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PIEDMONT UNITARIAN UNIVERSALIST CHURCH

Bylaws

6/18/2010

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Article I: Name

Section 1: Name

The name of this religious society shall be The Piedmont Unitarian Universalist Church.

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Article II: Purpose

Section 1: Purpose

The Covenant of this religious community shall be:

- We encourage and support individual freedom of religious beliefs for all.
- We share in a loving ministry each for the other; and thereby provide for our emotional, physical, and spiritual well-being.
- We are dedicated to providing religious education for our children which will enhance the positive worth of each child.
- We strive toward social responsibility with the purpose of strengthening an individual commitment to self, congregation, and community.
- We will seek the truth to enlighten and acknowledge human accomplishments and possibilities.

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Article III: Non-Discrimination

Section 1: Non-Discrimination

We covenant to affirm and promote the full participation of all persons in all our activities and endeavors – including membership, programming, hiring practices, and the calling of religious professionals – without stereotyping based on race, color, gender or gender identity, physical or mental disability, sexual orientation, class, national origin, or political affiliation.

This Article takes precedence over all other relevant Articles in this document, as well as all current policies, procedures or customs in use by this Church.

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Article IV: Denominational Affiliation

Section 1: Denominational Affiliation

This Church shall be a member of the Unitarian Universalist Association and of the Thomas Jefferson District or their successors. It is the intention of this Church to make annual financial contributions to the Association and the District equal to its full fair share.

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Article V: Membership

Section 1: Admission to Membership

The following are the requirements for membership:

- a. Any person fourteen (14) years or older, who is in sympathy with the spirit and purpose of the covenant of this Church as stated in Article II of the Bylaws; who pledges to support this religious community by personally committing to participate in congregational matters, and by making an annual financial commitment of record within their means; and who is in general agreement with the Principles and Purposes of the Unitarian Universalist Association may enter its fellowship by signing the membership roll in the presence of the Minister, a member of the Board of Trustees, or their delegate.
- b. It is specifically understood that membership is open to all qualified persons regardless of race, color, gender or gender identity, physical or mental disability, sexual orientation, class, national origin, or political affiliation.
- c. The Minister, and/or the Board, at their discretion may waive the requirement for a financial contribution by any current or prospective member upon request.

Section 2: Removal from Membership

Any member may be removed from membership:

- a. Upon request by the member to the Minister or the Board. An attempt shall be made by the Board to confirm the request by obtaining the request in writing.
- b. If there has been no interest or support demonstrated for this Church for one year, providing an attempt has been made to secure from the individual a statement of interest or disinterest.
- c. By a three-quarter ($\frac{3}{4}$) majority vote of the Board to safeguard the health, safety and integrity of the congregation.

Section 3: Immediate Exclusion

The Minister and/or a Board officer may immediately exclude any person from Church property or events, without notice or opportunity to be heard, for behavior which is judged to cause or threaten harm to persons or property.

Article VI: Meetings of Membership

Section 1: Election Meeting

There shall be an election meeting of the Church each year in the month of March. The purpose of this meeting shall be to elect new members of the Board of Trustees, Nominating Committee members, and Endowment Committee members.

Section 2: Annual Meeting

The annual meeting of the Church shall be held each year in the month of June. Included in the agenda shall be the presentation of the annual report and the adoption of the annual budget.

Section 3: Special Meetings

Special meetings of the Membership may be called by the Board at its discretion or by the written request to the Board of at least ten percent (10%) of the membership.

Section 4: Notice of Meetings

The business to be transacted at all meetings of the Membership shall be set forth in the notice of the meeting, which shall be sent to all members at least ten (10) days prior to the date of the meeting by the Secretary. The date, place, and hour of the meeting shall be fixed by the Board, and included in such notice.

Section 5: Voting

- a. Members are eligible to vote thirty (30) days after meeting the requirements of membership as stated in Article V Section 1
- b. The vote on any matter shall be by written ballot on the request of any member present
- c. Each member shall be entitled to one (1) vote
- d. Proxy voting is prohibited

Section 6: Quorum

A quorum at any meeting of the Church shall consist of twenty percent (20%) of voting-eligible membership as defined in this Article, Section 5a. A quorum shall be established by counting the signatures of eligible members' prior to the meeting.

Section 7: Decisions

All decisions made at a legal meeting of the Church shall be by a simple majority of votes cast unless specifically indicated to be otherwise in these bylaws. Abstentions do not count as votes cast.

