

**By-Laws of the Green Hope High School Band Boosters**  
**A Non-Profit Corporation**  
*Cary, North Carolina*

**Article I**  
**Name**

The name of the organization shall be The Green Hope High School Band Boosters.

**Article II**  
**Purpose**

The purpose of this organization shall be to support and cooperate with the Green Hope High School Band Director in those activities and programs identified by the Director for the Green Hope Band and the auxiliary groups associated with that Band. This organization will also promote this band to our community and the State of North Carolina.

**Article III**  
**Offices**

The principal office of this corporation shall be located at Green Hope High School, County of Wake, State of North Carolina, as the Board of Directors may determine from time to time.

**Article IV**  
**Members**

**Section 1.**

**MEMBERSHIP** – Membership is open to individuals or families interested in the Green Hope High School Band Program. Any student participating in the Green hope High School band program and one or more parents are automatically members unless membership is terminated as in section 3 below.

**Section 2.**

**VOTING RIGHTS** – Each family is entitled to one vote per student band member.

**Section 3.**

**TERMINATION OF MEMBERSHIP** – Voting members may resign at any time by providing notification to the Band Director. Refunds of any money spent out of pocket for Fair Share dues will be made only if the situation for leaving the band falls into one of the following four (4) categories:

1. Student and family have been assigned to a new high school over the summer and will not participate in the Green Hope Band.
2. A family emergency prevents the member from completing his obligation to the organization (a pro-rated portion will be refunded).

3. The family of a member will be relocating to another city and cannot complete their membership in this organization (pro-rated).
4. A written note from a physician that states that the student should not participate in physical activity such as marching band (pro-rated).

## **Article V Meeting of Members**

### **Section 1.**

**GENERAL MEMBERSHIP MEETINGS** – General membership meetings will be scheduled by the Board of Directors as deemed necessary.

1. One meeting will be scheduled in May to approve the budget, provide general information to the membership on the activities for the new season such as Band Camp, Fair Share, etc.
2. Another open winter program membership meeting will be held prior to Dec. 1 to provide information on the winter activities of Winterguard and Winter Indoor Percussion such as their Fair Share, schedule, etc.
3. Other meetings will be scheduled with two (2) week notice.

### **Section 2.**

**QUORUM** – 10% of the total voting members shall constitute a quorum at a General Membership meeting. If a quorum is not present, the meeting may be adjourned.

### **Section 3.**

**BOARD OF DIRECTORS MEETINGS** – Board of Directors meetings shall be held monthly and will be announced via email or other appropriate means to the General Membership. The General Membership can attend the Board of Directors meetings to observe and contribute information, but will not be allowed to vote. A Schedule of the Board of Director's meetings will be posted on the band website and emailed to the general membership.

## **Article VI Board of Directors**

### **Section 1A.**

**GENERAL POWERS** – The affairs of the corporation shall be managed by its Board of Directors. All expenses of this organization will be outlined in its annual budget. The Green Hope High School Band Boosters budget will be drafted in April, and approved by the general membership at the May meeting. Once the budget is adopted, no further Board of Directors approval is necessary for purchases, unless they exceed the budgeted amount by at least \$100. Excess amounts over \$100 for budgeted items, and all non-budgeted items require approval by the Board of Directors. Purchases in excess of the approved budget that are not presented for prior approval by the Board of Directors could result in non-reimbursement to the individual making the purchase. Initial start-up

expenses for approved fundraising are exempt from the approval process.

**Section 1B.**

**SPECIFIC POWERS** – The Board of Directors will: transact necessary business in the intervals between meetings; create subcommittees; approve the plans of work of the standing committees; present a report at general and board meetings; approve routine bills within the limits of the budget.

**Section 2.**

**CONSTITUENCY** – The Board of Directors shall consist of the following elected Executive Board, Committee Chairpersons, and the Band Director. The Band Director shall be a non-voting member. All Executive Board members must have a student currently participating in the band program, or as alumni parents, have had a student in the program at one time.

**Executive Board:**

President  
President-elect and VP of Fund Raising  
Recording Secretary and VP of Communications  
Treasurer  
VP of Logistics  
VP for Chaperones

**Committee Chairpersons – as specified in Article VIII Section 1.**

**Band Director**

**Section 3.**

**TERM OF OFFICE** – All elected members of the Board of Directors will serve a one-year term for maximum of 3 consecutive years in the same position, unless a longer term is voted by the Board.

