

**CONSTITUTION, BYLAWS AND RESOLUTIONS  
OF THE  
FLORIDA CHAPTER  
OF THE  
SOUTHEAST REGION OF APPA:  
FLAPPA**

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**Constitution  
of the  
Florida Chapter  
of the  
Southeast Region of APPA:  
FLAPPA**

## **ARTICLE I**

### **Name**

The name of this organization shall be "The Florida Chapter of the Southeast Region of APPA: or FLAPPA, hereinafter referred to as the "Chapter".

## ARTICLE II

### Purposes

The purposes of FLAPPA are to foster mutually supportive objectives among Florida higher educational facilities organizations; to promote relationships that provide personal and professional development through leadership, educational, and networking opportunities for all facilities personnel; to foster the professional spirit among persons engaged in this work; and to aid and supplement the work of the international organization, APPA. The Florida Chapter of SRAPPA is organized and operated exclusively for charitable and educational purposes within the meaning of Sections 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States internal revenue law). No part of the net earnings of the organization shall inure to the benefit of, or be distributed to, its directors, officers, other private individuals, or organizations organized and operated for profit (except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes stated above). No part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in the publishing or distributing of statements for any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provision herein, the organization shall not carry on any activities not permitted to be carried on:

- (a) By an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue code of 1986 (or the corresponding provisions of any future United States internal revenue law),
- (b) By an organization, contributions to which are deductible under Sections 170 (c) (2), of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States internal revenue law).

### CODE OF PROFESSIONAL CONDUCT

This code of conduct is hereby stated in order to fulfill the purposes of the Association: In pursuit of the purposes of the Association, members shall seek to blend the stewardship of facilities and assigned resources with the obligation for support service to the mission and programs of the institution. Members shall maintain the highest level of personal and professional conduct as such conduct may reflect upon the Association or the profession. Members shall maintain professional expertise in facilities management through regular participation in educational events. Members are encouraged to attend an official Association or regional educational event every two years. No member shall abuse any privileges that may be extended as a result of his /her membership or position in the Association or institution. No members shall misrepresent his/her professional status, competence or experience when applying for or maintaining any employment position where such background is a factor. No member shall allow the use of his /her name or likeness in a manner so as to misrepresent his/her position or institution, or otherwise mislead the public concerning rank or service.

## **ARTICLE III**

### **Membership**

#### **Section A - Eligibility for Membership**

Member Institutions of the Chapter shall be institutions eligible to hold regular or affiliate membership in APPA.

Participants shall be employees or contractors of/for Physical Plant Departments engaged in operations, maintenance, engineering, construction, planning and development, or other related functions affiliated with the physical plant department.

#### **Section B - Classification of Members**

Members shall be classified as defined in the Bylaws, Article I, Section A.

## ARTICLE IV

### Administrative Organization

#### Section A - Officers

The Officers of the Chapter shall consist of a President, Vice President/President-Elect, Vice President for Administrative Affairs, and Vice President for Financial Affairs.

#### Section B – Executive Board

1. The Executive Board of the Chapter shall consist of the President, the Vice President/President-Elect, the Immediate Past-President, the Vice President for Administrative Affairs, the Vice President for Financial Affairs, Business Partner Member (Ex-Officio) and the Committee Chairs and Co-Chairs.
2. The President, Vice-President/President Elect, the Vice President for Administrative Affairs, and Vice President for Financial Affairs shall hold their respective positions on the Executive Board.
3. Committee Chairs and Co-Chairs are to be included as voting members of the Board in order to have these important groups represented at all Board deliberations.
4. No more than two voting members of the Executive Board shall be from the same institution. If there are more than two Executive Board members from the same institution, then two shall be selected as primary voters.

#### Section C - Elections

1. All Officers shall be elected by the voting members present, with the majority of votes cast determining the election. The President, Vice President/President-Elect, Vice President for Administrative Affairs and Vice President for Financial Affairs shall be elected by members of the Executive Board.
2. All Officers shall be elected at an annual meeting and shall be installed as the last order of business of the day.
3. Each Officer shall be elected to hold office for a term of two years. Officers shall not hold the same position for more than one term. Committee Chairs and Co-Chairs shall be eligible for reappointment.

