

**Bylaws for the
CSU Channel Islands
Student Nurses' Association**

Article I – NAME OF ORGANIZATION

Section 1. Name

- The name of this organization shall be the CSU Channel Islands Student Nurses' Association (SNA).

Article II – PURPOSE AND FUNCTION

Section 1. Purpose

- To assume responsibility for contribution to nursing education in order to provide for the highest quality of healthcare.
- To provide programs representative of fundamental interests and concerns to nursing students.
- To aid in the development of the whole person, including his/her professional role, his/her responsibility for health care of people in all walks of life.
- To provide education that facilitates learning within nursing and across disciplines.
- To emphasize experiential and service learning.
- To provide students with multicultural and international perspectives.
- To support instructional, scholarly and creative activities within the field of nursing.
- To engage and mentor nursing students.
- To foster intellectual, ethical and creative development.

Section 2. Function

- To have direct input into standards of nursing education and influence the education process.
- To influence health care, nursing education and practice through legislative activities as appropriate.
- To promote and encourage participation in community affairs and activities towards health care and the resolution of related social issues.
- To represent nursing students to the consumer, to institutions, and other organizations.
- To promote and encourage students' participation in interdisciplinary activities.
- To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, sex, lifestyle, national origin, age, or economic status.
- To promote and encourage collaborative relationships with nursing and health related organizations.
- To facilitate community service related to the healthcare needs of the area or region.
- To maintain a not-for-profit status.

- To work in a democratic manner within the framework of University policies and procedures, knowing that the University reserves the right to examine the record of our parent organization or of affiliates on other campuses.

Article III – MEMBERS

Section 1. School Constituent

- School constituent membership is composed of CSU Channel Islands students who are active and associate members of the NSNA and the state association when one exists.
- CSU Channel Islands Student Nurses' Association shall be composed of at least 10 members from CSU Channel Islands or the total school enrollment if less than 10. There shall be only one chapter on this school campus.
- For yearly recognition as a constituent, an officer from the CSU Channel Islands association shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.
- A constituent association that fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.
- CSU Channel Islands Students Nurses' Association is an entity separate and apart from NSNA and its administration of activities, with NSNA and CNSA exercising no supervision or control over these immediate daily and regular activities. NSNA and CNSA have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of CSU Channel Islands Students Nurses' Association or the members thereof. In the event any legal proceedings are brought against NSNA and CNSA, CSU Channel Islands Students Nurses' Association will indemnify and hold harmless the NSNA and CNSA from any liability.

Section 2. Categories of Constituent Membership

Members of the constituent associations shall be:

- Active members:
 - Students enrolled in state approved programs leading to licensure as a registered nurse.
 - Registered nurses enrolled in programs leading to baccalaureate degree with a major in nursing.
 - Active members shall have all the privileges of membership.
 - **To be considered an active member, students will be required to participate in at least one general meeting, two events (social, volunteering, or fundraising), and 5 hours of SNA volunteer hours per academic semester.**
 - Failure to meet requirements listed above as an Active Member, will result in a semester long probationary period. Failure to meet requirements for probationary semester (does not meet requirements for 2 consecutive semesters) will result in removal from the club and no graduation cord rewarded.

- Associate members:
 - Any student not enrolled in a state-approved nursing program leading to licensure as a nurse.
 - Non-enrolled student members must maintain a sustaining membership with NSNA.
 - Associate members shall have all of the privileges of membership except the right to hold office as president or vice president at state and national levels or the right to hold office at any level on the chapter board. Associate members have the right to vote at chapter meetings.
 - To be considered an associate member, students will participate in at least two general meetings and three additional events (social, volunteering, or fundraising) per academic year.
- GPA Requirements
 - Remain in good standing with the CSU Channel Islands Nursing Program.
 - Active and associate membership shall be renewable annually.
- Volunteering
 - When an event or activity requires the performance of a nursing skill, only active members currently enrolled in the nursing program at CSU Channel Islands who are under the supervision of a registered nurse may participate in the skilled nursing tasks. Associate members may still participate in the event as long as they are not performing any skilled nursing tasks.

Section 3. Extension beyond Graduation

- Active NSNA membership may be extended six months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program.

Article IV – DUES

Section 1.

- The Annual NSNA dues for active members shall be \$40 per member, and \$20 chapter dues, payable for the appropriate dues year. The dues year for membership shall be a period of twelve consecutive months.
- Annual chapter dues of \$20 shall be collected annually. The general membership will be given at least one month's notice before the collection of dues.
- Beginning in 2017-2018, if a member joins SNA during their [nursing] freshman year, and remains an SNA member until their [nursing] senior year, their senior dues will decrease from \$20 to \$10 as a benefit of continuous membership. This mean that dues will be \$20 for their first and second years in SNA, and \$10 for their third year in SNA.
- The CSU Channel Islands Students Nurses' Association shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws.

