



# Bylaws of the Pullman Youth Baseball Association

Adopted March 1, 2025

## **ARTICLE I: NAME**

Pullman Youth Baseball Association ("Corporation" or "PYBA"), is a non-profit corporation organized exclusively for educational purposes as described in Section 501(c)(3) of the Internal Revenue Code.

## **ARTICLE II: OBJECTIVES**

1. The purpose of this corporation is to develop and operate a youth baseball program. In furtherance of this purpose, the corporation shall provide for the athletic training, through regular workout sessions and competition, of the baseball playing youths of Pullman, Washington, and surrounding communities. In addition, the corporation shall provide for the coaching, facilities, and financing necessary for this training.
2. In conjunction with such purpose, the objective of this corporation is that, through the medium of a supervised, competitive baseball program, guided and governed by the Board of Directors, the corporation seeks to implant in the youth of the community ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority.
3. The corporation is organized exclusively for one or more of the purposes as specified in Section 501 (c)(3) of the Internal Revenue Code, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under IRC 501(c)(3) or corresponding provisions of any subsequent tax law.

## **ARTICLE III: STATEMENT OF ASSOCIATION**

The Pullman Youth Baseball Association may operate in association with any other local, regional, state, or national baseball organization (i.e. Babe Ruth, Pony Baseball, Little League, Cal Ripken ... ) that the Board of Directors decide will further the corporation's objectives. Currently, PYBA is a charter member of Little League for insurance coverage and rules of play. PYBA may associate with any other organization from which it may benefit, however; under no circumstances will control of PYBA be given over to another organization.

## **ARTICLE IV: SITES OF PRINCIPAL OPERATIONS**

The principal operations of the Pullman Youth Baseball Association shall be in Pullman, Washington, and surrounding communities. The Directors may extend the operations of the corporation into other areas if it serves the needs of PYBA.

## **ARTICLE V: POWERS**

This corporation shall have the following powers in addition to the powers expressly or implicitly conferred upon it by law:

1. To make and enforce rules and regulations to govern itself on a local basis, but consistent with and not contrary to any rules and regulations promulgated by a chosen association or by the regional or state echelons of said association to which this corporation is subject.
2. To solicit contributions consistent with its objectives.
3. To enter into contracts with governmental and non-governmental organizations to further its objectives.
4. To hold and own equipment and property consistent with its objectives.

## **ARTICLE VI: ELECTIONS**

Elections shall take place at the general membership meeting in October/September for the upcoming PYBA season. Nominations for open Board of Directors positions begin at the postseason Board of Directors meeting in June/July. General Election takes place in the fall to confirm nominated Board members. The Board will meet to vote members into specific positions following the general meeting.

1. General membership will be notified electronically that election nominations are open. The nomination period will remain open for 10 days.
2. Upon closing an electronic ballot will be emailed to all members in 'good standing' (section VIII). Election will remain open for 7 days. Members will elect members to the PYBA Board of Directors.
3. At the post season Board of Directors meeting, an election will take place to vote members into positions. The Board may only elect positions based on the members elected to the Board of Directors by the general membership.
4. The current president will preside over the election process.
5. In the event of a close election, the President may call for a "Discussion and Re-Vote". Officers' terms begin after being elected at the conclusion of the meeting.

## **ARTICLE VII: OFFICERS (EXECUTIVE BOARD)**

Any person residing within the Pullman Youth Baseball Association area of operation is eligible to be an Officer of the corporation; preferably they have served at least one previous year (season) as a contributing Board Director or appointed Officer while having been in-attendance at no less than (two-thirds) of regular meetings. In the event that an officer is unable to finish their term, the President shall appoint an interim officer. All Officers of the Pullman Youth Baseball Association are expected to attend all meetings, serve on standing committees as required, and exhibit conduct in keeping with the ideals of the corporation at all times. Executive Board Members are elected for a two-year term, their term begins at the conclusion of the post season wrap Board of Directors meeting and will conclude two years from that point. The following sections detail the specific duties of the Officers:

**President.** The President shall:

- a. Assume responsibility for full operations of all Pullman Youth Baseball Association, including:
  - Year-Round League operations
  - Year-Round Tournament teams
  - Year-Round League sponsored tournaments
  - Front-line communication with inter-league officials (Moscow, Colfax, Colton)
  - Front-line communication with district, state, regional, and national officials.
  - League Expansion, Risk Management, and Quality Control
- b. Represent the PYBA at district & state meetings (may be up to 4 meetings per year).
- c. Attend at least "one" District, State, or Regional Tournament Trail Series.
- d. Prepare a FINANCIAL FORECAST of anticipated PYBA & League expenditures for the upcoming season to be presented to the Board of Directors in October, and a revised copy in January.
- e. Review financial aid requests throughout the registration process, with financial aid decisions made within one week after the request is made.
- f. Confer with the League Information Officer to ensure the charter application, insurance forms, and player rosters are submitted to associate organizations.
- g. Attend and arbitrate the League player drafts and selection of post-season players and coaches.
- h. Arbitrate league protests and disputes.
- i. See that all play adheres to the rules, regulations, and policies of league charter, as well as decisions made by the League Directors, and Board of Directors.
- j. Review finances with the Treasurer.
- k. Appoint all temporary committees.

**Vice President.** The Vice President shall:

- a. In the absence or disability of the President, perform all of the duties of the President.
- b. Coordinate with Umpire-In-Charge, League Directors, and Treasurer to arrange hiring, training, payment, and scheduling of Umpires.

**Secretary.** The Secretary shall:

- a. Prepare a budget for any expenditures required to carry out the duties of the office.
- b. Keep the minutes of all proceedings and work with the League Information Officer to ensure minutes are posted on PYBA's website.
- c. Give notice of all meetings.
- d. Notify all officers and Directors of the election.
- e. Prepare and distribute official correspondence of the corporation.
- f. Receive rosters from League Directors and confer with the Public Information Officer to ensure the charter application and insurance forms.
- g. Keep and maintain the organization's historical meeting records.

**Treasurer.** The Treasurer shall:

- a. Prepare a recommended BUDGET to be presented to the Board of Directors in November, and a final draft presented to the Board and confirmed in March.
- b. Prepare and present a financial outlook at the yearly general membership meeting.
- c. Receive and safely keep all funds of the corporation.
- d. Make monthly financial reports at regular meetings.
- e. Make a final yearly financial report at the annual meeting.
- f. Prepare annual filing for the Internal Revenue Service and Washington Secretary of State- Corporations Division.
- g. Prepare grant applications as needed.
- h. Maintain the PYBA Post Office Box (P.O. Box 1675, Pullman WA).

## **ARTICLE VIII: BOARD OF DIRECTORS**

The Board of Directors of the Pullman Youth Baseball Association will consist of four Officers (Executive Directors) and up to 15 Directors, for a maximum of 19 Directors. Any person residing within the Pullman Youth Baseball Association area of operations is eligible to be a Director of the corporation. Even if a position is listed below, it does not mean the position will be filled. In the event that a Director is unable to finish their term, the Board shall appoint an interim Director.

All Directors of the Pullman Youth Baseball Association are expected to attend all meetings, serve on standing committees as required and exhibit conduct in keeping with the ideals of the corporation at all times. Those nominated to Board positions at the end of season meeting will work in cooperation with current Board members still serving within their elected terms until the general election confirmation in order to insure effective transitions of responsibilities. Board of Directors are elected for a two-year term; their term begins at the conclusion of the general membership meeting, when elections are held for the upcoming season. The following sections detail the specific Directors and their duties:

**1. Middle School Division Coordinator.** The Middle School Division Coordinator shall:

- a. Select the league (Little League Juniors, Pony Baseball, Babe Ruth, etc.) for the age group and prepare a budget for any expected pre-season tournament, post-season play, and awards prior to November's draft budget.
- b. Preside over the age group player draft.
- c. Coordinate with the PYBA Scheduler to make all schedule and field arrangements necessary for league play and post-season play.
- d. Coordinate with Uniform Coordinator for placing uniform orders.
- e. See to the day-to-day requirements of league selected.
- f. In the absence of an Equipment Director, distribute necessary team equipment to coaches, prepare equipment order requests for review of the President and ensure that adequate supplies of baseballs are available.
- g. Promptly investigate, manage and report all sportsmanship matters concerning Players, Coaches, and Parents to the President.