## **ARTICLE V**

### **Bylaws**

The Chapter at any scheduled meeting may adopt or amend any Bylaws, consistent with the provisions of the Constitution, by a majority vote cast by the voting institutions present except where a greater majority may be required.



## **ARTICLE VI**

### **Meetings**

#### **Section A - Regular Meetings**

1. The Chapter shall meet once each year normally in the spring at a member institution selected by the Executive Board of Directors from those tendering invitations.
2. When the location has been selected, the President or his/her designee shall notify the institution. This school shall then establish a host committee to assist the Conference and Education Committees in developing and scheduling a program for the spring meeting.

#### **Section B - Quorum**

A quorum shall consist of twenty-five (25) percent of the voting institutions for transaction of business of the Chapter at any regular meeting.

#### **Section C - Voting**

1. Each Member Institution shall be entitled to one vote regardless of the number of members representing the institution. At any meeting each school having more than one member present shall select one member to be spokesperson for the institution. She/he shall cast all votes, make any official statements, and seek recognition from the chair for the institution.
2. When so specified by the Executive Board, a question or motion before the Board may be referred to the membership in writing by letter and votes returned either by mail or by submission at the next meeting. In either event the date of the vote shall be not less than thirty (30) days from the date of mailing the question.

## **ARTICLE VII**

### **Amendments**

Any and all articles, sections or paragraphs of this Constitution may be repealed or amended by a vote of two-thirds of the Member Institutions of this Chapter, present and voting, after a notice of the proposed amendment is given in writing not less than thirty (30) days prior to any regular meeting.

**ARTICLE VIII**

**Charter Institutions**

**Embry-Riddle Aeronautical University**

**University of Central Florida**

**Florida International University**

**University of North Florida**

**Okaloosa-Walton College**

**Rollins College**

**University of Florida**

**Daytona Beach Community College**

**Palm Beach Atlantic University**

**University of Miami**

**Stetson University**

**St. Petersburg College**

**Barry University**

**Florida School for the Deaf and Blind**

**END OF CONSTITUTION**

**Bylaws  
of the  
Florida Chapter  
of the  
Southeast Region of APPA:  
FLAPPA**

## ARTICLE I

### Membership

#### Section A - Eligibility for Membership

1. Representatives of physical plant departments of Florida institutions of higher education meeting the requirements of Article III, Section A, of the Constitution are eligible for membership. Attendance at a regular meeting and payment of the registration fee constitutes membership in the Chapter for physical plant employees of that institution. (Institutional membership shall be retained as long as an institution is represented at not less than one meeting every two years.)
2. Membership in the Chapter shall be limited to the employees or contractors engaged in the planning operation and the maintenance of facilities of higher educational institutions in physical plant organizations. Each institution shall designate its own institutional representative.
3. There shall be no limitation on the number of members from an institution. Representatives not eligible for membership will be welcomed as guests.

#### Section B - Classification of Membership

1. Member - A Member is a representative of an institution that meets the requirements of Article III, Section A, of the Constitution.
2. Institutional Contractor (Member) - A contracted or sub-contracted persons that provide facilities related services on-site to a specific institution. Institutional Contractor's are to be considered voting members and will enjoy the same rights and privileges as Institutional Members. Fees and dues would be the same as applies to Institutional Members.
3. Guests - Representatives of an institution that are not members or not eligible for membership in the Chapter, and representatives of institutions that are members, but who are personally not eligible, may attend as guests.
4. Affiliate Member - Persons outside the Chapter or the Association or who are not in physical plant employment, who have rendered exceptional meritorious service to the Chapter or the Association may be elected to Affiliate Membership upon the recommendation of the Executive Board and a majority of the members present at any regular meeting.
5. Emeritus Member - Emeritus Member status may be granted by the Executive Board to representatives who, upon retirement, or change of employment, have had a minimum of five years of service in the

Chapter and/or Association, or are Charter Members of the Chapter.