**Section 4.**

**ELECTION** – The office of the President shall be filled by the previous year's President-Elect and is therefore a non-elected position. All other Officer and Committee Chair positions will be elected by the Board of Directors. An Election Committee as defined in Article VIII, Section 6 shall oversee the election process. The Board will elect the new members of the Board of Directors by a ballot vote if necessary. The new Board of Directors will be installed at the May General Membership Meeting. The Treasurer and Assistant Treasurers will be recognized as starting in office on June 1, not before. Until that time, the current Treasurer and Assistant Treasurers will continue in office, to conduct business and close out the books at the end of May for the new Treasurer, and be available for questions and the audit afterward.

**Section 5.**

**MEETING PLACE** – Regular meetings shall be held in the band room or other suitable area of Green Hope High School. The Board of Directors may provide the time and

place for holding additional meetings.

**Section 6.**

**MEETINGS BY ELECTRONIC MEDIA** -- Board meetings may be held by a telephone or electronic conference system that allows all participating members to simultaneously hear and speak to each other during the meeting. Telephone or electronic conferences shall not be used unless available to all board members. A committee member participating in this type of meeting is deemed to be present at the meeting.

**Section 7.**

**SPECIAL MEETINGS** – Special meetings of the Board of Directors may be called by or at the request of the President or any two (2) directors and shall be in the band room or at such other place as the directors may determine.

**Section 8.**

**NOTICE** – Notice and the agenda of any special meeting of the Board of Directors shall be given at least three (3) days prior to the meeting.

**Section 9.**

**QUORUM** – A majority of the voting members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors; but if less than a majority of the directors are present at any meeting, a majority of the directors present may adjourn the meeting.

**Section 10.**

**BOARD DECISIONS** – The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these by-laws. If agreed by the Executive Board, an electronic vote may be held by email in an unusual or time sensitive matter. This method shall not be used unless available to all board members. A response from every board member must be recorded as “aye”, “nay” or “no vote” to ensure all Board members received the option to vote on-line. Any on-line votes and relevant email thread discussions will be documented as minutes and distributed to all Board members for approval with regular meeting minutes at the next Board meeting.

**Section 11.**

**VACANCIES** – Any vacancies occurring in the Board of Directors and any directorship to be filled by reason of an increase in the number of directors shall be filled by the Board of Directors. A director appointed to fill a vacancy shall serve for the unexpired term of his predecessor in office.

**Section 12.**

**REMOVAL** – Any director may be removed from the Board of Directors “for just cause” by a majority vote of the directors. Just cause for removal shall include but not be limited to absence from three (3) consecutive meetings of the Board of Directors.

## **Article VII Officers**

### **Section 1.**

**OFFICERS** – The officers of the corporation shall be a President, President-elect and VP of Fund Raising, Recording Secretary and VP of Communications, Treasurer, VP of Logistics, and VP for Chaperones. The Board of Directors may elect to appoint such other Committee positions, including one or more vice-presidents, assistant secretaries, assistant treasurers etc. as it shall deem desirable and such positions will have the authority to perform the duties prescribed from time to time by the Board of Directors.

### **Section 2.**

**POWERS AND DUTIES** – The officers shall have such powers and shall perform such duties as may from time to time be specified in resolutions or other directives of the Board of Directors. In the absence of such specifications, each officer shall have the powers and authority and shall perform and discharge the duties of officers of the same title serving in non-profit corporations having the same or similar general purposes and objectives as this corporation.

### **Section 3.**

**SPECIFIC OFFICER DUTIES:** Officers may meet to discuss but not vote on any band matters amongst other Officers or Committee Chairs within their areas of responsibility as described below:

#### **PRESIDENT**

1. To preside at all General Membership and Board of Directors meetings of the organization at which he/she may be present.
2. To coordinate the work of the officers and committees of the organization.
3. To be an ex-officio member of all committees.
4. To appoint a member to serve as PTSA liaison, who reports to the Board of Directors on an as needed basis.
5. To serve on Election and Budget Committees.
6. With the Treasurer, review and insure that appropriate insurance coverage is maintained for the band boosters, its assets and acquisitions (including passing of new assets to WCPSS).

#### **PRESIDENT-ELECT and VP of FUND RAISING**

1. To perform the duties of the President in the absence of disability of that officer to act, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.
2. To act as an aide to the President.

3. To plan the spring education trip if applicable.
4. Establish a committee to audit financial statements.
5. To serve on the Budget Committee.
6. To coordinate the Spring awards function.
7. To coordinate and oversee activities of Fund Raising and Social/Hospitality chairs.