- 2. Minor (player pitch) Coordinator.** The Minor (player pitch) Coordinator shall:
  - a. Prepare a budget for any expected pre-season tournament, post-season play, and awards prior to November's draft budget.
  - b. Preside over the Minor (player pitch) skills assessment and player draft.
  - c. Coordinate with PYBA Scheduler to make all schedule and field arrangements necessary for league play and post-season play.
  - d. Coordinate with Uniform Coordinator for placing uniform orders.
  - e. See to the day-to-day requirements of the Minor (player pitch) coordinator.
  - f. In the absence of an Equipment Director, distribute necessary team equipment to coaches, prepare equipment order requests for review of the President, ensure that adequate supplies of baseballs are available.
  - g. Promptly investigate, manage and report all Sportsmanship matters concerning Players, Coaches, and Parents to the President.
- 3. Minor (machine pitch) Coordinator.** The Minor (machine pitch) Coordinator shall:
  - a. Prepare a budget for any expected pre-season tournament, post-season play, and awards; prior to November's draft budget.
  - b. Preside over the Minor (machine pitch) skills assessment and player draft.
  - c. Coordinate with the PYBA Scheduler to make all schedule and field arrangements necessary for league play and post-season play.
  - d. Coordinate with Uniform Coordinator for placing uniform orders.
  - e. See to the day-to-day requirements of the Minor (machine pitch) Coordinator.
  - f. If PYBA does not have an Equipment Director, distribute necessary team equipment to coaches, prepare equipment order requests for review of the President, ensure that adequate supplies of baseballs are available, and ensure that adequate umpiring equipment is available for Minor (machine pitch) games.
  - g. Promptly investigate, manage and report all Sportsmanship matters concerning Players, Coaches, and Parents to the President.
- 4. Intermediate Coordinator.** The Intermediate Coordinator shall:
  - a. Prepare a budget for any expected pre-season tournament, post-season play, and awards prior to November's draft budget.
  - b. Preside over the Intermediate skills assessment and player draft.
  - c. Coordinate with the PYBA Scheduler to make all schedule and field arrangements necessary for league play and post-season play.
  - d. Coordinate with Uniform Coordinator for placing uniform orders.
  - e. See to the day-to-day requirements of the Intermediate Coordinator.
  - f. If PYBA does not have an Equipment Director, distribute necessary team equipment to coaches, prepare equipment order requests for review of the President, ensure that adequate supplies of baseballs are available.
  - g. Promptly investigate, manage and report all Sportsmanship matters concerning Players, Coaches, and Parents to the President.
- 5. Umpire-In-Chief (U.I.C).** The U.I.C shall:
  - a. Serve as coordinator of and advise the league President on the league umpire program.
  - b. Be responsible for working with the local/regional umpire service to ensure games are scheduled (in conjunction with PYBA Scheduling Manager) and officiated in accordance with both PYBA and Little League rules.
  - c. Communicate rule changes to league umpires.
  - d. Work with PYBA Scheduling Manager to schedule league umpires for regular season games.
- 6. Coaching Coordinator.** The Coaching Coordinator shall:
  - a. Represent coaches/managers in all league affairs.
  - b. Recruit and assign coaches for the upcoming season.
  - c. Present a coach/manager training budget to the Board prior to November's draft budget.
  - d. Work with Board and Sponsorship Fundraising Manager to gain the support and funds necessary to implement a league-wide training program.
  - e. Order and distribute training materials to players, coaches and managers.
  - f. Coordinate mini-clinics as necessary.
  - g. Serve as the contact person for Little League and its manager-coach education. Receive and distribute coaching information from Little League International and distribute to all coaches and managers.