6. Subscribing Member - Subscribing memberships may be offered to individuals and/or organizations ascribing to the policies and purposes of the Association and wishing to support the activities of the Association, subject to approval of the Executive Board. This category of membership shall not be construed as an endorsement, actual or implied, by the Association or the Chapter.

7. Business Partner – Business Partner memberships may be offered to individuals, organizations, manufacturers, or suppliers of goods and services operating for profit and ascribing to the policies and purposes of the Association and wishing to support the activities of the Association, subject to approval of the Executive Board. This category of membership shall not be construed as an endorsement, actual or implied, by the Association or the Chapter.

8. Honorary Member - Honorary Member status may be granted by the Executive Board to individuals who, through their work and participation with the Chapter and its member institutions, have contributed to the success of the Chapter's Educational Programs and overall mission.

### **Section C - Rights and Privileges**

1. Members/Institutional Contractors - shall be entitled to all rights and privileges of the Chapter; the right to vote on all questions concerning the Chapter, to hold office; and to receive copies of the minutes, reports and publications.

2. Affiliate Members and Subscribing Members - shall be entitled only to attend meetings, to engage in discussions and to receive copies of the minutes, reports and publications.

3. Emeritus Members - shall be entitled to attend all meetings, without payment of the registration fee, to engage in discussions, and to receive copies of the minutes, reports and publications.

4. Honorary Members - shall be entitled to attend meetings, to engage in discussions, and to receive copies of the minutes, reports and publications.

5. Voting - One member shall cast all votes for each institution present. Where more than one member is present, they shall select one of their number to be spokesperson.

6. Member Dues – Dues for members are reviewed annually by the executive board. Dues or special assessments shall be proposed by the Executive Board and approved by a two-thirds vote of the members present at any regular meeting.

7. Registration Fee - There shall be a registration fee for each person attending a meeting, payable at or before the meeting. The Executive Board shall establish this registration fee.

8. Business Partners - shall be entitled to attend all meetings, reserve booth space at meetings, be included on the Chapter mailing list, and receive the Membership Directory; and shall also be entitled to participate in other activities of the Association only by special request and permission from the Executive Board.

9. Business Partner Dues – Business Partner dues are set and reviewed annually by the executive board. Annual dues for Business Partners are set at \$250.00 per organization plus \$100.00 per representative/local affiliate, and shall be reviewed annually by the Executive Board.

10. All dues shall be payable annually based on membership or annual renewal date (Including prepaid multiple year membership) and shall be considered delinquent 90 days thereafter.

11. Membership dues are \$100.00 per institution regardless of the number of representatives.

#### **Section D - Termination of Membership**

1. At the annual Business meeting the Vice President for Financial Affairs shall provide a list of member institutions who have not attended a meeting in two years. The President or his/her designee shall inform the Institutional Representative and encourage the institution to reestablish an active status with the chapter.

2. Membership may be re-instated by attending a regular meeting and paying the membership and registration fee.

## **ARTICLE II**

### **Finances**

#### **Section A - Funds**

Funds of the Chapter come from membership dues, business partner dues, registration fees, publication charges, exhibitor fees, special assessments, and other sources as long as it complies with Section 501-(c) (3) of the Internal Revenue Code. The Vice President for Financial Affairs, or his/her representative, shall collect all registration fees for meetings and after paying all expenses of the meeting, deposit any remaining funds in the Chapter account.

#### **Section B - Accounting**

The Vice President for Financial Affairs shall be responsible for all funds of the Chapter and shall be required to post bond. She/he shall collect and disburse all funds and maintain accounts that may be called for at any time. The Executive Board shall provide for audits of accounts as may be required.

#### **Section C - Bonding**

The President, Vice-President/President Elect, Vice President for Administrative Affairs, and Vice President for Financial Affairs, and other Executive Board members as so deemed by the President, shall be required to be bonded, with the cost of insurance coverage the responsibility of the Chapter. The Vice President/President Elect shall be responsible for obtaining bonding.



## **ARTICLE III**

### **Officers and Executive Board Members of the Chapter**

#### **Section A - The President**

1. The President is the executive officer of the Chapter and the President of the Executive Board. She/he shall preside over all meetings of the Chapter and of the Executive Board.
  
