

**Association of Professional Law Enforcement  
Emergency Vehicle Response Trainers  
International (A.L.E.R.T. International)**

**BYLAWS**

(Adopted: February 28, 2013)

**ARTICLE 1. TITLE OF ASSOCIATION**

1.1 The official name of the Association shall be the Association of Professional Law Enforcement Emergency Vehicle Response Trainers International.

1.2 The abbreviated form “ALERT International” may be used for purposes of identifying this Association.

1.3 For the purposes of these Bylaws, law enforcement emergency response trainer is an individual that holds a current certification issued by a board, council, commission, or other policy-making body which is established and empowered by law with the authority and responsibility for development and implementation of minimum instructor standards, qualifications and/or regulations for law enforcement personnel of the United States Federal Government, a state, commonwealth or territory of the United States of America, the District of Columbia, or any state or province of a foreign nation.

1.4 The business of the Association will be conducted in accordance with these Bylaws, supplemented by the rules of procedures in Robert’s Rules of Order. Eligibility to vote is determined by current member status.

1.5 The primary mode of communication between the association and its members, outside of general meetings, is in electronic mode (e-mail, newsletter, website, etc.).

1.5.1 Members are responsible to ensure the secretary and the appropriate regional representative has current and accurate electronic address information.

**ARTICLE 2. GOALS AND OBJECTIVES OF THE ASSOCIATION**

2.1 The mission of ALERT International is to provide assistance to law enforcement agencies and instructors in establishing effective and defensible standards for employment and training of officers in the field of law enforcement emergency vehicle operation while promoting a positive, professional image of emergency response trainers.

2.2 ALERT International is an association of law enforcement emergency vehicle operations training managers and instructors. Its primary focus is dedicated to the encouragement and correlation of research and development as well as the sharing of information, ideas and innovations in the area of safe and efficient law enforcement emergency vehicle response operations training.

2.3 In furtherance of the mission and focus of ALERT International, the Association and its activities shall accord the following objectives:

2.3.1. To conduct professional activities on a regular basis and to encourage communication among the various members;

2.3.2. To provide a clearinghouse of information regarding training, grants, research projects, programs, and instructor development for law enforcement emergency vehicle operations;

2.3.3. To serve as a liaison role with law enforcement agencies responsible for planning, developing, and implementing programs which relate directly or indirectly to the training needs of law enforcement emergency vehicle operations;

2.3.4. To serve in a coordinating role with other national and international law enforcement associations for the productive exchange of information regarding law enforcement training and programs or the delivery of law enforcement training;

2.3.5. To recommend and assist in the development and implementation of instructor training programs for law enforcement personnel;

2.3.6. To prepare and disseminate information concerning emergency vehicle operations and specific related activities in safety education through appropriate publications authorized by the Board of Directors;

2.3.7. To provide a clearinghouse of information regarding police litigation, Supreme Court, Appellate Court, and other case law decisions affecting law enforcement emergency vehicle operations;

2.3.8. To support research and development, and assist in the implementation of law enforcement emergency vehicle operations standards for training and administration of criminal justice academy driver training programs;

2.3.9. To provide and coordinate technical assistance to any ALERT International member upon request.

### **ARTICLE 3. ORGANIZATION**

3.1 The fiscal year for the Association shall begin on the first day of January and conclude on the last day of December each year.

3.2 The Association shall maintain a corporate and principal office and such other offices as may from time-to-time be designated by the Board of Directors. The Association should be incorporated as a non-profit organization and will maintain the appropriate status with the Internal Revenue Service. It is understood that ALERT International is progressing towards non-profit status with an estimated approval in 2013.

3.3 The Association shall hold meetings and conferences, as are necessary, to conduct the business and meet the goals of the Association. The time and place of which will be decided by a majority vote of the Board of Directors.

3.4 A general meeting of the Association may be called by the president or at the request of not less than one-half of the active members, provided however:

3.4.1 A notice is sent to each member at least 14 days in advance of such meeting;

3.4.2 The meeting is conducted by the president, or other such officer by order of succession;

3.4.3 Those voting members present at any business meeting, scheduled according to Section 3.4.1, shall constitute a quorum for the purpose of conducting Association business.