- 7. Marketing/Public Relations Manager.** The Marketing/Public Relations Manager shall:
  - a. Prepare a budget for any expected publicity expenditures.
  - b. Maintain and Update PYBA's social media & website presence.
  - c. Promote the PYBA in its best image to the public in order to encourage the community interest needed in carrying out its full goals, benefits, and operations.
  - d. Publicize registration and, at the direction of the Board of Directors, advertise the corporation's needs for Directors and coaches.
  - e. During the season, collect news and game results for public distribution.
  - f. After the season, publicize the post-season team, tournaments, and results.
  - g. Develop and maintain a league marketing plan focused on player recruitment and retention.
  - h. Oversee efforts to market new divisions of play and initiatives offered by the league.
  - i. Work with local media to promote the interests of Little League, and coordinate efforts to make the local Little League visible in the community year round.
- 8. Public Information Officer.** The Public Information Officer shall:
  - a. Set up and manage league's official website with assistance from the Marketing/Public Relations Manager.
  - b. Set up online registration and ensure the league rosters are uploaded to Little League Data Center.
  - c. Assign online administrative rights to other local volunteers.
  - d. Encourage creation of team websites to managers, coaches, and parents.
  - e. Ensure that league news and scores are updated online on a regular basis.
  - f. Be responsible for distributing any necessary Little League information to players and their families.
  - g. Work with the President to ensure the LL charter is updated for the upcoming season.
- 9. Equipment Coordinator.** The Equipment Coordinator shall:
  - a. Distribute and collect league provided equipment to each team.
  - b. Maintain the equipment inventory, determine what equipment is needed each season, and order needed equipment.
  - c. Ensure coaches are aware of the equipment issued to them at the beginning of the season and instruct coaches on how to best maintain the equipment.
  - d. Prepares an annual budget for the Board to approve for new/upgrade to equipment prior to November's draft budget.
- 10. Uniform Coordinator.** The Uniform Coordinator shall:
  - k. Distribute and order league provided uniforms to each team for regular season and any post-season league supported teams (e.g., All-Stars).
  - l. Maintain the uniform inventory and orders new uniform as necessary.
  - m. Prepare an annual budget for the Board to approve for new uniforms prior to November's draft budget.
  - n. Coordinate league photos with a photography company of PYBA's choice in coordination with PYBA Scheduling Manager.
- 11. Player's Agent.** The Player's Agent shall:
  - a. Oversee all aspects of the management of playing members of the local league.
  - b. Along with the President and Executive Board, plan, attend and arbitrate the League player drafts.
  - c. Along with the President and Executive Board, arbitrate league protests and disputes.
  - d. See that all play adheres to the rules, regulations, and policies of the league charter.
  - e. Be responsible for assessment day in coordination with division coordinators. For assessment, the Player Agent will work with the Marketing/Public Relations Manager, along with the Public Information Officer to ensure notification of the date, time, and location is communicated to all players
  - f. Prepares the roster list that managers will use to evaluate players.
- 12. Scheduling Manager.** The Scheduling Manager shall:
  - a. Develop and distribute the game and practice schedules for all divisions.
  - b. Work with the City of Pullman's Parks and Recreation Department to schedule field and umpire availability, as well as generally advocate on the league's behalf for as many field opportunities as possible.
  - c. Work with coaches during the season to schedule extra practices, exhibition games and re-scheduling of games due to cancellation.

**13. Sponsor Fundraising Manager.** The Sponsor Fundraising Manager shall:

- a. Contact and maintain relationships with sponsors.
- b. Responsible for ordering and distributing sponsor plaques to sponsors at season completion.
- c. Responsible for ordering all sponsorship signs, in coordination with the Marketing/Public Relations Manager.
- d. Responsible for the coordinating of all sponsorship activities, including but not limited to: in-season team uniforms, scoreboard signs, outfield signs, bleacher signs, post-season teams, and post-season tournaments.
- e. Coordinates with the Treasurer to make sure that all sponsorships are paid.
- f. Coordinates with the uniform officer to ensure correct team colors and sponsorship logos are used. You need to get list of sponsors, colors, logos.
- g. Coordinates with the Game Day Operations Coordinator to make sure correct sponsorship signs are placed on buildings, scoreboards, etc. in the park.

**14. Safety Officer/Game Day Operations Coordinator.** Safety Officer/Game Day Operations Coordinator shall:

- a. Coordinates all safety activities including supervision of ASAP (A Safety Awareness Plan).
- b. Ensures safe playing conditions. Works with the City of Pullman to ensure proper field conditions.
- c. Coordinates reporting and prevention of injuries.
- d. Solicits suggestions for making conditions safer.
- e. Reports suggestions to Little League Headquarters through the ASAP program.
- f. Responsible for game day equipment/field conditions. Work with coaches to ensure a scorekeeper is assigned for each game.
- g. Obtain, update and maintain First Aid Kits throughout the Park.

**15. All-star Coordinator/Player Development Manager.** All-star Coordinator/Player Development Manager shall:

- a. Coordinates all all-star related activities/practices.
- b. Oversees the selection of all-star head coaches along with roster evaluation and selection.
- c. Coordinates communication with all-star families.
- d. Prepares annual budget and presents to the Board prior to budget approval; prior to November's draft budget.
- e. Coordinates with Uniform Manager to ensure proper jerseys are ordered and distributed.
- f. Will work with the Board to create/promote year-long development initiatives to all players interested in participating. This program will strengthen position players for the season.