### **RECORDING SECRETARY and VP of COMMUNICATIONS**

1. To take the minutes of each board and general meeting.
2. To prepare copies of the minutes and distribute them to the appropriate persons in a timely manner.
3. Maintain a synopsis of board policy decisions.
4. Maintain a copy of previous and current By-Laws and have current By-Laws available at every Board Meeting.
5. To coordinate communications to band from Corresponding Secretary, Web Master, Historian and Publicity Chairs. Also to oversee the operations of the Alumni Students and Parents Committee Chair.
6. To work with Treasurer to file any updates of the By-Laws.

### **TREASURER**

1. To have custody of all the funds of the organization.
2. To keep a full and accurate account of receipts and expenditures in accordance with the provisions in the annual budget adopted by the organization.
3. To make disbursements as authorized by the Board of Directors of the organization.
4. To present a written financial statement consisting of account balances, budget to date report, and month income/expenses at every meeting of the scheduled Board of Directors and General Membership meetings.
5. File any required tax forms.
6. Maintain accurate fair share accounts and provide up-to-date information when requested.
7. Serve as the leader of the Budget Committee.
8. Maintain current approved By-Laws on file and insure the State of North Carolina Department of Secretary of State has the boosters current contact information.
9. Maintain, pass along and make available to auditors as authorized by the officers, working files reflecting the financial activities of the band boosters for the year in office.
10. With the President, review and insure that appropriate insurance coverage is maintained for the band boosters, its assets and acquisitions (including passing of new assets to WCPSS).

### **VP of LOGISTICS**

1. Communicate band travel information on a timely basis, including maps to competition locations.
2. To assist the Band Director in planning trips, including competitions.
3. Prepare plans, make necessary transportation arrangements and coordinate trips in cooperation with the Band Director, VP for Chaperones, Social/Hospitality, Front Ensemble and Props Chairs. This can include scheduling of meals, entertainment and lodging for trip.
4. Serve on the Budget Committee.
5. To coordinate planning, communications and activities of Front Ensemble, Props, Color/Winterguard, Winter Indoor Percussion Committee, and Art in Motion Chairs.

**VP for CHAPERONES**

1. To assist the Band Director in providing adequate chaperones for all band events.
2. To coordinate and arrange required chaperones and trip arrangements with the VP of Logistics and the Band Director.
3. To work with the Band Camp Chairperson to arrange and to supervise chaperones during Band Camp.
4. Maintain trip guidelines for chaperones and students
5. To coordinate planning, communications and activities of Band Camp, First Aid, Freshman Parent Liaison and Uniform Chairs

**ALL OFFICERS**

1. To deliver to their successors all official material not later than the expiration of their term of office or upon their removal or resignation.

**Article VIII  
Committees**

**Section 1.**

**STANDING COMMITTEES**

The standing committees shall be:

- Alumni Students & Parents\*
- Art in Motion
- Assistant Treasurer
- Band Camp
- Color/Winterguard
- Corresponding Secretary
- First Aid \*
- Freshmen Parents Liaison
- Front Ensemble
- Props
- Fundraising – Patron & Corporate
- Fundraising – Grants

Fundraising – Events  
Fundraising – Sales  
Historian \*  
Indoor Percussion  
Publicity \*  
Social/Hospitality  
Uniform  
Webmaster

The chairpersons of these committees shall be official members of the Board of Directors with one (1) vote per committee.

\*Certain Committee Chairs may opt out of attending every Board meeting; hence giving up their voting right, only with Executive Board approval, to recognize their scope and to facilitate achieving quorum at regular meetings. With approval from the Executive Board, chairs so designated may include, but are not limited to: Alumni Student and Parents, First Aid, Historian, and Publicity chairs. Any Committee Chair position may be shared with one vote allowed.

## **Section 2.**

**POWERS AND DUTIES of Standing Committees** – The powers and duties of committees shall be determined as follows:

### **ALL COMMITTEES**

1. The chairperson of each standing committee shall present a written budget request based on the Band Director's plan of work to the Budget Committee by March 1 each year. A similar process will be done by Winter Programs by Dec.1. (See Budget Process in Section 5 below.)
2. Each standing committee shall prepare and update as necessary a procedures document describing how the committee conducts its duties. The chairperson of each standing committee shall provide to the President by May 1 an up-to-date committee procedures document.