3.4.4 Robert's Rules of Order (current edition) shall be the parliamentary authority for the conduct of all meetings of the Association; and

3.4.5. A parliamentarian may be appointed by the president to be present at each session of the meeting where business is conducted. Any ruling by the parliamentarian shall prevail unless overturned by a two-thirds majority vote of the voting members present.

3.5 The president, with the advice and majority consent of the Board of Directors, shall establish such committees as are necessary to fulfill the mission and focus of ALERT International. Each committee chairperson shall be an active member in good standing of the Association.

3.6 Unless otherwise specified in these Bylaws, agreement on the business of the Association shall be determined by the numerical majority of all members in good standing eligible to vote, who are present at the time the question is called.

3.7 The president, with the advice and majority consent of the Board of Directors, shall appoint an Audit Committee, each fiscal year, consisting of one Board of Directors member, one Regional Representative, who is not a member of the Board of Directors and one Active Member in good standing. No more than one member of the Audit Committee shall be from the same Region. The Treasurer may not be a member of the Audit Committee. The Audit Committee shall:

3.7.1 Review the financial records of the Association and create a financial report for the Association at a general meeting; and

3.7.2 Inquire into any of the operations of the Association.

3.7.3 Recommend and implement, if deemed necessary, the appointment of an independent external auditor for the Association.

3.7.4 The Audit Committee shall oversee independent auditors retained by the Association, and report to the membership its findings.

3.8 A full and independent audit of the Association's financial records shall be conducted with the initiation of each newly elected or appointed Treasurer, or every three years, whichever occurs first.

3.9 Professional financial services may be contracted when deemed necessary by the Audit Committee.

#### **ARTICLE 4 . MEMBERSHIP AND DUES**

4.1 Membership in ALERT International shall be limited to one of the following categories:

4.1.1 Active Membership: Any employee or retired employee of a governmental law enforcement agency, or a governmental law enforcement training organization that is engaged in the training of law enforcement officers in emergency vehicle operations. For the purpose of retired employees, such retirements are restricted to service or medical retirements.

4.1.2 Associate Membership: Non-law enforcement persons interested in or associated with the training of law enforcement officers in emergency vehicle operations or persons wishing to support the purpose of the Association who do not meet the requirements of Active Membership. Associate members shall, in all respects, be subject to the same rules and entitled to same rights as Active Membership except that they may not vote on matters before the membership or hold an elective or appointive office in the Association. Associate Membership shall be confirmed by a majority vote of the Executive Board.

4.1.3 Honorary Membership: Shall be an individual who is recognized by the Association through the Board of Directors in accordance with the by-laws for their outstanding contributions to the discipline of law enforcement emergency vehicle operations. Such bestowment shall be made by a majority vote of the Board of Directors; Honorary Members are subject to the same rules as Associate Members.

4.1.4 Corporate Membership: Non-law enforcement entities, corporate interests or other enterprises interested in or associated with the training of law enforcement officers in the use of emergency vehicles or persons wishing to support the purpose of the Association. Corporate members are subject to the same rules as Associate Members.

4.2 Eligibility for membership, and approval or disapproval of any request for membership, shall be determined by majority vote of the Board of Directors. The Board of Directors may deny or discontinue any membership for arrears or nonpayment of dues or assessments, or for other action inconsistent with the mission and focus of this organization.

4.3 Application for membership: Application for membership shall be made via online process. The completed application shall be forwarded to the ALERT Secretary and shall be accompanied by payment of the first year's dues to the ALERT Treasurer.

4.4 Annual dues: Dues for membership shall be determined by a majority vote of the Active Members attending the Annual Conference. Membership is valid for 12 months. Renewal is due upon the member's anniversary date.

4.5 Expulsion of Members: Any member of the Association who is guilty of conduct contrary to the mission and focus of the Association or whose conduct and actions bring discredit or embarrassment to the Association may be expelled by a majority vote of the Executive Board, after a hearing before the Executive Board upon reasonable notice of such hearing.

4.5.1 The form and procedure of such hearing shall be established in accordance with the due process rights of an individual as determined by the Executive Board.

4.5.2 Any member of the Board of Directors or Executive Board may be removed, for reasons stated in Section 4.5, by either of the following methods:

4.5.2.1 By a two thirds vote of the membership or majority vote of the Executive Board, after the receipt of a petition signed by 51% of the active membership, or;

4.5.2.2 By four-fifths vote of the Executive Board, less the affected officer, shall be sufficient to remove any officer for due cause.