Section 8: Rules of Procedure

The rules contained in Robert's Rules of Order, as revised, shall guide this Church in the conduct of its meetings to the extent that they are not inconsistent with these Bylaws.

Article VII: Board of Trustees

Section 1: General Powers

The Board of Trustees shall be the governing body of the Church. It shall:

- a. Establish and maintain short/long range goals, procedures and policies to govern the operating practices of the Church consistent with these bylaws
- b. Have general charge of properties of the Church
- c. Employ staff as necessary
- d. Have the authority to decide whether to seek a called Minister or hire alternative ministerial leadership for a limited period of time
- e. Have the authority to appoint an interim or consulting Minister in accordance with the Unitarian Universalist Association guidelines
- f. Be responsible for approving a Letter of Agreement with the Minister
- g. Approve the appointment of ministerial interns in accordance with Church policies and procedures
- h. Approve affiliation with community Ministers in accordance with Church policies and procedures
- i. Provide facilitation and liaison services as needed to Committees and Councils
- j. Insure that prior notice is given on changes of policies or procedures to the affected membership.
- k. Abide by the principle that all of its powers are subordinate to the will of the membership of the Church.

Section 2: Membership

The Board of Trustees shall consist of seven (7) members: the President, President-Elect, Secretary and Treasurer, who shall be the officers of the Church; the Past President, and two Trustees-at-Large.

All members of the Board shall be Members of the Church. All officers of the Church shall be of legal age.

Section 3: Election

At each election meeting of the Church, a President-Elect shall be elected for a term of three (3) years, the first year to be served as President-Elect, the second as President, and the third as Past President. The Secretary and two Trustees who serve at large shall be elected to three (3) year terms. The Treasurer shall be elected to a two (2) year term. To the degree possible, the terms shall be staggered. Board members shall be elected from among the nominees presented by the Nominating Committee or from nominations from the floor, provided written consent has been obtained from the nominee.

Section 4: Term Limits

Elected Board members may serve in the same position for no more than three (3) years. In any five (5) year period, no member of the Board of Trustees may serve for more than three (3) consecutive years.

Section 5: Vacancies

A vacancy during a term of office on the Board shall be filled by a majority vote of the remaining Board members. The person so appointed shall serve until the next election meeting, at which time the vacancy shall be filled by election, as stated in Section 3, for the balance of the unexpired term. A vacancy may be declared by the Board upon receipt by the President of a letter of resignation or when a Board member misses three (3) consecutive meetings without prior notice to the President or Minister.

Section 6: Removal

Any Board member may be removed if such action is approved by two-thirds ($\frac{2}{3}$) of the votes cast at a legal meeting of the congregation (as defined in Article VI).

Section 7: Succession

The new Board shall take office July 1 following the annual meeting and shall be convened by the President within the month of July.

Section 8: Regular Meetings

The Board shall meet at least every other month, beginning in July, on a regular date prescribed in advance by it, at a time and place designated by the Board. All regular Board meetings shall be open, and the minutes shall be promptly posted for examination by the membership.

Section 9: Special Meetings

Special meetings of the Board may be called by or at the request of the President or any two (2) Board members. The time and place of any special meeting shall be specified in the notice of such meeting to the Membership which shall be given at least three (3) days prior to its taking place. The minutes of special meetings shall be promptly posted for examination by the membership.

Section 10: Executive Sessions

The members of the Board may go into a closed executive session at any regular or special meeting, provided that any action taken is reaffirmed at an open meeting of the Board.

Section 11: Quorum

A minimum of four (4) Board members shall constitute a quorum for the transaction of business at any meeting of the Board.

Section 12: Informal Action

Action taken by a majority of the Board of Trustees without a meeting is nevertheless Board action. The action and the recorded vote shall be entered into the minutes of the next meeting.

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Article VIII: Officers

Section 1: President

The President shall:

- a. Be the principal officer of the Church and the Board
- b. Supervise and manage the Church in accordance with these Bylaws
- c. When present, preside at all meetings of the Membership and of the Board
- d. Sign, with other proper persons, any deeds, mortgages, bonds, contracts, or other instruments which may be lawfully executed on behalf of the Church, except where required or permitted by law to be otherwise signed and executed and except where signing and execution thereof shall be delegated by the Board to some other person
- e. Perform other duties as may be prescribed by the Board from time to time

Section 2: President-Elect

The President-Elect shall:

- a. Fulfill the role of the President in the absence or incapacity of the President.
- b. Preside over quarterly meetings of the Council Coordinators, as prescribed in Article X, Section 4
- c. Perform other duties as the President or Board may direct.

