

PLAINVILLE LITTLE LEAGUE CONSTITUTION

(As of 9-18-2024, last revised 10-6-2022)

ARTICLE I – NAME

This organization shall be known as PLAINVILLE LITTLE LEAGUE, INC.

ARTICLE II – OBJECTIVE

Section 1. The objective of Plainville Little League shall be to implant firmly in the youth of the community the ideals of good sportsmanship, honesty, loyalty, courage, regard for authority and team spirit so that they may be finer, stronger and happier persons and will grow to be good, decent, healthy and trustworthy citizens.

Section 2. To achieve this objective Plainville Little League will provide a supervised program of competitive games of baseball and softball, under the Rules and Regulations of Little League Baseball, Incorporated. The molding of future adults is of prime importance and the attainment of exceptional athletic skill or the winning of games is secondary.

Section 3. In accordance with Section 501 (c) (3) of the Federal Internal Revenue Code, the Plainville Little League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball and softball games. No part of the net earnings shall inure to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

ARTICLE III – MEMBERSHIP

Section 1. Eligibility.

Any person sincerely interested in active participation to affect the objective of Plainville Little League may apply to become a member. The candidate must attend 2 consecutive board meeting before becoming a member (must introduce themselves to the board and provide a brief back ground on themselves BEFORE a vote is taken. (Revised 1/5/17).

Section 2. Classes. There shall be the following classes of Members:

- (a) **Player Members.** Any player candidate meeting the requirements of Little League Regulation IV and who resides within the authorized boundaries of Plainville Little League shall be eligible to complete for participation but shall have no rights, duties or obligations in the management or in the property of Plainville Little League.
- (b) **Regular Members.** Any person actively interested in furthering the objective of the Plainville Little League may be elected to the Board of Directors as hereinafter provided.
- (c) **Honorary Members.** Any person who has devoted their time and talent to the Plainville Little League may be elected to the Board of Directors as an Honorary Member.

Section 3. Other Affiliations. Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of Plainville Little League.

Section 4. Regular Members should not be actively engaged in the promotion or operation of any other baseball program, which operates during the Regular Season of Plainville Little League.

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Section 5. Suspension or Termination. Membership may be terminated by resignation or action by the Board of Directors.

- (a) All members of the Board of Directors are expected to attend meetings regularly. If a member misses 2 meetings in a row, or a total of 3 in a year, said board member will be subject to termination by a review of the Board of Directors. The member shall be notified of such action.
- (b) The Board of Directors, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any member of any class when the conduct of such person is considered detrimental to the best interests of the Plainville Little League or Little League Baseball. The Member shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.
- (c) The Board of Directors shall, in case of a Player Member, give notice to the Manager of the team of which the player is a member within twenty-four hours of the conduct. Said Manager shall appear, in the capacity of advisor, with the player before a duly appointed committee consisting of at least one-fourth of the members of the Board of Directors within three days of the conduct. The committee shall have full power to suspend or revoke such player's right to future participation in Plainville Little League. The player shall be under suspension from participating in scheduled games pending disposition of the charge.

ARTICLE IV – MEETINGS

Section 1. Annual Meeting. The annual meeting of the Board of Directors shall be held on the second Tuesday in September at 7:30 p.m. of the reading of reports, the election of Officers and for the transaction of such business as may properly come before the meeting.

Section 2. Monthly Meetings. A minimum of eight monthly meetings shall be held on dates selected by the President in addition to the Annual Meeting for the regular transaction of the business of the Plainville Little League.

Also, at the discretion of the President, an additional meeting will be held on the fourth Tuesday in May. The purpose of the meeting is to review, clarify and resolve any discrepancies that occur pertaining to the operation of the League and is not intended to handle any normal business transactions.

Section 3. Special Meetings. Special Meetings of the Board of Directors may be called by the President. Upon the request of one-fourth of the Board of Directors, the President shall call a Special Meeting. Special Meetings shall be called only to consider a specific subject and no business other than that the subject of the special meeting shall be transacted at such special meeting.

Section 4. Quorum. The presence in person or by proxy of one-half of the Board of Directors shall be necessary to constitute a quorum and majority of those present shall govern except on matters of policy as contained in Article XIII.