- National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. NSNA shall not collect nor remit school chapter dues.
- Any member who fails to pay current dues shall forfeit all privileges of membership.

Article V – BOARD OF DIRECTORS

Section 1. Composition

- The Board of Directors will consist of: President Chair, Vice President Chair, Assistant Vice President Chair, Educational Chairs, Fundraising Chair, Membership Chair, Newsletter Chair, Philanthropy Chair, Secretary, Social Chair, Communication Chair, Clinic Outreach Chair, and Treasurer.
- No one person shall hold more than one Chair position during the specified term except where otherwise noted.
- The Board of Directors will be elected annually.
- In the event that a position remains vacant after elections, the Board of Directors may ask for volunteers within the general membership and appoint the first volunteer that is eligible for the position.

Section 2. Responsibilities

- The Board of Directors shall be responsible for:
- Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.
- Filling vacancies in any office by two-thirds majority vote of Board of Directors.
- Reviewing monetary disbursements, acquisitions and fund raising activities and shall be responsible for procuring persons for audit of all accounts on an annual basis.
- Each board member is to keep the notebook for their position current and up to date. This includes paperwork relative to their position, contacts, etc. to be passed on to the next student to hold their position.
- Keep fellow Board of Directors members up to date on the issues related to their chair.
- Board of Directors members will orient incoming Board of Directors members of their duties.
- Board of Directors members will have an up to date list of members as well as their dolphin email accounts.

Section 3. Quorum

- A quorum for the board meetings shall be five Board of Directors members and one faculty advisor.

Section 4. Duties of the Board of Directors shall consist of:

A. President Chair

- President shall preside at all meetings of the club and be responsible in preparing the agenda.

- He/She shall be the official spokesperson of the club, representing the policies, view, and opinions of the organization in its relations with the campus and community at large.
- Attend all mandatory training meetings (including online meetings) scheduled by Student Leadership Programs.
- Attend all mandatory meetings with the director of Student Leadership Programs, as requested.
- Shall submit all necessary paperwork to NSNA, CNSA, and CSU Channel Islands in order to continue being in good standing and have active club status.
 - NSNA constituency status
 - CNSA delegate forms
 - CSU Channel Islands club renewal forms
- Responsible for all general emails sent out in regards to club information.
- Agrees to accept responsibility for the group's adherence to its Constitution and Bylaws, University policies and directives, Student Organization Policy and Forms Handbook for Student Leaders and Advisors, the California State University Channel Islands Student Code of Conduct as well as local, state and federal laws. Accordingly, the president must be familiar with such policies, laws, regulations, directives, and procedures, and educate his/her members.
- Have held a previous Board of Directors member position.

B. Vice President/Event Scheduler

- Have held a previous Board of Directors member position.
- Be able to take over the duties of the President if the President is unable to attend events or meetings.
- Assists President with all duties to facilitate club activities.
- Maintain master record of all events participated in and members involved, to be submitted to Faculty Advisor upon request.
- Request Meeting Room for events and meetings.
- Must meet campus requirements regarding attendance at the Event-Scheduler orientation and training.

C. Assistant Vice President

- The position must be held by a second year nursing student.
- The student will be promoted into the President Chair during their senior year.
- One elected to this position will assist the vice president and president while being trained in the club responsibility.

D. Educational Chairs

- One appointed representative from each cohort must act as an educational chair.
- Act as liaison between SNA, faculty, and cohort and communicate all important information.
- Must attend all nursing faculty meetings. If unable to attend, replacement must be found.

- Email their respective cohort at least one week prior to faculty meetings to solicit input and concerns, and keep their cohort aware of information per faculty request.
- Email their respective cohorts at least three days prior to the general meetings with time and location of the meeting.
- Coordinate and promote student cooperation for learning.

E. Fundraising Chair

- Coordinate and communicate with Board of Directors regarding all fundraising.
- Held by a second year nursing student
- Supervise all fundraising events and committees.
- Coordinate solicitation of corporate sponsorships per school policy.
- Brainstorm fundraising programs.
- Required to coordinate at least one event per semester, excluding the apparel and Sees Candy fundraisers.
- Submit all required paperwork to ASI regarding event.
- Contact Nursing Program Chair, Faculty Advisor, and Board of Directors regarding details of fundraising events.
- Keep record of all events and members attending, to be submitted to Vice President upon completion of event.
- Must coordinate at least one fundraiser of nursing apparel per academic year with apparel available for purchase by both SNA and non-SNA members, faculty and RN-BSN.