### **ALUMNI STUDENTS AND PARENTS**

1. To work and cooperate with the Band Director and President to keep relationships open with prior band students and their families.
2. To keep a current as possible data base of contact information of alumni.
3. To send at least two updates out to alumni community.

### **ART IN MOTION**

1. To work with Band Director, Booster President and School Administration to complete application and obtain event date.
2. To coordinate planning, program, and ‘day of’ activities of Logistics, Recording Secretary, Publicity, Social/Hospitality or Concessions,

Treasurer for Ticket sales, and the Winter Indoor Percussion and Winterguard Chairs.

#### **ASSISTANT TREASURER**

1. The Assistant Treasurer shall assist the Treasurer by handling all monies collected by the organization as dues or fair share payments, raised in fundraising activities, received as contributions, or otherwise acquired, by making accurate deposits and reporting them to the Treasurer as required.
2. To perform the duties of the Treasurer in the absence or disability of that officer to act, and when so acting, shall have all the powers of and be subject to all restrictions upon the Treasurer.
3. To act as an aide to the Treasurer as requested.

#### **BAND CAMP**

1. Coordinate and negotiate contracts for approval for the Band Camp site, with the band director's concurrence.
2. Obtain necessary supplies (lime, break supplies, etc) as requested.
3. To assist the Chaperone Chairperson to help define chaperone requirements for Band Camp.
4. To work with the First Aid chairperson to help define appropriate first aid supply and operational requirements for camp.

#### **COLOR/WINTERGUARD**

Establish ad hoc committees as needed in order to accomplish the activities of the Color Guard/Winter Guard including but not limited to the following:

1. Coordinate guard specific fundraising activities
2. organize chaperones for winterguard specific trips
3. organize food, hotel rooms and transportation for winterguard trips
4. set construction, uniform acquisition, creation and/or preparation of props and flooring
5. sell old winter uniforms and floors as allowed
6. Work with the High School Band Director, Instructor(s) and the Winter Budget Addendum Committee in development of an appropriate budget to be approved by the board and adopted at the winter general meeting.

#### **CORRESPONDING SECRETARY**

1. To carry on any communication from the Band Boosters to other parties, including Booster members who are sick or had have deaths in the family.
2. Maintain an accurate, up-to-date roster/contact information of students of all different bands/classes and parents or other booster members.
3. To be responsible for communication to the parents of band students as required by the board or band director.

#### **FIRST AID**

1. To work with Chaperone Chairperson in coordinating first aid provision for all band occasions.
2. To work with Band Camp Chairperson in coordinating first aid provision for Band Camp.
3. To supply and maintain the first aid kits.
4. To collect all First Aid and Permission forms for members and compile them in binders to have available at all band events.

### **FRESHMEN PARENTS LIAISON**

1. To meet with the Freshmen parents following the May meeting to answer any questions they have, help them transition and introduce them to the Band Boosters and the many volunteer opportunities in the organization.
2. To serve on the Election Committee to communicate with freshman parents the duties of the open positions and to identify possible Committee chairs for possible nomination.
3. To assist the band director by actively encouraging by organizing communications and events to educate rising 9<sup>th</sup> grade band parents about the various high school band programs, their purpose, history, cost and procedures, volunteer opportunities and educational value.

### **FRONT ENSEMBLE**

1. To work with the Band Director and the Percussion Instructor on the transport, load and unload of all instruments for the Marching Band Show.
2. Secure parental help for the transportation of musical instruments needed on the field for shows and (if needed) during parades.
3. Secure parental help in taking props on and off the field during band performances.
4. With the assistance of the Props Chair, arrange and coordinate truck rental and driving of trucks(s) and trailers to events.

### **FUNDRAISING – PATRON & CORPORATE**

1. to generate and maintain a set of fund raising collateral that describes the Patron and Corporate donor campaigns with such levels of recognition as may be appropriate to levels of giving.
2. to establish a committee whose purpose is to canvass and advertise donor opportunities in an organized way for the benefit of band boosters.
3. to synchronize defined giving campaigns to the patron and corporate communities with established events calendar and activities, approved by the board.
4. to achieve or exceed established fund raising goals for the school year for Patron and Corporate activities.

### **FUNDRAISING - GRANTS**

1. to actively seek and document grant opportunities from corporate, state and local entities and others such as Donors Choose.

2. to submit such description and criteria reflecting the needs of GHHS Bands to the grant entities discovered using their formats and requirements
3. Matching Grants – to track possibilities for employee-centric that employers of band boosters may offer and provide coaching to parents to submit to their employers for grants eligible.
4. to achieve or exceed established fund raising goals for the school year for Grant activities.