Section 5. Voting. Only members of the Board of Directors shall be entitled to one vote at any meeting.

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Section 6. Proxies. Each member of the Board of Directors shall be entitled to one vote in person or by proxy. All proxies must be in writing and may be withdrawn at any time.

Section 7. Rules or Order. Robert's Rules of Order shall govern the proceedings of all meetings except where such rules conflict with the Constitution or by-laws of Plainville Little League.

Section 8. Minutes. Minutes of meetings shall be duplicated and mailed to all members of the Board of Directors prior to the next meeting. All minutes shall indicate those members present by name.

ARTICLE V – BOARD OF DIRECTORS

Section 1. Board and Number. The management of the property and affairs of the Plainville Little League shall be vested in the board of Directors. The Board of Directors shall consist of the Officers, the Manager of each Major League Baseball Team, and may include the Major League Director, the AAA League Director, the AA League Director, the T-Ball Director, the Softball League Director, the Junior League Director, the Director of Umpires and Directors at Large totaling not less than twenty-three (23). The Directors shall upon election immediately enter upon the performance of their duties and shall continue in office until their successors shall have been duly elected and qualified.

Section 2. Vacancies. If any vacancy occurs in the Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Directors at any regular meeting or at any special meeting called for that purpose.

Section 3. Duties and Responsibilities.

- (a) Each Director serving as League Officer, Manager or Coach shall satisfactorily carry out their duties as prescribed by the League Constitution, Local Rules and Little League Baseball's Official Regulations and Playing Rules and Operating Manual.
- (b) Each Director serving in an appointed position shall satisfactorily carry out their duties as prescribed by the League Constitution, Local Rules and Little League Baseball's Official Regulations and Playing Rules and Operating Manual.
- (c) In addition, all Directors shall attend a minimum of fifty percent (50%) of regularly scheduled or special meetings of the Board and shall not miss two consecutive board meetings.
- (d) Each board of directors member, shall be an active member on at least 2 committees.

Section 4. Dismissal. Failure to meet the requirements of Article V Section 3 will result in dismissal from the Board upon a majority vote of the Board of Directors. Any Director dismissed may appeal the dismissal at a Regular or Special Board of Directors meeting. Reinstatement to the Board must be approved by two-thirds vote of the Board of Directors present.

Section 5. Duties and Powers. The Board of Directors shall manage the property and affairs of Plainville Little League and may adopt such rules and regulations for the conduct of its meetings and such management, as it may deem proper.

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ARTICLE VI – INDEMNIFICATION

Each Director and each Officer of the Plainville Little League shall be indemnified by the Plainville Little League against all loss, costs, damages, expenses and charges reasonably incurred or suffered by such director or officer in connection with any action, suit or proceeding to which such director or officer may be made a party by reason of his or her having been director officer of the Plainville Little League (whether or not such director or officer continues to be a director or officer at the time of incurring or suffering such loss, costs, damages, expenses or charges) except in relation to any matter as to which such director or officer shall be adjudged in such action, suit or proceeding to be liable for his or her own negligence or misconduct in the performance of his or her duty as such director or officer. The right of indemnification shall not be inclusive of any other rights or remedies to which such director or officer may, as a matter of law, be entitled.

ARTICLE VII – OFFICERS, DUTIES AND POWERS

Section 1. Officers. The Officers of Plainville Little League shall consist of a President, Vice President, Secretary, Treasurer, Safety Officer and Player Agent who shall hold office for one year or until their successors are duly elected and may be eligible for re-election. The Player Agent shall not Manager or Coach.