## **ARTICLE IX: GENERAL MEMBERSHIP & MEETING**

1. Eligibility - Any person sincerely interested in active participation to further the objective of this Local League may apply to become a general member.
2. Any adult person actively interested in furthering the objectives of the Local League and PYBA may become a Regular Member upon registration (provided on our website). Regular Members will receive an email upon registration. A member must re-apply each year to be considered a member in good standing. The secretary shall maintain the roll of membership to qualify voting members. Only Regular Members in good standing are eligible to vote at General Membership Meetings. All Officers, Board Members, Committee Members, Managers, Coaches, Volunteer Umpires, and other elected or appointed officials must be active Regular Members in good standing.
3. A General Membership Meeting is any meeting of the membership of the league (including Special General Member- ship Meetings, A minimum of one per year is required to remain in good standing.
4. Notice of each General Membership Meeting shall be delivered electronically to each Member at the last recorded address/e-mail ten (10) days in advance of the meeting, setting forth the place, time and purpose of the meeting.
5. At any General Membership Meeting, the presence in person or representation by absentee ballot of one fifth (20 percent) of the members shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted.
6. Only Regular Members in good standing shall be entitled to make motions and vote at General Membership Meetings. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during General Membership Meetings.

**Note:** Regular Members of the league automatically include all current Managers, Coaches, Volunteer Umpires, Board Members.

Officers of the Board, and any other person who is recognized by the Board as a volunteer in the Local League,



## **ARTICLE X: STANDING COMMITTEES**

Standing Committees are highly encouraged in order to perform the tasks required to pursue the Pullman Youth Baseball Association objectives. The President and Vice President serve Ex Officio on all standing committees. The Standing Committees members and duties are:

- 1. Registration Committee.** The Registration Committee is composed of three members and is chaired by the League Information Officer. The Committee shall:
  - b. Review the registration before it's released. Ensure we have all the questions listed, fees are correct and ensure the form works properly.
  - c. Keep records of players and amounts received using our digital registration platform.
  - d. Aid in the preparation of official roster forms for associate organizations.
- 2. Budget & Finance Committee.** The Budget & Finance Committee is composed of three members and is chaired by the Treasurer. The Committee shall:
  - a. Aid the Treasurer in the responsible allocation of the finances of the corporation.
  - b. Solicit and review budget requests from all Directors/Coordinators/Managers.
  - c. Aid the Treasurer in the preparation of the budget.
  - d. Coordinate with President to set Registration fees.
- 3. Equipment Committee.** The Equipment Committee contains three members (one from each division) and is chaired by the Equipment Coordinator. The Committee shall:
  - a. Propose an equipment budget.
  - b. Communicate with League Directors to determine equipment needs.
- 4. Coaches Committee.** The Coaches Committee is composed of at least three Board of Directors and is chaired by the Coaching Coordinator. The Committee shall:
  - a. Notify the Board/Publicity Director of its coaching vacancies and needs.
  - b. Recruit coaches and ensure they are prepared for the upcoming season.
  - c. Oversee the security review of coaching applicants.
  - d. Recommend coaches for approval by the Board of Directors during a regular meeting.
- 5. Sponsor and Fundraising Committee.** The Sponsor and Fundraising Committee contains three members and is chaired by the Sponsor Fundraising Manager. The Committee shall:
  - a. Aid the Sponsors Director in contacting current sponsors and soliciting new sponsors.
  - b. Distribute sponsorship packages.
  - c. Pursue fundraising initiatives that benefit the association.
- 6. Sportsmanship Committee.** The Sportsmanship Committee is chaired by the President, and is made up of at least 50% of the Board of Directors. If the League Directors or Umpire-In-Chief feels a specific complaint needs to go to committee, then every effort should be made to inform the President before the Sportsman- ship Committee, so as to allow 24 hours of review time. Upon recommendation of the President, an official sportsmanship complaint can be submitted to the Sportsmanship Committee for Review & Recommended disciplinary action.
  - a. Once an official complaint is taken up with the committee, the Coach, Parent, and/or Player in-question must be notified within 24 hours, and allowed to submit a written response at the outset of the committee review, or elect to address the committee in person.
  - b. The Coach(es), Parent(s), and/or Player(s) in-question will be allowed to counter-submit written responses as additional information is identified.
  - c. A request for appeal must be submitted to the President within 24 hours of being notified of the committee's recommendation.
  - d. All committee recommendations for disciplinary action may be appealed once.
  - e. Committee Chair (President) is responsible for promptly notifying all appropriate (parties) of all outcomes resulting from decisions of the Sportsmanship Committee, in writing.
- 7. See Article XIII Sportsmanship for an "unsatisfactory review".**

## **ARTICLE XI: RULES AND REGULATIONS FOR PLAY**

Those rules and regulations, duly established by the respective regional, state, and national associated organizations are to be considered binding on all play under this corporation with the exception of the Board of Directors adopted Pullman Youth Baseball Association amendments to said rules and regulations.

