

In the preparation of each policy and the policy manual, every effort shall be made to address or to reference a person without regard to gender. However, in order to have correct syntax, sentence construction, or to ease readability, masculine pronouns (he, his, or him) may be used to the exclusion of feminine pronouns. Masculine pronouns are used in a generic sense, not as an identification of gender. The masculine gender shall be deemed to denote the feminine or neuter genders, the singular to denote the plural and vice-versa where the content permits.

Board of Trustees
January 9, 1975
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