4.6 No member shall present themselves as the representative of the Association without express authorization from the president as to the time, location, audience, and purpose of such designation.

## **ARTICLE 5. OFFICERS**

5.1 The officers of the Association shall include a President, Vice-President, Secretary, Treasurer and a Selected Regional Representative. All officers must be in good standing in the Association with a standing membership of at least 24 months prior to being eligible for office.

5.1.1. Only active members may be officers of the Association. All officers of the Association shall be exempt from paying dues for as long as they are in office;

5.1.2 The duties and terms of each office is described in this and subsequent Articles of these Bylaws; and

5.1.3 There shall also be a Board of Directors and an Executive Board as outlined in their respective Articles of these Bylaws.

5.2 The terms of office for officers of the Association shall be for a term of two years, subject to the following provisions:

5.2.1 The election for the offices of the President, Secretary and selected Region Representative will occur during odd numbered years;

5.2.2 The election for the offices of Vice President and Treasurer will occur during even numbered years; however,

5.2.3 Due to amendments to these bylaws the Vice President and Treasurer will serve three years, beginning with the elections in 2013. In 2016 the requirements of Section 5.2.2 will be adhered to.

5.3 An officer of the Association may be removed from office upon the acceptance of his or her resignation by the Board of Directors, by the officer becoming ineligible for active membership, or according to the provisions of Section 4.5.2.

5.4 In the event a vacancy occurs in the office of president, the vice president shall assume the office of the president and serve the remainder of the unexpired term. Should the vice president be unable to assume the duties of the president, the treasurer shall become the president and serve the remainder of the president's term.

5.5. The officers for the Association shall be elected according to the provisions of Section 5.2 and installed on the last day of the Association's annual conference, and/or banquet event or, if no annual conference, October 1<sup>st</sup>, subject to the following provisions:

5.5.1 Notice of elections shall be posted via the organization website and sent to all members no later than February 15<sup>th</sup> of the election year.

5.5.2 Submissions of interest for office must be received by the ALERT Secretary no later than March 15<sup>th</sup> of each election year for that particular office.

5.5.3 Candidates for office shall submit biographical information to the ALERT Secretary no later than March 15<sup>th</sup> of the election year.

5.5.4 Submissions for interest shall be reviewed by the Secretary for eligibility. If a candidate is deemed not eligible as per section 5.1, the findings of the Secretary shall be presented to the Board of Directors for a final decision. To disqualify a candidate for office, the Board of Directors shall affirm by a majority vote. If a candidate is deemed ineligible for office, they will be notified no later than April 1<sup>st</sup> of the election year with the specific reasons by the Secretary. The candidate may request an appeal within 5 days of notification and that appeal shall be presented to the Board of Directors no later than April 15<sup>th</sup> of the election year. A decision on the appeal shall be rendered no later than May 1<sup>st</sup> of the election year.

5.5.5 Elections shall take place from May 1<sup>st</sup> to May 15<sup>th</sup>. The Board of Directors Members not up for election shall be responsible for the voting process.

5.5.6 Secure electronic voting shall be utilized provided that such voting is viable and secure. Electronic votes shall be cast on a one-member/one vote basis.

**5.6 President** – It shall be the duty of the president to direct the Association in accordance with its mission and focus. In carrying out his or her duties, the president shall perform the following functions, in addition to any other activity necessary for the Association:

5.6.1 Preside over all meetings of the Association;

5.6.2 Serve as the chairperson of the Executive Board;

5.6.3 With advice and consent of Board of Directors appoint committee members and designate committee chairs where appropriate. The president may delegate the appointment of the committee chair to the committee members;

5.6.4 Appoint an Audit Committee in compliance with the Bylaws of the Association; and

5.6.5 Represent the Association as its official spokesperson.

5.6.5.1 In the predictable absence of the president and the vice-president the president may designate any other officer, member of the Board of Directors, or active member in good standing to represent the Association.

**5.7 Vice-President** – It shall be the duty of the vice-president to serve as a member of the Board of Directors and perform the duties of the president during his or her absence, including but not limited to representing the Association. It will be the responsibility of the vice-president to work with the host jurisdiction for the annual ALERT International Conference and provide advice and counsel in the conference preparation.