### **FUNDRAISING – EVENTS**

1. to organize spirit nights, car washes, restaurant and other fund raisers with local businesses, where a percentage of proceeds goes to the band boosters.
2. to organize Spiritwear, scrip, grocery card, Walnut Creek, football game ushering, Spring Daze and Lazy Daze fund raisers.
3. to track proceeds and see that the normal communication vehicles of the band boosters are leveraged to advertise fund raisers.
4. to achieve or exceed established fund raising goals for the school year for associated fund raisers.

### **FUNDRAISING – SALES**

1. to arrange and staff time limited sales programs such as CitiPass (GoPlaySave), Yard Sales, fruit/ wreath and other sales efforts approved.
2. to insure these opportunities are advertised through the normal communication vehicles.
3. to achieve or exceed established fund raising goals for the school year for associated fund raisers.

### **HISTORIAN**

1. To prepare a videotape documenting band activities each year.
2. To arrange a photographic history and slide show documenting band activities each year.
3. To coordinate/prepare a scrapbook (online or other) documenting band activities each year.

### **INDOOR PERCUSSION**

1. Establish ad hoc committees as needed in order to accomplish the activities of the IP including but not limited to the following:
  - a) coordinate IP specific fundraising activities
  - b) Organize chaperones for IP specific trips
  - c) organize food, hotel rooms and transportation logistics for IP specific overnight trips
  - d) uniform acquisition, creation and/or preparation of props and flooring
  - e) sell of old winter uniforms and floors as allowed
2. Work with the High School Band Director, Instructor, and the Winter Budget Addendum Committee in development of an appropriate budget.

### **PAST PRESIDENT**

- a) Optionally, the immediate Past President of the board may be asked to

attend board meetings regularly as a point of continuity, for advice and counsel, in a non-voting capacity.

- b) With support and at the request of the board, the Past President may take on such responsibilities in the course of the board's events and pursuits, as are agreeable to the board and its chairs, subject to the same consideration as anyone who chairs a board activity.
- c) The Past President will maintain a set of working relationships with two ancillary groups: 1) other area booster organization presidents and their past presidents, and 2) historical past presidents of the Green Hope High School Band Boosters. The Past President may organize occasional meetings of these groups as suits the purposes of the current board, its officers and the community.

### **PROPS**

1. To work with the Band Director in design and construction of props for the Marching Band Show.
2. Secure parental help for the repair and transportation of the props needed on the field for shows and (if needed) during parades.
3. Secure parental help in taking props on and off the field during band performances.
4. with the Front Ensemble Chair, assist in coordinating truck rental and driving of trucks(s) and trailers to events.

### **PUBLICITY**

1. To inform the public of band and band booster activities.
2. To serve as liaison with the PTSA.
3. Work with the Historian to coordinate photography of all events.

### **SOCIAL/HOSPITALITY**

1. To have charge of hospitality at marching band functions, including meetings, ball games, the awards banquet and other key events as determined by the band director and board.
2. To coordinate photos of Senior band members before their Senior dinner at away band camp for recognition and celebrations throughout the year, such as "Senior week" in fall and spring.

### **UNIFORM**

1. To distribute and collect uniforms during band events and keep accurate records of all uniforms.
2. Assume proper care, maintenance, and storage of all uniforms.
3. Assist band members with uniforms and accessories at competitions, football games, and parades.
5. Assist the Band Director in securing gloves, shoes, etc.

## **WEBMASTER**

1. To work with other committees to create and maintain band database(s) to track information as needed.
2. To create and maintain the Green Hope Band website
3. To make the website available and ready for significant events such as Registration for all programs
4. To put important information on the website including a working band calendar of events, notices that the board and Band Director require.

### **Section 3.**

**MEMBERSHIP** – Members of the committees shall be determined by the chairperson with the help and advice of the President and Board of Directors and shall serve for one year, when possible. The chairperson of each standing committee shall appoint the parent of an underclass band member to act as vice chair

### **Section 4.**

**SUBCOMMITTEES** – Subcommittees shall be organized and appointed by the committee chairperson as may be considered necessary.

### **Section 5.**

**BUDGET COMMITTEE** – A budget committee will present a budget for approval prior to the May general meeting for the Marching Band and General Band yearly budget. A Winter Activities budgets for Guard and Indoor Percussion, etc. will be established by a Winter Budget committee which will be paid by fair share by winter program participants. If other winter programs such as Jazz and Pep Band require a budget, a similar process will be followed.