## **ARTICLE XII: PLAYER DRAFTS AND POST-SEASON SELECTION**

Those rules and regulations governing the assignment of players to League teams and postseason tournament teams duly established by the Board of Directors and detailed in the documents, League Draft Procedures, and Tournament Trail Selection Procedures will be adhered to without exception. Evidence of failure to adhere to these procedures is immediate cause for the President to declare the draft or post-season selections invalid and re-assign players with the advice of a special committee convened immediately for that purpose.

## **ARTICLE XIII: SPORTSMANSHIP**

The Pullman Youth Baseball Association cherishes the ideals of sportsmanship. Fair play, grace in victory and defeat, and the personal development of character are the best results that youth sports have to offer. To this end, unsportsmanlike conduct will not be tolerated by coaches, players, or parents. Unsportsmanlike complaints officially filed by a League Director or Umpire-In-Charge, will be reviewed & resolved by the Sportsmanship Committee.

Upon an "unsatisfactory review" rendered by the Sportsmanship Committee

1. Any coach displaying unsportsmanlike conduct can be relieved of all coaching responsibilities until such time as the Directors are convinced that the coach will comply with the corporation's sportsmanship requirements. A second incident will result in permanent denial of all coaching opportunities.
2. Any player displaying unsportsmanlike conduct can be denied participation until such time as the Directors are convinced that the player will comply with its sportsmanship requirements. A second incident will result in the denial of participation for that player for the remainder of the season.
3. Any parent displaying unsportsmanlike conduct will receive one warning from the Directors. If, after the warning, unsportsmanlike conduct continues, the parent can be permanently denied attendance at Pullman Youth Baseball Association games. Failure to comply can result in the denial of participation for that parent's player(s) until such time as the parent chooses to comply.

## **ARTICLE XIV: PARLIAMENTARY AUTHORITY**

Roberts Rules of Order shall be the parliamentary authority on all matters not covered by the Bylaws of the Pullman Youth Baseball Association.

## **ARTICLE XV: MEETINGS AND QUORUM**

Meetings must take place in order for the Pullman Youth Baseball Association to fulfill its objectives.

1. Regular Meetings will be conducted on a monthly basis. Regular meetings are for the day-to-day operation of the corporation during the baseball season.
  2. Monthly meetings will begin in August and occur each month through the conclusion of the season. As the sea- son gets closer additional meetings may be scheduled.
  3. The Annual Meeting will convene during the month of September/October. The annual meeting represents the close of the last season of operations and the beginning of the new season.
  4. Special Meetings can be called at the behest of the President, or requested by an Executive Director (Officer).
- No official meeting (regular, annual or special) shall take place without a quorum, defined as one-half of the Directors.



## **ARTICLE XVI: ORDER OF BUSINESS**

The order of business at meetings is as follows (it being understood that at the annual meeting in October, item 4 is the Treasurer's final report and item 9 includes nominations, elections, and amendments):

1. Call to Order by the Presiding Officer
2. Roll Call by the Secretary
3. Approval of the Minutes. Official Reading & Review; Vote for acceptance of Minutes.
4. Treasurer's Report
5. President's Round Table - (Special Topics)
6. Director Reports
7. Committee Reports
8. Unfinished Business
9. New Business
10. Adjournment

## **ARTICLE XVII: AMENDMENTS**

These bylaws are the constitution of rules, regulations, and policies that are designed to serve as a foundation of this corporation. These are in place to maintain structure and consistency in the program and serve as a governing document for succeeding Board of Directors to follow. The bylaws are to be implemented by each succeeding Board of Directors.

Bylaws should not be revised unless the Board determines the need to do so. In order for a bylaw to be reconsidered, four-fifths of the entire Board of Directors must be present at a meeting and two-thirds of those present must approve the need for a revision. Should revisions be necessary, a committee will be established by the Board of Directors. Notice will be given in writing 10 days prior to the scheduled meeting. A two thirds vote of those Board of Director members present at the meeting is necessary to approve change.