

**EXHIBIT A**

**LETTER OF TRANSMITTAL FOR REGION AND CLUB BYLAWS REVIEW**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
ADDC Club Bylaws Review Committee Chairman

FROM: \_\_\_\_\_ Region Director/ Club Representative  
\_\_\_\_\_ Address  
\_\_\_\_\_ Office Phone Number  
\_\_\_\_\_ Mobile Number  
\_\_\_\_\_ E-mail Address

RE: \_\_\_\_\_ Region/Club Bylaws Review  
\_\_\_\_\_ Region/Club Name  
\_\_\_\_\_ Region

Committee Chairman,

\_\_\_\_\_ Attached is one complete electronic copy of our Region/Club Bylaws and Standing Rules that were amended on \_\_\_\_\_. (if e-mailed)

\_\_\_\_\_ Attached is one complete electronic copy of Region/Club Bylaws and Standing Rules to be reviewed under the four-year schedule.

\_\_\_\_\_ Enclosed please find three complete sets of Region/Club Bylaws and Standing Rules that were amended on \_\_\_\_\_. (if mailed)

\_\_\_\_\_ Enclosed please find three (3) complete sets of our Club Bylaws and Standing Rules to be reviewed under the four (4) year schedule.

We, the undersigned President and Secretary of the Desk and Derrick Club of \_\_\_\_\_, do hereby certify that the attached/enclosed is a true and complete copy of the Bylaws as adopted by the membership of this Club on \_\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
President (Type or Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Secretary (Type or Print Name)

Enclosures  
cc: Region Director (cover sheet only)