**5.8 Treasurer** – It shall be the duty of the treasurer to serve as a member of the Board of Directors. In the event a vacancy occurs in the office of the treasurer, the Board of Directors shall appoint a successor who shall serve until the next annual election process when a new election shall be held to fill the vacancy. In addition, the treasurer shall perform the following duties:

5.8.1 Maintain the bookkeeping records necessary to account for all receipts and disbursements of Association funds as follows;

5.8.1.1 Upon receipt of an itemized statement, of up to \$100.00, signed by the claimant issue payment to the claimant;

5.8.1.2 Expenditures in excess of \$100.00, and expenditures not in the ordinary activity of the Association, must be approved by the Board of Directors prior to issuing payment;

5.8.1.3 Documentation indicating proof of payment shall be kept on file until audited or for four years, whichever is the longest period of time, after which such materials may be destroyed with the approval of the Board of Directors.

5.8.2 Oversee all accounting and fiscal service firms retained by the Association;

5.8.3 Present a complete financial report to the membership within one month after the close of each fiscal year and ensure all legally required financial reports are filed;

5.8.4 Open fiscal records for inspection by the Board of Directors or Executive Board and submit a monthly statement of the financial affairs of the Association to the Board of Directors; Complete annual tax reports and IRS requirements.

5.8.5 Ensure that suitable bonding covers the president, treasurer, and any other person with authority to receive or disburse funds on behalf of the Association;

5.8.6 Be available to assist in the preparation of the budget for the Association;

5.8.7 Certify the availability of funds necessary to cover the proposed budget of the Association or any amendment thereto;

5.8.8 Certify the candidates for office are active members in good standing and not in arrears of dues and assessments to the Association;

5.8.9 Supply, upon request, any and all documents requested by the Audit Committee of the Association;

5.8.10 Send "dues notices" to members in a timely manner;

5.8.11 Authorize or personally issue all checks and drafts on the Association's financial business accounts; and

5.8.12 In the absence or non-availability of the treasurer, the president or vice president shall perform the duties of the treasurer in keeping with the provisions of 5.8.

**5.9 Secretary** – It shall be the duty of the Secretary to serve as a member of the Board of Directors. In the event a vacancy occurs in the office of the secretary, the Board of Directors shall appoint a successor who shall serve until the next annual election process when a new election shall be held to fill the vacancy. In addition, the secretary shall perform the following duties:

5.9.1 Send out meeting notifications;

5.9.2 Is the official correspondent of the Association and issues all communications incident to this office and all communications directed by the President and the Board of Directors;

5.9.3 Maintain an up-to-date membership list;

5.9.4 Keep the treasurer notified of changes in the membership list;

5.9.5 Take and keep the minutes of all meetings of the Board of Directors, Executive Board, other meetings, schools and conferences held or conducted by the Association or under its auspices. Such minutes will be a synopsis of the discussions and decisions and are not necessarily a verbatim rendering of the proceedings;

5.9.6 Provide copies of the minutes to the membership; and

5.9.7 Be the official custodian of the Association's property, including Bylaws, rules and regulations adopted by the Association, all books, records, materials and equipment, and shall at all times keep an up-to-date record of such materials and the places where each item thereof is located. Such records

and/or property will be delivered to his/her successor including all books, records, materials and equipment.

**5.10 Judge Advocate** – The President shall, with the approval of the Board of Directors, appoint an attorney for the Association to serve as Judge Advocate.

5.10.1 The Judge Advocate will represent the Association in matters where his/her service may be required, to include but not necessary limited to:

5.10.1.1 Interpretation of questions pertaining to the Association and its activities;

5.10.1.2 Assist in the development or develop correspondence addressing official correspondence of the Association; and

5.10.1.3 Make interpretations of the Bylaws as maybe requested by the officers of the Association.

**5.11 Executive Director** – The Board of Directors may appoint, at their discretion, an Executive Director for ALERT International whose duties include but are not limited to the day to day operations of the organization. Compensation of the Executive Director shall be determined by the Executive Board.

## **ARTICLE 6. REGIONAL REPRESENTATIVES**

6.1 The Association shall be divided into eleven regions (Northwest, West, North Central, West Central, Southwest, Central, Southeast, East, Northeast, West Canada, East Canada), the boundaries of which shall be approved by the Board of Directors of the Association. The regions, when approved, shall be integral and subordinate parts of the Association consistent with its Bylaws and operating policies.