F. Secretary/Membership Chair

- Maintain an accurate record of all SNA members that includes their current NSNA membership status.
- Shall record and distribute the minutes of both board and general meetings of this association as directed by the President.
- Coordinate outreach to new members with the Social Chair and actively recruit nursing students for club membership.
- Stay up to date with the benefits offered by the NSNA and promote the awareness of national and local membership benefits.
- Upload documents to CI Sync as a permanent record all reports, files, and documents.

G. Communication/Newsletter Chair

- Shall communicate with students and faculty regarding upcoming events and organization updates on a weekly basis.
- Manage and upload appropriate group photos to their designated locations.
- Forward all student and faculty questions to the appropriate Board of Directors and Faculty Advisors.
- Coordinate the organization's facebook and instagram page.
- Prepare a minimum of one school newsletter each month as directed by the Board of Directors.

- Coordinate with faculty and staff to keep bulletin board up-to-date regarding all club events and activities.

H. Philanthropy Chair

- Brainstorm philanthropic activities for the club that are focused on health and/or nursing.
- Communicate with Board of Directors regarding multiple upcoming philanthropic opportunities.
- Supervise and coordinate any philanthropic committees or events.
- Required to coordinate at least one event per semester.
- Email Faculty Advisor and Board of Directors of membership participation in philanthropic events.
- Keep record of all events and members attending, to be submitted to Vice President upon completion of event.
- Acts as team captain and coordinates SNA's booth at the CSUCI Relay for Life

I. Social Chair

- Set up activities for current nursing students to promote camaraderie.
- To collaborate with Membership Chair to recruit members and on public relations issues.
- Keep record of all events and members attending, to be submitted to Vice President upon completion of event.
- Shall be the coordinator of the Buddy Program (per the interest of the current cohorts).
- Must hold at least one social event per semester excluding Buddy Program events.

J. Clinic Outreach Chair

- Shall maintain communication between the clinic, clinic director, clinic board of directors, nursing program, and the Student Nurses' Association.
- Responsible for coordinating and executing clinic business/assignments with the faculty member in charge of the clinic
- Coordinates the Student Nurses' Association's involvement in all clinic activities
- In charge of all scheduling of student volunteer assignments and scheduling at the clinic
- Must attend all clinic advisory meetings
- Leads, directs, and runs the clinic committee
- Reports to faculty advisor in charge of the clinic and the Student Nurses' Association president
- Position must be held by a Student Nurses' Association member who has previously sat on the clinic's committee for at least one full semester and has demonstrated the ability to effectively lead the clinic committee to the Student Nurses' Association's board and Advisors

K. Treasurer

- Shall serve as chairperson of the budget committee.
- Submit financial reports to the general membership as directed by President.
- Held by a second year nursing student

- Prepare financial reports submitted at the request of the Board of Directors, Faculty Advisors, and/or Chair of the Nursing Program.
- Keep a permanent record of all dues received from members and any other income and disbursements.
- Ensure budget reports are available to report at all board meetings
- Remit payment for approved debits according to the following:
- Disbursement of Funds
- Requests for disbursement of funds shall be approved by the Board of Directors.
- No funds will be disbursed without prior approval.

Section 5. Faculty Advisor

- Be employed on a full-time basis by CSU Channel Islands in order to serve as an advisor.
- Will serve a term of at least two academic years and are selected at the same time as the board of directors elections.
- Attend all mandatory training meetings scheduled by Student Leadership Programs.
- Be available during the development and coordination of programs for the organization. Advisor shall ensure the activities and undertakings of the organization are sound and reflect favorably on the University and Nursing Program by offering suggestions or ideas for the group's discussion.
- Will have access to CSU Channel Islands Student Nurses' Association website.
- Shall attend most, if not all general and board meetings for the club.
- Coordinate with Board of Directors regarding club activities.
- Approve all events and activities sponsored by CSU Channel Islands Student Nurses' Association.
- Agrees to accept responsibility for the group's adherence to its Constitution and Bylaws, University policies and directives, Student Organization Policy and Forms Handbook for Student Leaders and Advisors, the California State University Channel Islands Student Code of Conduct as well as local, state and federal laws. Accordingly, the faculty advisor must be familiar with such policies, laws, regulations, directives, and procedures, and educate his/her members.
- Be aware of the general financial condition of the organization and encourage the keeping of good financial records.
- Assist in orienting new officers and developing the leadership skills of all members.
- Refrain from managing the organization or completing tasks assigned to the organization. The management of the organization is each member's responsibility.

