

**EXHIBIT C**  
**ADDC FORMAT GUIDELINES FOR NEW AND**  
**REVISED REGION AND CLUB BYLAWS**

The guidelines (Exhibit D) are to be used as a template for compiling and/or revising Region and Club Bylaws. To facilitate use of the guidelines, please refer to the following format styles:

- |    |                                    |   |
|----|------------------------------------|---|
| 1. | Solid Single Line Underscoring     | Is used to denote wording which must be included in club bylaws exactly as written in these guidelines.   |
| 2. | Items in script and/or parenthesis | Are not required to be used in bylaws verbatim. For information purposes, indicating alternative or additional items which may be needed or used to cover the different situations that an individual club may require. |
| 3. | Blank space                        | Is used to denote where a club fills in applicable information pertinent to the club.   |
| 4. | RONR                               | Refers to the latest edition of <u>Robert's Rules of Order Newly Revised</u> .  |

Region and Club Bylaws, Standing Rules, and Code of Ethics cannot conflict with the ADDC Bylaws, Standing Rules, and Code of Ethics.