Section 3: Past President

The Past President shall:

- a. Preside over the Council responsible for the business and operations of the Church
- b. Chair the Nominating Committee
- c. Perform other duties as the President or Board may direct

Section 4: Secretary

The Secretary shall:

- a. Keep accurate records of the acts and proceedings of all Board of Trustees meetings and the annual and special meetings of the Membership
- b. Promptly post the minutes of these meetings for examination by the membership
- c. Give all notice required by law and these Bylaws
- d. Have general charge of the corporate books and records and of the corporate seal, and shall affix the corporate seal to any lawfully executed instrument requiring it
- e. Prepare an alphabetical list of the names of all members who are entitled to vote at any meeting of the Church
- f. Sign such instruments as may be required

- g. Compile the annual reports of the Board, Minister and Church Councils
- h. Perform other duties as the President or Board may direct

Section 5: Treasurer

The Treasurer is the chief financial officer of the Church, and, as such, shall:

- a. Keep or cause to be kept a full and accurate account of the finances of the Church
- b. Publish a true statement of the Church's assets and liabilities as of the close of each fiscal year
- c. Serve on the Council responsible for business and operations
- d. Perform other duties as the President or Board may direct

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Article IX: Committees and Agents

Section 1: Nominating Committee

The Nominating Committee shall consist of four (4) members of the Church each serving two-year terms. In addition, the Past President shall serve for a one-year term as non-voting chair of the Nominating Committee. Two (2) members will be elected in odd years, two (2) in even years. No person can serve simultaneously on the Board of Trustees and the Nominating Committee. No Nominating Committee member who has served a full two (2) year term shall be reelected until after the expiration of one year.

If a Nominating Committee member should accept a Board position, then that person shall resign from the Nominating Committee.

Vacancies on the Nominating Committee shall be filled by the Board of Trustees until the next election meeting, at which time the vacancy shall be filled by election for the remainder of the unexpired term.

The duties of this Committee are to:

- a. Notify the membership of the open terms and vacancies on the Board of Trustees, Nominating Committee and Endowment Fund Committee to be filled at the next election meeting.
- b. Submit in writing, to the Secretary, at least thirty (30) days prior to the election meeting a nominee for each elective position to be filled.
- c. Present nominees for a two (2) year term Council Coordinators to the Board of Trustees for approval and appointment before the annual meeting. A Council Coordinator may be reappointed
- d. Provide slate of candidates for the Ministerial Search Committee as required by Article XI, Section 3

Section 2: Committee on Ministry

The purpose of the Committee on Ministry is to strengthen the quality of shared ministry within the congregation.

The Committee shall consist of five (5) Members, each serving terms of three (3) years. Terms should be staggered. The members of the Committee will be selected through a process mutually agreed upon by the Minister and the Board of Trustees.

The responsibilities of the Committee on Ministry are to:

- a. Meet regularly with the Minister
- b. Interpret to the congregation the nature and scope of the Minister's work
- c. Participate in the annual review of the Letter of Agreement as specified in Article XI, Section 5

- d. Monitor and keep the Minister advised concerning the quality of the relationships between the Minister and the Membership
- e. Model healthy relationships with the Minister and all staff
- f. Work with the Minister on the Minister's continuing education program and/or professional development
- g. Coordinate periodic assessments of the professional and shared ministry of the congregation, the nature, frequency and form to be specified by policy

Section 3: Endowment Fund Committee

The Endowment Fund Committee shall consist of five (5) members, all of whom are voting Members of Church. The term of each member shall be five (5) years. Each year the term of one member shall expire and one (1) member shall be elected. The Minister, the President and President-Elect shall be advisory ex-officio members of the Endowment Fund Committee.

No member shall serve more than one consecutive five (5) year term. After a lapse of one (1) year, former Committee members may be reelected.

Vacancies on the Endowment Fund Committee shall be filled by the Board of Trustees until the next election meeting, at which time the vacancy shall be filled by election for the remainder of the unexpired term.

This Committee shall:

- a. Operate in accordance with the purposes, governance and operational procedures located in the policy manual
- b. Make decisions to buy, sell, hold, exchange, rent, lease, transfer, convert, invest and reinvest the assets of the Endowment Fund
- c. Use the Piedmont Unitarian Universalist Church Endowment Fund Investment Policy and Guidelines to make investment choices

Section 4: Other Committees and Agents

Other committees and agents elected or appointed by the Board shall, in general, perform all duties incident to their respective offices and such other duties as may be assigned from time to time by the President. Any such committee or agent may be removed upon a majority vote of the Board of Trustees.

