

EXHIBIT A

LETTER OF TRANSMITTAL FOR REGION AND CLUB BYLAWS REVIEW

DATE: _____

TO: Judi Adams (dandd.judi@gmail.com)
ADDC Club Bylaws Review Committee Chairman

FROM: _____ Region Director/ Club Representative
_____ Phone Number
_____ E-mail Address

RE: Region/Club Bylaws Review
_____ Region/Club Name
_____ Region

Submit any Bylaws and Standing Rules in editable format, such as Word or Publisher.

Electronic Submittal (via email):

_____ Attached is one (1) complete electronic copy of our Club Bylaws and Standing Rules to be reviewed under the four (4) year schedule or due to amendments made (date) _____.

_____ Attached is one (1) complete electronic copy of _____ Region Bylaws to be reviewed under the four (4) year schedule or due to amendments made (date) _____.

Paper Submittal (via traceable service, e.g., USPS, UPS, FedEx):

_____ Enclosed are three (3) complete sets of our Club Bylaws and Standing Rules to be reviewed under the four (4) year schedule or due to amendments made (date) _____.

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 most current version of the Club Bylaws and Standing Rules.

(Signature – Electronic signature okay)

President/RD (Type or Print Name)

(Signature) – Electronic signature okay)

Secretary (Type or Print Name)

cc: Region Director (cover sheet only)