6.2 Each region shall select a representative from the active members within the region. Regional representatives will serve a term in office of two years. In the event a vacancy occurs in the office of regional representative, the president shall appoint a successor from the region until the next representative election process when a new election shall be held to fill the vacancy. Persons elected to complete a term as Regional Representative, which term has been filled through appointment by the President, shall hold office until the expiration of the term in which the vacancy occurred.

6.3 The selection procedure and duties for Regional Representatives shall be as follows:

6.3.1. Regional Representatives shall be elected by their respective Regional Caucus during the regional meeting in odd numbered years, at the Association's annual conference, utilizing a method prescribed by the Board of Directors. Newly elected Regional Representatives will be installed on the last day of the Association's annual conference, or banquet event, or if no annual conference, October 1st.

6.3.2. When Regions are unable to provide a Regional Representative through the above selection process the Board of Directors, at the annual conference, shall fill such vacancies.

6.3.3. Regional Representatives shall serve their elected term for as long as they are duly qualified voting members in good standing.

6.3.4. Regional Representatives' duties shall include:

6.3.4.1. Expression of regional interests in the business of the Association;

6.3.4.2. Coordination with new, existing, and retired members of the Association;

6.3.4.3. Maintenance of an up-to-date mailing list of Association members in their regions and forwarding any changes to the treasurer on a semi-annual basis;

6.3.4.4 Conducting regional meetings on subjects of interest to the region's members at least annually;

6.3.4.5 Coordinating Regional Conferences.

6.3.4.6 Polling the members of their respective regions concerning issues affecting the Association as requested by the president; and

6.3.4.7 Such other duties as may be delegated by the president, Board of Directors or the Executive Board.

6.4 Upon selection of the eleven Regional Representatives, the newly elected regional representatives will select from amongst themselves one representative to serve on the Board of Directors.

## **ARTICLE 7. BOARD OF DIRECTORS**

7.1 The Board of Directors shall be composed of the President, the Vice-President, the Treasurer, the Secretary, and a Selected Regional Representative. All Board of Directors members shall have full voting power in matters coming before the Board of Directors. The Immediate Past President will serve as an ex officio member of the Board of Directors providing historical knowledge, guidance and recommendations to the other members.

7.2 The president shall serve as Chair of the Board of Directors. A quorum for the Board of Directors to conduct its business shall exist when four or more Board of Directors members or designees are present. The Board of Directors shall meet not less than biannually.

7.3 The president may call a meeting of the Board of Directors at such times and places as he or she deems necessary to conduct the business of the Association.

7.4 It shall be the duty of the Board of Directors and/or the Executive Director to transact the daily business of the Association and take action consistent with these Bylaws. The Board of Directors shall be the trustees of the Association. The Board of Directors duties shall include, but not be limited to, the following:

7.4.1 Adopt policies and procedures to govern the business practices of the association;

7.4.1.1 Business policies and procedures shall be consistent with all applicable laws, the Association's Articles of Incorporation, the Association's bylaws, and the professional standards of like-structured organizations; and

7.4.1.2 Business policies and procedures are available for review by any member of the Association;

7.4.2 If funds are available, appoint and authorize the employment of staff;

7.4.3. Approve all accounts and banking institutions involving Association funds;

7.4.4 Enter into contracts on behalf of the Association;

7.4.4.1 Contracts for employment shall be handled in keeping with 7.4.1.1 of these Bylaws;

7.4.4.2 The Board of Directors will be particularly mindful of the potential or perception of a conflict of interest when engaging in a contractual relationship with a member of the Association;

7.4.5 Make recommendations to amend the Bylaws;

7.4.6 Approve and revise the annual budget for the Association;

7.4.7 Seek and accept funds by request, gift, or grant, or in payment for services rendered, from any source, public or private;

7.4.8 Support and cooperate with any venture deemed to be of mutual interest that would support the mission and focus of ALERT International and enhance law enforcement vehicle operations training;

7.4.9 Examine the credentials and determine the eligibility for membership for applicants for active, associate, honorary and corporate member;

7.4.10 Discontinue any membership for arrears or nonpayment of dues or assessments, or for other action inconsistent with the mission and focus of ALERT International;

7.4.11 Call a general meeting of the Association, not less than once each fiscal year, and give proper notice to the membership; and

7.4.12 Review and evaluate the work of appointed committees and keep the membership informed of such review and evaluations.