Article X: Church Councils

Section 1: Number and Purpose

Church Councils shall develop and implement the programs and services of the Church, including but not limited to:

- a. Religious services
- b. Religious education
- c. Business and operations
- d. Social justice
- e. Congregational fellowship and care
- f. Membership development

No set number of Councils is prescribed; these programs and services can be combined if directed by the Board

Section 2: Council Coordinators

Council Coordinators are nominated by the Nominating Committee for appointment by the Board of Trustees for a two (2) year term. A Coordinator may be reappointed.

Section 3: Council Powers and Duties

Each Church Council shall:

- a. Implement its programs and services as outlined in Church policies
- b. Be under the leadership of a Council Coordinator or two (2) co-Coordinators
- c. Integrate its work with the work of the other Councils
- d. Keep the Board of Trustees informed of its activities
- e. Submit an annual report of the programs, activities and plans of their Council to the Board at least three (3) weeks prior to the annual meeting
- f. Form committees as necessary to implement its various programs and activities

Section 4: Council Meetings

Each Church Council shall meet regularly. A meeting of all Council Coordinators called by the President-Elect shall take place at least quarterly.

Article XI: Minister

Section 1: Shared Ministry

The ministry of this Church is shared between the Minister and the Membership of the congregation.

Section 2: Responsibilities and Privileges

The Minister shall:

- a. Be responsible for the overall quality of the worship and spiritual life of the congregation
- b. Serve in an advisory capacity to the Board of Trustees, Church Councils, Council committees and other such groups and agents as the Board shall designate
- c. Provide day-to-day supervision of non-ministerial Church staff
- d. Be sensitive and responsive to the needs and desires of the congregation
- e. Have freedom of the pulpit as well as freedom to express personal opinions outside the pulpit

Section 3: Selection

To call a Minister, in the event of a vacancy or intended vacancy, a Ministerial Search Committee shall be formed consisting of seven (7) Members of the congregation. The Nominating Committee shall provide a slate of seven (7) candidates selected according to policies agreed upon by the Board of Trustees and the Nominating Committee. The members shall be elected by the congregation at a special meetings of the Membership designated for that purpose.

A call shall be extended upon:

- The recommendation of the Ministerial Search Committee and
- Affirmed by at least four-fifths (⅘) of the votes cast at a legal meeting of the congregation (as defined in Article VI)

Section 4: Tenure

The tenure of the Minister shall be indefinite, subject to the provisions of Section 8 and Section 9 of this Article.

Section 5: Letter of Agreement

The Board and the Minister shall approve a Letter of Agreement which shall include but not be limited to the Minister's:

- a. Compensation
- b. Employment benefits
- c. Vacation and sick leave
- d. Congregational and denominational responsibilities
- e. Sabbatical time

The Committee on Ministry shall make recommendations and participate in the development of the Letter of Agreement in accordance with Article IX, Section 2.

This agreement shall be reviewed yearly.

Section 6: Periodic Assessment

A periodic assessment of the Minister's performance shall be submitted to the Board by the Committee on Ministry, in accordance with Article IX, Section 2, and be made available to the congregation.

Section 7: Reports

The Minister shall:

- a. Submit an annual report of the year's activities and business relevant to the Minister's responsibilities
- b. Submit to the Board at the time of their regular meetings a report of any weddings, dedications, funerals and other such events conducted by the Minister
- c. Inform the Board of any matters which may be pertinent to the general welfare of the Church

Section 8: Termination

Upon request by the Minister, the Board, or a petition signed by not less than one third ($\frac{1}{3}$) of the voting-eligible Members of the Church, the Secretary shall call a special meeting to vote upon termination of the Minister. The Minister may be dismissed if a majority of the votes cast at the special meeting called for that purpose are in favor of dismissal. If the tenure of the Minister is to be terminated, it shall be done as prescribed by the Board consistent with the Letter of Agreement.

Section 9: Resignation

In the event that the Minister resigns, the Church shall be given not less than three (3) months' notice, unless the Board shall waive this requirement.

Article XII: Financial Transactions

Section 1: Contracts

No contract or unbudgeted expenditure exceeding five percent (5%) of the current year's operating budget shall be made or entered into by any officer of the Church or by the Board without authorization for such expenditures being approved by a majority of the votes cast at a legal meeting of the congregation (as defined in Article VI).

Section 2: Checks and Drafts

All checks, drafts or other orders for payment of money issued in the name of the Church shall be signed by such officer or officers, agent or agents, of the Church and in such manner as determined by resolutions of the Board.

