

MEMO

To: Holders of Officers' Reference Manual **DATE:** October 21, 2006

From: Earl Foster

Subject: Amendments to Manual: Amendment #1 Dated July, 2006

Attached is Amendment #1 incorporating all the changes to date in the Manual.

There are a considerable number of revisions to existing material together with the addition of many new subjects. These will continue to make the Manual not only a current source for your reference but also a useful tool for training and development as well as administration throughout the Regions and the Area.

First, on the page entitled, "Record of Amendments", which is the second page and immediately following the title page at the beginning of the Manual, enter the information on the record sheet similar to the following example:

RECORD OF AMENDMENTS

Number	Date	Amendments made by	Date of Entry

Now, please follow the directions listed on the attached sheets to make the changes.

If any of you have suggestions that would help to improve this Manual, I very much would appreciate your forwarding them to me.

At the end of your term of office, please pass this up-to-date Manual on to your successor.

Y'sly,

Earl Foster,
Regional Secretary

GENERAL

Insert 102 Y's Men's Org. Pg 18A of 21, Feb 1991

Remove 102 Area & Reg. Org. Pgs 19&20 of 21, Apr '89
 Insert " " " Pgs 19&20 of 21, Feb '91

CLUB

Remove 200 200 Index Pgs 1 & 2 of 2, Apr '89
 Insert " " Pgs 1 & 2 of 2, Feb '91

Insert 217 Epsilon Endowment Fund Pg 1 of 1 Feb '91

DISTRICT AND REGION

Remove 302 302 Regional Team Pgs 1 to 4 of 4, Apr '89
 Insert " " Pgs 1 & 2 of 2, Feb '91

Remove 303 303 District & Clubs Pg 3 of 3 Apr '89
 Insert " " Pg 3 of 3 Feb '91

Remove 308 308 Regional Awards Pgs 1 to 17 of 17 Apr '89
 Insert " " Pgs 1 to 17 of 17 Feb '91

Remove 310 310 Reg. Convn. Guidelines Pgs 1 to 7 of 7 Apr '89
 Insert " " " Pgs 1 to 9 of 9 Feb '91

AREA

Remove 400 400 Index Pg 1 of 1 Apr '89
 Insert " " Pg 1 of 1 Feb '91

Remove 401 401 Area Constitution Pgs 1 to 7 of 7 Apr '89
 Insert " " Pgs 1 to 7 of 7 Feb '91

Remove 402 402 Area Officers Pgs 1 & 2 of 2 Apr '89
 Insert " " Pgs 1 & 2 of 2 Feb '91

Remove 403 403 Organization Pg 1 of 1 Apr '89
 Insert " " Pg 1 of 1 Feb '91

Remove 404 404 Area Committees Pgs 1 to 4 of 4 Apr '89
 Insert " " Pgs 1 to 4 of 4 Feb '91

Remove 405 405 Area Awards Pgs 1 & 2 of 2 Apr '89
 Insert " " Pgs 1 to 3 of 3 Feb '91

Remove 406 406 Convns. & Meetings Pg 1 of 1 Apr '89
 Insert " " Pg 1 of 1 Feb '91

Insert 409 LD Plan Pgs 1 to 4 of 4 Feb '91

Insert 410 Y Alive Pgs 1 & 2 of 2 Feb '91