2. She/he shall be responsible for the general supervision and direction of the affairs of the Chapter. If an event occurs between Executive Board meetings that are not covered by the Constitution or the Bylaws, the President shall have authority to act. The event and the action taken shall be reported at the next Executive Board meeting. The Executive Board shall determine whether to place the matter before the membership.
  
3. She/he shall keep the Regional Association officers (SRAPPA) informed of Chapter activities by letter and the International Association Newsletter editors (APPA) by notice. These duties may be performed by the Vice President for Administrative Affairs at the President's direction.
  
4. The President or his/her designee shall represent the Chapter at conferences, meetings and ceremonies to which the Chapter has been invited and should have representation. The President may attend the annual APPA Conference at FLAPPA's expense.
  
5. She/he shall have the authority to appoint committees not otherwise provided for, and shall advise the Executive Board of the appointments. The President shall, with Executive Board approval, provide a budget to the Vice President for Financial Affairs prior to obligation of any funds required by committees.
  
6. She/he shall, in the event of a vacancy among the officers, with the concurrence of a majority of the remaining Executive Board members, appoint a replacement.
  
7. The holder of this position shall be bonded for his/her term of office.

#### **Section B - The Vice-President/President Elect**

1. The Vice-President/President Elect assists the President in his/her duties and carries out duties assigned by the President or the Executive Board. She/he assumes the duties of the President when the President is absent for any reason, or if the post becomes vacant.

2. The Vice-President/President Elect is an ex-officio member of all Standing Committees and Vice-President of the Executive Board.

3. She/he shall review the Bylaws and Constitution of the Chapter and recommend changes as may be warranted to the Executive Board for review and disposition.

4. The holder of this position shall be bonded for his/her term of office.

### **Section C - The Vice President for Administrative Affairs**

1. The Vice President for Administrative Affairs is responsible for the minutes of all meetings of the membership and to have copies available at all meetings upon request for the member institutions. She/he is also the Secretary of the Executive Board.

2. She/he handles all official correspondence, sends out all notices concerning the Chapter and maintains an up-to-date roster of member institutions.

3. She/he shall perform such other duties as may be assigned by the President of the Executive Board.

4. The holder of this position shall be bonded for his/her term of office.

### **Section D - The Vice President for Financial Affairs**

1. The Vice President for Financial Affairs shall be responsible for receiving, dispensing and safe keeping of all funds of the Chapter. Ready funds shall be kept in a checking account and additional funds in a savings account.

2. She/he shall make an accounting at each meeting of the membership and the Executive Board. From time to time he/she shall make recommendations as to the disposition of excess funds.

3. The holder of this position shall be bonded for his/her term of office.

### **Section E - The Past President**

1. The Past President or Ex-Officio shall conduct any and all elections and shall notify SRAPPA **and** APPA immediately following.

**Section F – The Committee Chairs/Co-Chairs**

1. The Committee Chairs/Co-Chairs of the Chapter are voting members of the Executive Board, attend all Chapter meetings, recommend and prepare agenda items for Executive Board consideration, and perform such other duties as the President may from time to time designate.

## **ARTICLE IV**

### **The Executive Board**

1. The Executive Board shall meet a minimum of two times yearly and shall meet at such other times as the President may require.
2. The Executive Board shall conduct all routine business of the Chapter; select meeting sites, approve programs and carry out directives required by membership.
3. The actions of the Executive Board shall be final on all business and program matters. All questions affecting the membership, monetary matters beyond routine expenditures and constitutional matters shall be recommendations to be placed before the membership at the next regular meeting. Recommendations for the disposal of excess funds require approval by three-quarters of the Executive Board at the meeting in order to be presented to the membership.
4. The Executive Board shall rule on questions of policy that arise between meetings. The Executive Board shall authorize expenditures from the treasury during the interim between meetings of the Chapter.
5. The Executive Board may authorize the printing and the distribution of any material that will be of value to the members.
6. The Members of the Executive Board may recommend recipients for various Chapter awards and special recognition such as Certificates of Appreciation, Meritorious Service, Emeritus or Honorary Status. The conferring of any awards shall require a favorable majority vote of the Executive Board. Award presentations shall be conducted at the annual meetings.