Section 3: Deposits

All funds of the Church not otherwise employed shall be deposited from time to time to the credit of the Church in such depositories as the Board shall direct.

Section 4: Bonds

The Board may by resolution require any officer or agent of the Church to give bond to the Church, with sufficient sureties, conditioned on faithful performance of the duties of their respective offices or positions and to comply with such other conditions as may from time to time be required by the Board

Section 5: Real Property

Any action requiring the sale, encumbrance, or acquisition by the Church of real property shall require approval by two-thirds ($\frac{2}{3}$) of the votes cast at a legal meeting of the congregation (as defined in Article VI) called for that purpose.

Article XIII: Indemnification

Section 1: Indemnification

A duly elected or appointed officer, trustee, employee, or agent of the Church shall not be personally liable to the Church or to its Members for any liability asserted against such person and incurred in the course and scope of such person's duties or functions within the Church to the maximum extent allowable by law, provided the person acted in good faith and did not engage in an act or omission that is intentional, willfully or wantonly negligent, or done with conscious indifference or reckless disregard for the safety of others. The provisions of this Article shall not be deemed exclusive of any other rights to which such person may be entitled under any bylaw, agreement, insurance policy, vote or otherwise.

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Article XIV: Amendments

Section 1: Petition

A petition to amend or repeal the Bylaws shall:

- a. Include the name(s) of the proposer(s)
- b. Be signed by a minimum of one tenth ($\frac{1}{10}$) of the current Membership
- c. Include the proposed changes
- d. Be submitted to the Secretary at least thirty (30) days before the meeting to ratify Bylaws

The text of the proposed changes and the name(s) of the proposer(s) shall be included by the secretary in the notice of the meeting to the Church

Section 2: Ratification

Ratification of any amendments to or repeal of the Bylaws shall be deliberated at a lawful meeting of the Church. Ratification shall require approval of two-thirds ($\frac{2}{3}$) of the votes cast.

Article XV: Dissolution

Section 1: Dissolution

Any action to dissolve the Church must be approved by two-thirds ($\frac{2}{3}$) of the votes cast at a meeting called to specifically consider such action, for which meeting written notice has been issued to all Members eligible to vote in accordance with the provisions of these bylaws.

If the Church ceases to function as a Unitarian Universalist Church and/or the Membership votes to disband, all property of the Church, whether real or personal, after paying all just claims upon it, shall be transferred to the Unitarian Universalist Association, its successors or assigns, on the understanding that said property will be used by the Association for its general purposes. This Bylaw shall apply to all property donated to the Church whether by will or in some other manner.

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Article XVI: Affiliated and Sponsored Groups

Section 1: Affiliated Groups

Affiliated groups are voluntary organizations which are largely made up of Church Members and friends who support the same values as the Church.

Section 2: Sponsored Groups

Voluntary organizations which are largely made up of non-Church members of the community-at-large who support the same values as the Church, and whose existence and function benefit both the Church and the community may be recognized as sponsored groups.

Section 3: Recognition

The recognition of an affiliated or sponsored group shall be made by the Board of Trustees, upon a written application from such a group stating its purposes and programs, if in the Board's judgment and discretion, the purposes and programs of such group support the purposes and values of the Church.

Section 4: Responsibilities

Each affiliated or sponsored group shall:

- a. Direct its own programs and functions
- b. Be responsible for its own finances, including fund raising and the cost of its activities
- c. Pay for direct expenses incurred on its behalf, and at its request, by the Church

Section 5: Representation

Each affiliated or sponsored group shall appoint a representative to the Church to provide information and communication on the activities and programs of the group. The Board of Trustees may appoint a liaison to the group for its purpose of information and communication.

Section 6: Termination

Recognition may be rescinded by the Board if in the Board's judgment and discretion, the group does not fulfill its responsibilities and/or the purposes and programs of such group no longer support the purposes and values of the Church.

Article XVII: Other Provisions

Section 1: Bylaws Interpretation

Any dispute involving interpretation of the provisions of these Bylaws shall be decided by a majority vote of the Board. Such decision shall be final unless appealed to a legal meeting of the Church in accordance with the provisions of Article VI and overruled by either a simple or super-majority of the votes cast consistent with the percentage approval requirements specified within the Bylaw(s) in question.

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Revision Control Sheet

Article/ Section(s)	Date	Author	Description of Modification
NA	6/18/2010	Lou Gardiner-Parks	Revision Control Sheet added

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