Section 6. Absences

- Members of the Board of Directors who have missed more than two regularly scheduled meetings of any current term year without prior notification to the Board of Directors and who offer no valid reason for such absences may be removed from office by a plurality vote of the current membership present at the next scheduled meeting. The officer in question will be notified in advance of the meeting.

- An officer may also be removed from office by a plurality vote of the members of the Board of Directors present at a meeting called for that purpose if that officer is deemed negligent in the function of that office as stated in these bylaws.
- Prior notification of two weeks shall be given to the individual in question and a special Board of Directors meeting shall be held to review the circumstances.

Article VI – ELECTIONS

Section 1. Election of Board of Directors

- Elections shall be held no later than the last week of April.
- Elections will take place during a general meeting.
- Terms of office shall run from Fall through Spring Semester.
- The organization shall suspend all its activities during the summer.
- A plurality vote of the members present and entitled to vote and voting shall constitute an official election.
- In the event of a tie, a re-vote shall be held.
- All elections shall be by secret ballot. If only one person is running, the Secretary shall cast a single ballot.
- Ballots will be tabulated by at least two SNA members whom are not running for office.
- All nominations shall be made from the floor.
- Any members not in attendance of election wishing to run for a Board of Directors position must contact the current President at least one week prior to vote.

Article VII – MEETINGS

Section 1. Membership Meetings

- Meetings will consist of Board of Director meetings and General Member meetings.
- Board Meetings will occur at least 6 times during the academic year.
- General meetings will occur at least once monthly at least 4 times during the academic year.
- Meeting dates, time, and location will be set by the Board of Directors to accommodate as many Nursing students as possible.
- The Board of Directors shall have the authority to convene a special meeting as such time as is deemed necessary and shall notify the general membership of such meeting, location, and time.

Article VIII – COMMITTEES

Section 1. Appointments

- Committee chair appointments shall be made by the Board of Directors and shall be deemed standing committees unless otherwise stated at time of appointment.

- Committee members shall be appointed by the committee chairperson or selected by the Board of Directors from a group of volunteers.
- All committee members must be club members.

Section 2. Responsibility

- All committees shall be responsible to the Board of Directors for reporting committee activities on a regular basis and shall, upon direction of the Board of Directors, report same to the general membership.

Section 3. Nursing Program Committees

- SNA members may be asked to be a student representative on Nursing Program Committees, such as Curriculum Committee and Student & External Affairs Committee.
- SNA student representatives appointed by the Nursing Program Committee shall be a student in good academic standing and able to attend the Committee meetings.
- The term of membership on a Nursing Program Committee shall be the academic year.

Article IX – SPENDING

Section 1. Allocation of Funds

- Each semester, any new funds will be allocated according to the following schedule except for money raise for specific events/organizations:
- 25% shall be used as a discretionary fund for the club.
- 20% shall be used for a minimum of one educational program to benefit the membership of the nursing club.
- 10% shall be used for social outreach, to include promoting the club to new members as well as organizing events to promote the cohesiveness of the existing membership.
- 20% shall be used for a philanthropic endeavor or endeavors to be determined by the current membership.
- 25% shall be used for conference funds (CSNA, NSNA, Global Health Symposium).
- These amounts are to be estimated during the semester. All accounts shall be balanced / at the end of the semester, and any deficits/overspending will be corrected the following semester.
- For any debts accumulated, a specific member or members designated by the club/organization shall be responsible for payment in full of all debts not covered by funds on deposit.
- Funds may be raised for a specific organization and will be exempt from the aforementioned allocation stipulations.

Section 2. Conference Attendance Reimbursement

- Members can request funding for attending the California Student Nurses' or National Student Nurses' Association conferences.
- A written proposal must be submitted to the board. Reimbursement amount will be agreed upon based on the amount of funds available and the total number of SNA members attending the conference.

- Reimbursement will cover a portion of conference registration fee and may extend to a portion of travel expenses
- Proof of registration and receipt must be provided to the board with the request.
- Upon returning from the conference, attendees must prepare a presentation for the next general meeting. Presentation can be voice or video-recorded and it should explain the importance of attending, a brief summary of the content, and upcoming opportunities for students.

Article X – DELEGATES

Section 1. Purpose and Function

- To serve as spokesperson for this association at the annual state and national conventions.
- Present to the state and national organizations all proposed resolutions or amendments to bylaws or policies proposed by this association.
- Keep informed as to all current and proposed resolutions at the state and national levels and report information to this association's membership at regularly scheduled membership meetings.
- Make available to members updates, explanations, and copies of current and proposed state and national resolutions.