Section 2. President. The President shall:

- (a) Conduct the affairs of Plainville Little League and execute the policies established by the Board of Directors.
- (b) Chair the meetings of the Board of Directors.
- (c) Communicate to the Board of Directors such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of Plainville Little League.
- (d) Be responsible for the conduct of Plainville Little League in strict conformity to the policies, principles, Rules and Regulations or Little League Baseball, Incorporated, as agreed to under the conditions of the charter issued the Plainville Little League by that organization.
- (e) Make and execute for and in the name of Plainville Little League such contracts and leases as may be received the prior approval of the Board of Directors.
- (f) Investigate complaints, irregularities and conditions detrimental to the Plainville Little League and report thereon to the Board of Directors as circumstances warrant.
- (g) With the assistance of the Player Agent, examine the application to the Plainville Little League and supporting proof of age documents of every player candidate and certify the residence and age eligibility before the players may be accepted for tryouts and selection.
- (h) Represent Plainville Little League in all matters of interest.
 - (i) Have access to Plainville Little League Bank Account (username and password for online access) and have his/her name on the account. Will check the Plainville Little League Bank Account on a monthly basis for accuracy.

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Section 3. Vice President. In case of the absence or disability of the President, and provided he or she is authorized by the President or the Board of Directors to so act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of that office, and shall have such other duties from time to time may be assigned by the Board of Directors or by the President.

- (a) Vice President of Plainville Little League will have access to the Auxillary Bank Account (username and password for online access) and have his/her name on the account. Will check the Auxillary Bank Account on a monthly basis for accuracy.
- (b) Chair the Managers Selection Committee for baseball and softball.
- (c) Chair the All Star Managers Selection Committee for baseball and softball.

Section 4. Secretary. The Secretary shall:

- (a) Perform such duties, as are herein specifically set forth, in addition to other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- (b) Be responsible for recording the activities of the Plainville Little League and maintain appropriate files, mailing lists and necessary records.
- (c) Maintain a list of all members of the Board of Directors and Committees.
- (d) Keep minutes of the Board of Directors and cause them to be recorded in a book kept for that purpose.
- (e) Prepare and email the minutes of each meeting to each member of the Board of Directors of Plainville Little League and such other interested parties prior to the next regularly scheduled meeting.
- (f) Conduct all correspondence not otherwise specifically delegated in connection with the meetings of the Board of Directors.

Section 5. Treasurer. The Treasurer shall:

- (a) Perform such duties as are herein specifically set forth and such other duties are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- (b) Receive all moneys and securities, and deposit same in a depository approved by the Board of Directors.
- (c) Keep records for the receipt and disbursement of all moneys and securities of the Plainville Little League; approve all payments allotted funds and draw checks therefore; monitor the receipt and disbursement of all moneys and securities of the Plainville Little League Auxiliary.
- (d) Monthly "bank reconciliation" including an up to date list of outstanding checks in order to facilitate tying the bank statements to the monthly treasurer's reports.
- (e) Requiring 2 signatures on ALL single checks over \$1,000.00. (President or Vice President with the Treasurer).
- (f) Requiring a second signature on all checks written to the Treasurer (reimbursement, umpires fee, ect)
- (g) Provide a report to the Board of Directors of the financial activity of the Plainville Little League, including, but not limited to, an Income Statement and a Balance Statement.
- (h) Bank statements (front page only) must be presented monthly and statements from the Morgan Stanley account (front page only) must be presented quarterly or monthly if there were recent transactions.

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- (i) Re-establishment of written or electronic (shared Google doc) to track and document umpire check requests.

Section 6. Player Agent. The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof.
- (b) Receive and review applications for player candidates and assist the President in checking residence and age eligibility.
- (c) Conduct the player draft and all other player transaction or selection meetings (including All Stars for baseball and softball).
- (d) Prepare the Player Agent's list.
- (e) Prepare for the President's review, signature and submission of all documents required by the Little League Headquarters, including when required, team rosters, players claimed, and the tournament team eligibility affidavit.
- (f) Notify Little League Headquarters of any subsequent player replacements or trade.
- (g) Additional duties and responsibilities – refer to local rules – Article VI – Section 1.

Section 7. Safety Officer. The Safety Officer shall:

- (a) Update yearly the league safety plan.
- (b) Make inspections on all the fields at Trumbull, Paderewski, Wheeler and Norton Parks to be performed at the beginning of the season and at the end of the season, provide an update to the board of their conditions and to insure they are safe for play.
- (c) Supply all team Managers with medical release forms for all players and insure that they are completed before any player participates in practices and games.
- (d) Assists the President with volunteer background forms and insures that everyone has filled one out who will be in contact with the children.
- (e) Will process all Accident Notification Forms (for insurance claims) to Williamsport.