## ARTICLE V

### Meetings

1. The Chapter shall meet at least once a year at a member institution selected by the Board from those tendering invitations. When the location has been selected, the President or his/her designee shall notify the institution. Educational workshops will be held at least **two** times a year at different locations around the state. The Education and Conference committees will organize and assist in the educational workshops along with the host institution.
2. The annual meeting will include the "Business Meeting," with elections for new officers held every two years on the odd numbered year.
3. Parliamentary rules, as stated in modified Robert's Rules of Order shall govern the procedures at all Chapter meetings.

## **ARTICLE VI**

### **Elections**

#### **Section A - Nominations**

1. Not later than the annual meeting prior to an election year, the Immediate Past-President shall chair a three member Nominating Committee, none of whom shall be, at the time of their appointment, an Officer. The nominating Committee is appointed by the President.
2. Prior to the first of February, the Vice President for Administrative Affairs shall inform the membership that nominations for officers are in order. Nominations shall be forwarded to the Vice President for Administrative Affairs by the first of March.
3. The Vice President for Administrative Affairs shall forward to the Nominating Committee, not later than 30 days prior to the annual meeting, all nominations received from Member institutions. The Nominating Committee shall prepare a slate of officers from the nominations received from the Vice President for Administrative Affairs for presentation to the membership at the election year business meeting. The Nominating Committee shall also report all other nominations received.
4. Nominations may be made from the floor if accompanied by the nominee's consent.

#### **Section B - Voting**

1. When nominations are closed the vote shall be taken. The Past President shall record the vote, which shall be cast by the spokesperson for each institution. The four (4) nominees with the highest number of votes cast shall be considered to be elected. If the number of nominees does not exceed the available positions, the vote may be dispensed by unanimous consent.
2. In the event that five (5) persons receive the highest number of votes as a result of a tie, then a run-off vote will be conducted with the the nominees with the fourth (4<sup>th</sup>) and fifth (5<sup>th</sup>) highest votes only.
3. The elected officers will meet immediately after the Annual Meeting and elect the officers for the year, and select the chairs and co-chairs of the committees.

## **Section C - Eligibility**

1. Each Officer shall be elected to hold office for a period of two (2) years. The Officers may not be elected to a second term in the same office held. They may, however, be considered for a different office and hold that office for one term. The Executive Board may waive the term at their discretion.
2. No more than two Officers may be from the same institution except for the Past President unless deemed necessary by the Executive Board for the continuance of the organization. An officer whose term expires may not be succeeded in the same office by a member from the same institution unless deemed necessary by the Executive Board for the continuance of the organization.
3. When a vacancy occurs in any office, or on any committee, the President may, subject to the concurrence of the Executive Board, appoint a successor for the remainder of the term, who may be from the same institution as the previous office holder or another present member of the Executive Board.
4. Any member appointed to complete a term of another member, may be elected to a regular term to that office as though she/he had not served.

## ARTICLE VII

### Committees

1. Standing Committees, being of a permanent nature, are established as to mission and size by the Executive Board. The President shall select the members of Standing Committees and appoint the Committee Chairs/Co-Chairs. The membership of each Standing Committee expires when the term of office of the administration ends.
  
2. The President shall designate such temporary committees as may be required. Upon presenting a final report such committees automatically cease to exist. The committee life extends from one administration to the next. The President appoints the members and designates the chairperson.
  
3. The President may, with the consent of the Executive Board, add members to Standing Committees. He/She shall fill vacancies as they occur prior to the next Executive Board meeting. He/She may designate additional members, fill or not fill vacancies, as she/he desires to temporary committees.
  
4. Any member, or all of the members of any committee, may be from the same institution.
  
5. Standing Committees:
  - Membership Committee
  - Education Committee
  - Conference Committee
  - Business Partners Committee
  - Communication Committee



- Membership Committee: The Membership Committee shall be organized for the purpose of maintaining proactive relationships with all categories of membership and for maintaining and growing the number of members in all categories.
  