Section 2. Qualification and Appointment

- Any member maintaining a grade level of C or above, who is active in (school association) projects and is nominated by current membership at a regularly scheduled meeting is eligible to hold the position of delegate.
- Appointment shall be for one (1) year and shall be made by nomination of those members eligible and voted on by the current membership eligible to vote and voting. The nominee receiving the majority of votes cast shall be awarded the position.

Section 3. Delegate Representation

- School constituents:
 - CSU Channel Islands Student Nurses' Association, when recognized as an official NSNA constituent, shall be entitled to one voting delegate and alternate at the NSNA House of Delegates, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.
 - The (school association) delegate(s) and alternate shall be a member(s) in good standing in the chapter and shall be selected and/or elected by member of the school chapter at a proper meeting according to chapter bylaws. The school association may designate an alternate delegate for each delegate by one of the following two mechanisms:
 - Selection and/or election by members of the school chapter according to chapter bylaws; or written authorization to the State Board of Directors requesting them to appoint a member of the State Board to act as a state-appointed alternate for their school chapter.

- School chapters shall approve the appointments.
- The State Board of Directors shall verify that any state appointed alternate is a member in good standing of the NSNA and the state association.
- A school chapter must have a selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed alternate seated in the House of Delegates.
- All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.
- The school association shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.

Article XI – AMENDMENTS

- Amendments to the Bylaws may be made with a 2/3 vote of those present and voting at a membership meeting provided that notice of proposed amendments has been sent to members at least four weeks prior to the meeting. Only proper amendments submitted in writing and carrying the proponent’s signature will be considered.

Article XII – PARLIAMENTARY AUTHORITY

- All meetings of this association shall be conducted according to the parliamentary law as set forth in Robert’s Rules of Order Newly Revised where the rules apply and are not in conflict with these bylaws.

Article XIII — DISCRIMINATION STATEMENT

- This club/organization shall not discriminate on the basis of race, religion, national origin, ethnicity, color, age, sex, marital status, citizenship, sexual orientation, or disability. This club/organization also prohibits discrimination against anyone due to a relationship or association with an individual with a known disability. This policy will include, but is not limited to recruiting, membership, club/organization activities, or opportunity to hold office.

Article XIV — HAZING STATEMENT

- This club/organization will not engage in hazing or conspire to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or study body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community

college, college, university or other educational institution. The term “hazing” does not include customary athletic events or school sanctioned events.

- Neither the expressed or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.
- Official recognition of a student club/organization may be withdrawn for hazing or conspiracy to haze as defined in the California Code of Regulations, Title 5, Article 2, Standards for Student Conduct, Section 41301(b)(8). Individual students may be disciplined for hazing under Section 41301(b)(8).

Article XV – NON DISCRIMINATION ACT

- Open Membership (not applicable for Sports Clubs or Honor Societies) “Membership in the organization shall be open to all those regularly-enrolled CI Students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.”
- Non Discrimination ”Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.”

Article XVI Volunteering.

Section 1. Volunteer Event Commitment/Discipline Policy

- The expectation is that SNA members who sign-up for volunteer hours do so responsibly. Club members are expected to model professional behavior by upholding commitments that are made to serve the community, or at the very least, provide sufficient notice (24-48 hours) for finding a replacement. Examples of excusable absences align with clinical absence policy and include: illness or injury of self or immediate family member; death of a family member. Barring these emergency situations, the volunteer’s or a replacement volunteer’s attendance is expected. It is the responsibility of the volunteer to arrange a replacement. The volunteer must email the event coordinator, cc-ing the SNA president, SNA advisor (Michele Solakian), and the replacement volunteer. The replacement must reply to all accepting and confirming the volunteer assignment.
- Failure to follow the above policy will result in a semester-long hold being placed on the volunteer’s ability to sign up for SNA volunteer events regardless of membership or graduation status. This hold will be recorded by the SNA Membership Chair. Individuals will return to active

membership after the one-semester hold. In the event that the individual commits a second infringement, he/she will be terminated from SNA. Sign-ups for events will be created through modalities that don't allow anonymous log-in or deletion without email notification to event creator. (i.e., SignUpGenius).

Section 2. Social Events Cancellation Policy

- In the event that you are unable to attend a social event you signed up for, it is strongly encouraged that you remove yourself from the sign-up no less than 48 hours before the event. This allows for the event coordinator to adjust accordingly for head-count and supplies/materials needed in addition to modeling the professional and respectful behavior you will bring to your professional career.
- A notification email from the SNA member would be greatly appreciated, although as with volunteer events, sign-ups for social events will be created through modalities that do not allow anonymous log-in or deletion without email notification to the event creator (i.e., SignUpGenius).

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