

# CAPITOL PRIDE BY-LAWS

## ARTICLE I – DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors will be the governing body of CAPITOL PRIDE in all business matters.

## ARTICLE II – DUTIES OF PRESIDENT

- 1) Shall be the chief representative of CAPITOL PRIDE.
- 2) Shall preside at all meetings of the Membership and Board of Directors.

## ARTICLE III – DUTIES OF VICE PRESIDENT

- 1) Shall assist the President.
- 2) Shall assume the duties of the President in the absence of the President.

## ARTICLE IV – DUTIES OF SECRETARY

- 1) Answer all correspondence and inquires in a timely manner.
- 2) Take minutes at all Membership and Board of Directors meeting.
- 3) Shall maintain the archives of CAPITOL PRIDE.
- 4) Keep and maintain all records of CAPITOL PRIDE.
- 5) Keep and maintain a current membership list.

## ARTICLE V – DUTIES OF THE TREASURER

- 1) Deposit all funds to the checking account in a timely manner.
- 2) Pay bills in a timely manner.
- 3) Prepare a monthly balance sheet for the Board of Directors.
- 4) Prepare fiscal year end statement and necessary federal and state reports.

## ARTICLE VI – DUTIES OF EXECUTIVE DIRECTOR OR SECRETARY

Shall handle the daily operations of CAPITOL PRIDE and report to the Board of Directors.

## ARTICLE VI – ELECTION OF BOARD OF DIRECTORS

- 1) At the first meeting in September of each year the membership will elect a new Board of Directors.
- 2) Only those who have submitted a signed membership form and have attended a minimum of four regular board meetings in the preceding 12 month period may vote for the board of directors.

## ARTICLE VII – MEMBERSHIP

All interested individuals who qualify as stated in the Constitution may fill out a membership application and turn it into any member of the Board of Directors. No membership application can be refused. All membership applications must be renewed prior to the annual September Board of Directors election.

## ARTICLE VIII – RIGHTS OF MEMBERS

Shall have the right to vote at all membership meetings.

## ARTICLE IX – AMENDMENTS

These By-laws may be altered, amended or changed by the membership at any meeting called especially for by-law changes, by a two-thirds (2/3) vote.