ARTICLE VIII – STANDING COMMITTEES

The Board of Directors may appoint the following standing committees of one or more members of the Board of Directors:

Section 1. Budget and Finance Committee: The Budget and Finance Committee shall investigate ways and means of financing the activities of Plainville Little League and shall prepare an Annual Budget detailing income and expenditures for submission to the Board of Directors at the Annual Meeting. The following are required members of this committee: Treasurer shall be chairman, all directors (baseball and softball), President, Vice President, Sponsors/Signs chairman, Auxillary President, Equipment director and Facilities/maintenance chairman (Board Members Only).

Section 2. Facilities/Maintenance Committee: The Facilities Committee shall investigate and recommend suitable sites and plans for development. It shall recommend repairs and improvements, other than normal maintenance, and shall supervise the performance of approved projects. It shall operate within the amount appropriated in the approved budget for that purpose.

- (a) Chairman plus one board member (shall be a member of the BOD)

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(b) Responsibilities

1. Point of contact with the following: town, field treatments vendor / follow up with vendor once completion of work.
2. Obtain permits for all fields
3. Inspect all fence work for all fields
4. Works in conjunction with Safety officer in inspection of all permitted fields, beginning in the spring and after the regular season
5. Any director should report any issues to the chairman
6. Report to the BOD on a monthly basis Apart of the budget Committee
7. Apart of the budget Committee

Section 3. Fundraising Committee: The fundraising committee shall plan and supervise any fundraising events under the laws of the State of Connecticut. Consists of Chairman and 1 board member.

Section 4. Auditing Committee: The Auditing Committee shall review the books and records of the Plainville Little League and a detailed annual audit will be reported to the Board of Directors at the October meeting (to include the year end amounts). A less formal audit will take place during the month of April (after registration completion) and reported during the May meeting. Neither the President nor the Treasurer shall be a Member of the Auditing Committee. The Committee may, if directed by the Board of Directors or upon the occasion of a change in the office of President or Treasurer, secure the services of a Certified Public Accountant to accomplish such review. (Board Members Only)

Section 5. Managers Selection Committee: To assist the President in his or her constitutional responsibility (Article IX Section 1) to appoint Managers and Coaches of Major Baseball and Softball teams, including All Stars at all levels for baseball and softball. Managers Selection Committee consisting of eight (8) Board of Directors who hold the following offices with the League: (Board Members Only)

1. Vice President – who shall Chair the Committee
2. Player Agent
3. Director of Umpires
4. Junior League Director
5. Major Baseball Director
6. Softball Director
7. AAA Baseball Director

In carrying out this responsibility, the Committee shall interview and investigate prospective Managers and Coaches and recommend acceptable candidates to the President for appointment and for approval by the Board of Directors. Recommendations should be based on an evaluation of the candidate's commitment to the league, Managerial and/or Coaching skills, baseball knowledge, strongly recommended that a manager or coach attend baseball clinics to improve their baseball knowledge on different aspects of the game, ability to communicate with parents, players / league officials, All Star experience and administrative abilities.

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The Committee shall also have the following responsibilities:

1. It shall, at the request of the President or the Board of Directors, investigate complaints concerning Managers and Coaches. It shall make a report, with recommended actions, to the President or Board of Directors as the case may be.

Section 6. Local Rules Committee: Shall be responsible for reviewing any proposed changes to the Constitution or Local Rules and making recommendations to the Board of Directors. The Committee shall consist of at least seven (7) and no more than nine (9) Board members. Committee members shall serve for terms ranging from one (1) to three (3) years. (Board Members Only) (Edited on 1/12/16)

Section 7. Expansion / Contraction Committee: Shall consist of the following board members: Chairman – Vice President, Major League Director, Major League Softball Director and four board members at large.

Section 8. Opening Day Committee: Shall consist of Major League Director as chairman, Managers from baseball and softball Major League teams and Auxiliary President.

Section 9. Protest Committee: Shall consist of the President of Plainville Little League as chairman, Vice President, Umpire in Chief, Player Agent and respective director of issue.

