including the Parliamentarian) shall be remunerated for being or acting in his/her elected capacity, but shall be entitled to be reimbursed for all expenses necessarily and reasonably incurred by him/her while engaged in the affairs of the Association.
- 7.8 Only voting members may, by special resolution, remove any Officer (including the Parliamentarian) before the expiration of his/her term of office and may elect a successor to complete the term of office. Such removal will be in accordance with the same procedures as set out in Clause 1, 1.15, 1.16 and 1.17.

#### Clause 8

##### PARLIAMENTARY AUTHORITY

- 8.1 All terminology and procedures of these By-laws shall apply consistently to the definitions provided by the Societies Act of British Columbia.
- 8.2 Roberts' Rules of Order (newly-revised version) shall apply to all questions of procedure and parliamentary law not specified in these By-laws or in the Societies Act of British Columbia.

#### Clause 9

##### BORROWING

- 9.1 Should it be necessary to borrow funds in order to carry out the purposes of the Association, the Executive Committee may recommend to the membership to apply to a Canadian chartered bank or a lending institution registered in the Province of British Columbia for a loan. Such recommendation by the Executive Committee shall include, but not be limited to, the Association's ability to repay the loan and the intended method of repayment. A special resolution must be passed for the recommendation to proceed.
- 9.2 Upon receipt of an approval outlining the terms and conditions of the loan from a Canadian chartered bank or a lending institution registered in the Province of British Columbia, a special resolution must be passed to accept such approval.

## Clause 10

### STANDING RULES

- 10.1 For procedures, issues, matters, circumstances and the like, not otherwise covered by these By-laws, Standing Rules may be approved and adopted by either a majority vote with previous notice or without such notice, by a two-thirds (2/3) majority vote at any meeting of the Association.
- 10.2 Upon approval and adoption, Standing Rules shall be recorded and maintained by the Secretary for reference.
- 10.3 As and when appropriate, the President shall remind the membership of the Standing Rules in effect.
- 10.4 Standing Rules may be removed or amended by either a majority vote with previous notice or without such notice, by a two-thirds (2/3) majority vote at any meeting of the Association.

## Clause 11

### DISSOLUTION

In the absence of a special resolution outlining how the assets of the Association, whether financial or otherwise, are to be disbursed upon dissolution, all assets of the Association, whether financial or otherwise, shall be disbursed upon dissolution, in the following manner:

- (1) firstly, to the payment of all debts of the Association;
- (2) secondly, to the return of all original third party funds received by the Association; and
- (3) thirdly, the balance remaining shall be divided equally between all members in good standing.

**This provision for dissolution was previously unalterable.**

## Clause 12

### AMENDMENTS

These By-laws may be revised, amended or deleted, and new clauses as deemed necessary may be added thereto, by special resolution at any regular general meeting or extraordinary meeting of the Association, provided however that the proposed revision(s), amendment(s), deletion(s) and addition(s) has(have) been brought forth for discussion and consideration at the previous regular general meeting or extraordinary meeting of the Association.

Revision Date: November 17, 2018, revision 1

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