7.5 Members of the Board of Directors shall not receive any compensation for their services as an elected officer. With available funds, the Association shall reimburse the officers of the Association for reasonable expenses incurred in carrying out the duties of the office. Nothing herein shall preclude members of the Board of Directors from serving the Association in any other capacity and receiving compensation and being reimbursed for expenses in connection with such services.

## **ARTICLE 8. EXECUTIVE BOARD**

8.1 The Executive Board shall be composed of all the members from the Board of Directors and all of the Regional Representatives.

8.1.1 The Executive Board will make policies and administrative rules to insure the operations of the Association follow the Bylaws.

8.1.2 Policies and administrative rules established by the Executive Board shall have the same authority and force on the Association, officers and members as the Bylaws. No ex-post facto rules will be made.

8.1.3 Administrative rules and policies may only be changed by the Executive Board by majority vote.

8.1.4 If there is a conflict in the administrative policies and rules with specific language in the Bylaws, the Bylaws will govern.

## **ARTICLE 9. AMENDMENT TO THE BYLAWS**

9.1 An amendment to the Bylaws may be proposed for submission to the Bylaws Committee in writing by any member or by the action of the Board of Directors pursuant to Section 7.4.5 of these Bylaws.

9.2 The proposed amendment shall be forwarded in writing to the chairperson of the Bylaws Committee who shall forward the amendment to the remaining Committee members. The Committee shall review the proposed language and, where deemed appropriate and necessary, shall have the authority to make revisions to the proposed amendment. Should revisions to the proposed language be recommended by the Committee, the revised language shall be returned to the member requesting the amendment for his or her review. The Bylaws Committee shall have the authority to make changes to any proposed language prior to the amendment's submission to the Board of Directors.

9.3 Upon review and final approval by the Bylaws Committee, all proposed amendments shall be submitted to the Board of Directors for review.

9.4 Members of the Board of Directors shall review and consider the proposed amendment prior to the annual elections of officers. The Board of Directors shall forward a copy of the proposed language to the membership for review no later than March 1<sup>st</sup>.



9.5 Amendments to the Bylaws shall be effective by a two-thirds vote of the members voting in the election. In the event that it would be impractical to delay voting on the proposed amendment, or where it is otherwise deemed necessary by the members of the Board of Directors, the president shall have the authority to call for a special election consistent with the provisions of Section 5.5.6.

9.6 If any provision of these Bylaws or the application thereof to any person, organization or circumstance is held invalid, the invalidity does not affect other provisions or applications of the Bylaws which can be given effect without the invalid provision or application; and to this end, the provisions of the Bylaws are severable.

#### **ARTICLE 10. DISSOLUTION**

10.1 The Association shall use its funds only to accomplish the mission and focus specified in the Bylaws.

10.2 The Association shall be dissolved only upon the 3/4 vote of the active membership.

10.3 In the event of dissolution of the Association all assets and any funds remaining shall be distributed to one or more regularly organized and qualified charitable, education, scientific or philanthropic law enforcement organizations to be selected by the Board of Directors. No part of said funds shall benefit or be distributed to the members of the Association.

## **ATTACHMENT #1**

### **Regional Membership**

**Region One – Northwest Region:** Alaska, Idaho, Montana, Oregon, Washington

**Region Two – West Region:** Arizona, California, Hawaii, Nevada, Utah

**Region Three – North Central Region:** Iowa, Minnesota, North Dakota, South Dakota, Wisconsin

**Region Four – West Central Region:** Colorado, Kansas, Missouri, Nebraska, Wyoming

**Region Five – Southwest Region:** Arkansas, Louisiana, New Mexico, Oklahoma, Texas

**Region Six – Central Region:** Illinois, Indiana, Kentucky, Michigan, Ohio

**Region Seven – Southeast Region:** Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina,  
Tennessee

**Region Eight – East Region:** Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, West  
Virginia

**Region Nine – Northeast Region:** Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island,  
Vermont

**Region Ten – West Canada Region:** British Columbia, Alberta, Saskatchewan, Manitoba

**Region Eleven – East Canada Region:** Ontario, Quebec, Newfoundland, New Brunswick, Prince Edward Island,  
Nova Scotia