Section 10. Picture Committee: Shall organize, coordinate and schedule professional pictures for all divisions. This will include negotiations with picture companies to ensure the percentage of return to PLL. Income projections must be provided to the Budget and Finance Committee during the annual budget process. Committee must have a board member chairperson and may use additional volunteers if desired.

Section 11. Signs and Sponsors Committee: Shall coordinate all community contact related to team sponsors at all levels and the sale of field signs for all fields at Trumbull Park. Signs and Sponsors Chairperson will work closely with the Equipment Director to provide sponsor names prior to uniform orders are placed. Chairperson will also coordinate with majors Division Director for workday to ensure all paid signs are displayed on the fields. Committee must have a board member chairperson and may use additional volunteers if desired. Chairperson is also a mandatory member of the Budget and Finance Committee.

Section 12. Scholarship Committee: Three (3) person committee will meet annually to award PLL Scholarships as allowed in the budget and agreed upon by the Board of Directors. Chairperson and members do not have to be active board members. All committee activities will be coordinated with PLL President.

Section 13. Development Committee: Shall coordinate all PLL activities related to player development and coach training. This can be in the form of player/coach clinics run by PLL, District 5 or outside organizations, material available online or working with Plainville High School baseball and softball coaching staffs. Chairperson should be a member of the board. All Divisional Directors should be committee members along with at least one (1) member at large.

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Section 14. Information Committee: Shall coordinate all PLL online platforms including Facebook and Twitter. Additionally, committee will assist PLL Officers with all email communications with families, coaches and the community. Committee must have a board member chairperson and may use additional volunteers if desired.

ARTICLE IX – MANAGERS AND COACHES

Section 1. Nomination and Appointment. Managers and Coaches of Junior and Major League teams shall be appointed by the President and approved by the Board of Directors. The President in making appointments shall consider the recommendation of the Managers Committee and the candidate's commitment to the league, Managerial and/or Coaching skills, baseball knowledge, ability to communicate with parents, players and league officials and administrative abilities. The Managers and Coaches of the Major League Baseball and Softball shall be members of the Board of Directors. A Manager or Coach who is not re-appointed in accordance with this Section may appeal the Board decision at any regular or Special Board of Directors meeting held for this purpose, in accordance with Plainville Little League local rules.

Section 2. Coach of Choice. A Manager shall recommend his or her choice of Coach to the President.

Section 3. Duty and Responsibility of Manager. The Manager shall have the overall authority and responsibility to select, manage, supervise and conduct the activities of his or her team on the field and shall be responsible to the Board of Directors for such activity.

Section 4. Duty and Responsibility of Coach. The Coach shall assist the Manager and, under the direction of the Manager, shall teach and Coach the players of his or her team.

Section 5. Suspension. The Board of Directors shall have the authority to suspend any Manager, Coach or person representing Plainville Little League whose conduct is considered detrimental to the best interest to the league.

ARTICLE X – AFFILIATION

Section 1. Charter. The Plainville Little League shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such charter.

Section 2. Other Affiliations. The Plainville Little League shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other program or organization or operate any other program.

Section 3. Local League Rules. The local rules of Plainville Little League shall be adopted by the Board of Directors and shall in no way conflict with the Rules and Regulations of Little League Baseball, Incorporated.

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ARTICLE XI – FINANCIAL POLICY

Section 1. Board of Directors. The Board of Directors shall decide all matters pertaining to the finances of Plainville Little League, and it shall be a permanent policy to place all income in a common League Treasury, directing the expenditure of funds in such manner as will give no individual or team an advantage over those in competition with such individual or team.

Section 2. Contribution to Individual Teams not permitted. To discourage favoritism among teams and to endeavor to equalize the benefits of the Plainville Little League, there shall be no contribution of funds or property to individuals or teams and solicitations shall be for the common treasury of the league.

Section 3. Solicitations of Funds. There shall be no solicitation of funds in the name of Plainville Little League or Little League Baseball unless all of the funds so raised be placed in the Plainville Little League Baseball, Incorporated.

Section 4. Disbursements for League Activity Only. There shall be no disbursement of Plainville Little League funds for other than the conduct of Little League activities in accordance with the rules and policies of Little League Baseball, Incorporated.