- Education Committee: The Education Committee shall be organized for the purpose of furthering FLAPPA in the area of professional development. The Education Committee shall develop and conduct all educational plan programs not offered at the annual meeting. It shall recommend locations and costs of such programs for Board approval.
  
- Conference Committee: The Conference Committee will have the responsibility of planning and coordinating the annual meeting. The Conference Committee will consist of the Host Site Committee, Conference Committee members and Education Committee representation.
  
- Business Partners Committee: The Business Partners Committee will contact and invite into membership individuals, organizations, manufacturers, suppliers of goods and services operating for a profit and ascribe to the policies and purposes of APPA and wishing to support the activities of APPA and the state chapter - FLAPPA.
  
- Communication Committee: The Communication Committee shall be organized for the purposes of providing oversight and direction for all technological and communication modes such as Web site, the Listserv, The FLAPPA news and any other such vehicles as may be formed by the Executive Board.

## **ARTICLE VIII**

### **Awards**

The Executive Board may from time to time select individuals who have performed outstanding services, duty, or assistance to the Chapter. Such individual need not be a member of the Chapter or of the Association. The Executive Board shall determine whether the value of such services, duty or assistance is sufficient to merit the award of a distinguished service certificate.

If it is so determined, the President shall present such award at the next regular meeting of the Chapter, Annual Meeting, or at an appropriate point during the Annual Educational Conference. The award shall be made in the name of the Florida Chapter of APPA.

The Executive Board may, direct the President to forward a letter of appreciation for services not meriting a Distinguished Service Certificate.

Distinguished Service Certificates shall only be awarded during the regular annual meeting of the Chapter.

## **ARTICLE IX**

### **Fiscal Year**

The fiscal year of the Chapter shall be from April 1<sup>st</sup> through March 31st.

## **ARTICLE X**

### **Amendments**

1. Amendments to the Constitution or the Bylaws may be proposed by any member of the Chapter. Members shall forward proposals no less than 90 days prior to the annual meeting to the Vice President for Administrative Affairs who shall present them to the Executive Board. They shall be considered by the Executive Board who may reword or alter them as long as the intent is not changed, and prepare them for presentation to the membership or a Constitution and By-laws Committee can be created by the President to review and recommend updates to the Board.

2. Proposed amendments to the Constitution shall be forwarded to the member institutions so that it reaches them not less than thirty days prior to the next Chapter meeting. It shall be presented at the meeting for discussion, change, alteration or rewording, and voted upon. A two-thirds vote of member institutions present is necessary to approve.

3. Amendments to the Bylaws may be presented at any regular meeting and may be proposed from the floor. After discussion, revision, alteration or rewording it shall be brought to vote. An amendment to the Bylaws may be adopted by a simple majority vote except where the Bylaws may require a different vote.

## **ARTICLE XI**

### **Dissolution**

In the event of dissolution or final liquidation of FLAPPA, the Executive Board shall, after paying or making provisions for the payment of all lawful debts and liabilities of FLAPPA, distribute all remaining assets to one or more of the following categories of recipients as the Executive Board of FLAPPA shall determine:

a) A nonprofit organization or organizations which may have been created to succeed FLAPPA, as long as such organization or each of such organizations shall then qualify as a governmental unit under Section 270 (c) of the Internal Revenue Code of 1986 or as an organization exempt from Federal income taxation under Section 501 (a) or such code as an organization described in Section 501 (c) (3) of such Code; and/or

b) A nonprofit organization or organizations having similar aims and objectives of FLAPPA and which may be selected as an appropriate recipient of such assets, as long as such organization or each of such organizations shall then qualify as a governmental unit under Section 270 (c) of the Internal Revenue Code of 1986 or as an organization exempt from Federal income taxation under Section 501 (c) (3) of such Code.

## **END OF BYLAWS**

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Edited June 2, 2004

Final Edit July 15, 2004

Additional Edit May 12, 2009

Final Edit October 15, 2009

Final Edit May 10, 2011