### **YEARLY BUDGET:**

1. Yearly Budget Committee shall consist of the Band Director, President, and Executive Board. The committee will determine fair share amounts based on the proposed budget, and will produce a plan to help students offset this amount.
2. Process:
  - a. The Band Director will be asked to submit a plan of work consisting of activities and programs for the coming year at the February Board of Directors meeting. Each member of the Board of Directors is required to submit a budget request for one's area of responsibility based on this plan of work to the budget committee before the March Budget Committee meeting
  - b. Draft budgets will be discussed with Board by the end of April.
  - c. Final draft budgets are to be available at least three days on the website with a general notification and May meeting reminder.
  - d. The proposed General Band budget, Marching Band budget and Capital plan will be approved by the general membership at the May General meeting.

3. A longer term capital plan will be established by the Band Director to forecast the future budgeting needs for uniforms, equipment and instrument purchase and replacement, major trips, etc. This will also be presented to the General Membership in May for informational purposes.

#### **WINTER PROGRAM BUDGETS:**

1. The Winter Budget Committee shall consist of the Band Director, Color/Winter Guard and Winter Indoor Percussion, President, President-Elect & VP of Fund Raising, Treasurer, VP of Logistics, and the Recording Secretary & VP of Communications, to take minutes.
2. Winter budgets will be approved at the Board meeting no later than Nov. 1.

#### **Section 6.**

**ELECTION COMMITTEE** – An Election Committee consisting of the President, President-Elect & VP of Fund Raising, the Social/Hospitality Chairperson, the VP for Chaperones, the Color Guard Chairperson, the Front Ensemble Chairperson, Freshman Parent Liaison and the Band Director (non-voting member), shall prepare a public announcement of the Board elections to the General Membership. The announcement will be emailed to the General Membership, posted on the band website, and shall contain a description of each position and directions on how to apply. It is the responsibility of the Election Committee to oversee the election process, which includes recruiting candidates, presenting all candidates for each position to the Board, and preparing the secret ballot, if desired.

#### **Section 7.**

**BY-LAWS COMMITTEE** – This committee, appointed by the President, and comprising at a minimum, the President, President-Elect & VP of Fund Raising, Treasurer, and Recording Secretary & VP of Communications, is responsible for periodically reviewing and updating the By-Laws of the organization as necessary. The Treasurer will maintain on file the appropriate By-Laws documents and provide to the Webmaster to post on the website.

### **Article IX**

#### **Contracts, Deposits, Checks and Funds**

##### **Section 1.**

**CONTRACTS** – The Board of Directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these by-laws to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation. These positions could include the Executive Board and may be delegated upon approval to another committee chair as required.

##### **Section 2.**

**CHECKS, DRAFTS OR ORDERS** – All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation, shall be signed by two officers from the following: President, President-elect & VP of

Fund Raising, or Treasurer. No two check signers shall be from the same family.

**Section 3.**

**DEPOSITS** – All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.

**Section 4.**

**GIFTS** – The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest or device for any purpose of the corporation.

**Section 5.**

**START-UP** – A minimum of \$5000 will be maintained in the treasury of the corporation at the end of the fiscal year. This is intended primarily for the purpose of having sufficient funds to support the next season’s activities.

**Article X  
Book and Record**

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board of Directors, and committees. Any member, or his agent, or attorney may inspect all books and records of the corporation for any proper purpose at any reasonable time.

**Article XI  
Fiscal Year**

The fiscal year of the corporation shall be June 1 to May 31.

**Article XII  
Waiver of Notice**

Whenever any notice is required to be given under the provisions of General Statute Chapter 55-A or under the provisions of Article Six of the by-laws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of the notice.

**Article XIII  
Amendment of By-Laws**

**Section 1.**

These by-laws may be altered, amended or repealed, and new by-laws may be adopted by a majority of the general membership present at any regular meeting or at any special meeting, if at least two (2) weeks written notice is given of the intention to alter, amend or repeal, or to adopt new by-laws at such meeting.

**Section 2.**

**EFFECTIVE DATE** – Amendments shall be effective, if approved, on that date, or on the date specified in the amendment.

**Article XIV**

**Situations not covered in By-Laws**

**Section 1.**

The Board of Directors will consult with ROBERTS’S RULES OF ORDER, NEWLY REVISED for any situation not covered in these adopted by-laws of the organization.