Section 5. No Compensation for Directors and Officers. No Director, Officer or Member of Plainville Little League shall receive, directly or indirectly, any salary, compensation or emolument from Plainville Little League for services rendered as Director, Officer or Member.

Section 6. Accounts. All moneys received shall be deposited to the credit of Plainville Little League in accounts approved by the Board of Directors and all disbursement shall be made by check, signed by the Treasurer or President, in accordance with an annual budget approved by the Board of Directors.

Section 7. Fiscal Year. The fiscal year of Plainville Little League shall begin on the first day of October and shall end on the last day of September.

Section 8. Distribution of Property upon Dissolution. Upon dissolution of Plainville Little League and after all outstanding debts and claims have been satisfied, the Board of Directors shall distribute the property of Plainville Little League to such other organization or organizations maintaining an objective similar to that set forth herein, which are or may be entitled to exemption under Section 501 (c) (3) of the Internal revenue Code or any future corresponding provision.

Section 9. Bonding of Officers. Any Officer of the Board of Directors who is authorized to sign checks must be bonded.

ARTICLE XII – RULES

Section 1. Official Playing Rules. The Official Playing Rules and regulations as published by Little League Baseball, Inc., Williamsport, Pennsylvania shall be the official playing rules of Plainville Little League.

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Section 2. Local Rules. The Board of Directors may adopt local playing rules and regulations, not in conflict with the Constitution or with the official playing rules and regulations as published by Little League Baseball, Inc., to suit local conditions and circumstances.

ARTICLE XIII – AMENDMENTS

Section 1. Amendment to Constitution. This Constitution or any section thereof may be amended or repealed by a three-quarters vote of the Board of Directors voting in person or by proxy at any regular meeting; provided, that written notice of such proposed changes, over the signature of the Secretary shall be mailed to each member of the Board of Directors at least fifteen days prior to the meeting at which such proposed change shall be submitted to vote.

Section 2. Amendment to Local Rules. The Local Rules or any section thereof may be amended or repealed by a two-thirds vote of the Board of Directors voting in person or by proxy at any regular meeting.

ARTICLE XIV – REPEAL

All prior Constitutions of Plainville Little League, Inc. are repealed except that the provisions of the Constitution of 1974 dealing with subject matter not contained in this Constitution shall remain in full force and effect until Local Rules on such subject matter are adopted or amended.

ARTICLE XV – REVISIONS

<u>Revision #</u>	<u>Type</u>	<u>Article</u>	<u>Section</u>	<u>Approval Date</u>
1	Change	IV	2	Mar 08, 1994
1	Add	VIII	8	Mar 08, 1994
1	Add	VIII	9	Mar 08, 1994
1	Change	IX	1	Mar 08, 1994
2	Change	II	2	Feb 11, 1997
3	Change	V	1	Feb 11, 1997
4	Change	V	3	Feb 11, 1997
2	Change	V	4	Feb 11, 1997
2	Add	V	5	Feb 11, 1997
2	Change	VIII	3	Feb 11, 1997
2	Change	VIII	8	Feb 11, 1997
2	Change	IX	1	Feb 11, 1997
2	Change	XI	6	Feb 11, 1997
2	Add	XV	All	Feb 11, 1997
3	Change	V	1	Mar 14, 2000
4	Change	VIII	8	Mar 14, 2000
3	Change	IX	1	Mar 14, 2000
1	Change	VIII	9	Jan 12, 2016
1	Add	VIII	8	Jan 5, 2017

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1	Add	III	1	Jan 5, 2017
1	Add	VII	2	May 4, 2017
1	Add	VII	3	May 4, 2017
1	Add	VII	5	May 4, 2017
1	Add	VIII	11	March 8, 2018
1	Add/update	VIII	11-14	October 29, 2018
1	Add/Update	VII	7	December 5, 2019
1	Add/Update	VIII	9	December 5, 2019
1	Add	VIII	15	November 21, 2020
1	Update	VIII	2,5,6,	October 6, 2022
1	Add	VIII	10,11, 12, 13, 14	October 6, 2022