

**BYLAWS**  
**OF**  
**THE**  
**NATIONAL COLLEGIATE TABLE**  
**TENNIS ASSOCIATION**

**ARTICLE I**

**OFFICES**

**Section 1. Principal Office.**

The principal office of the Association shall be within the State of Florida or wherever the President resides.

**Section 2. Other Offices.**

The Association may also have offices at such other places both within and without the State of Florida as the board of directors may from time to time determine or the activities of the Association may require.

**ARTICLE II**

**PURPOSES**

The purposes for which the **National Collegiate Table Tennis Association** is formed are as follows:

- 1) To develop a strong collegiate program by developing a community grassroots programs, scholarship programs, competitive play, and true integrity with each college and community.
- 2) To promote the growth and development of instructional, recreational and competitive table tennis programs in institutions of higher learning in accordance with the constitution, standards and regulations of USA Table Tennis (USATT) and NCTTA.
- 3) To create interest in and provide educational aids and opportunities for improving college table tennis programs.

4) To provide leadership experiences for students and faculty in conducting tournaments and programs in collegiate table tennis.

5) To develop competitive experiences for college table tennis players to participate in progressively more challenging and demanding competition commensurate with their ability by:

- a) Establishing and conducting, in coordination with USA Table Tennis, local, state, regional and national level college Table Tennis championships
- b) Preparing college Table Tennis players to better participate and represent their country, their sport and themselves in international competition such as the Olympics, Pan American Games and World Championships.

## **ARTICLE III**

### **BOARD OF DIRECTORS**

#### **Section 1. Power of Board and Qualification of Directors.**

The Association shall be managed by its Board of Directors. Each director shall be at least eighteen years of age.

The Board of Directors shall be responsible in general to carry out the purposes of the NCTTA and the duties of their office and specifically to:

- a) Carry out the governance of the NCTTA during the year
- b) Take action on proposals submitted to the Board of Directors
- c) Submit written annual reports
- d) Develop and/or confirm major goals, direction and plan of action for the NCTTA in the coming year.
- e) Approve revisions to the NCTTA bylaws and cause said changes to be distributed to all members.
- f) Review the effectiveness of each officer and upon due cause be authorized to request a letter of resignation and removal from office.
- g) Serve as the Jury of Appeals where committee members cannot make a decision.

#### **Section 2. Number, Term of Office and Composition:**

- a) The Board of Directors is responsible for overall policy and direction of the Organization and delegates responsibility for day-to-day operations to the organization's committees. The Board shall have up to twelve, and no fewer than seven directors
- b) Each Director shall have one vote.
- c) All Board members with the exception of the Division Director Representative shall serve two year terms, but are eligible for re-election. The Division Director

Representative serves a one year term. Each Director shall hold office until the expiration of the term for which he or she was elected and until his or her successor has been elected and qualified or until his or her death, resignation, or removal, whichever comes earlier.

- d) No individual can hold more than 1 position on the board simultaneously.

### **Section 3. Organization.**

At each meeting of the Board of Directors, the President, or, in the absence of the President, a Vice President, shall preside, or in the absence of either of such officers, a chairman, chosen by a majority of the Directors present, shall preside. The Historian shall act as Historian of the Board of Directors. In the event the Historian shall be absent from any meeting of the Board of Directors, the meeting shall select a historian to record the minutes.

The NCTTA shall not discriminate on the basis of age, color, disability, gender, national origin, race, religion, creed or sexual orientation. It is the policy of the NCTTA to refrain from discrimination into its governance policies, programs and activities based on the above

### **Section 4. Conduct of Business**

#### a) Communication

- i) The majority of NCTTA communication, discussion, and business are conducted electronically through email.
- ii) The President shall lead e-communication.
- iii) All Executive Board members are responsible for being aware of all information discussed through e-mail and are expected to comment on a regular basis.
- iv) All Executive Board members must use their NCTTA email account when communicating with anyone outside of the board.

#### b) Conducting votes on executive issues (format rules, constitution amendments, Championship hosting)

- i) Each executive board member has one vote.
- ii) Abstentions will not count either for or against the issue being voted upon.
- iii) Votes must be sent to both the President and the Vice President to ensure fairness.
- iv) An issue is passed by majority votes that count as either “yes,” or “no.” In the case of the number of abstention votes being greater than that of either “yes” or “no,” that motion will be voted upon in a future date.
- v) All executives must vote for “yes,” “no,” or “abstain.” If less than half of the executives cast one of the above votes, then the voting deadline shall be extended until more than half of the executives have cast their votes.

#### c) Conducting votes on motions

- i) Any member of the executive board can introduce a motion.

- ii) **All motions require at least 10 days** before the voting deadline expires, unless specifically designated by circumstances that are time sensitive where as little as 24 hours could be required.
- iii) All votes (“yes,” “no,” or “abstain”) for online motions shall be sent via e-mail to the person who posed the motion, to the president and to the vice president, or via online forums. All three shall then cross check the votes and reveal the tally within 48 hours of the voting deadlines.

### **Section 5. Resignations, Terminations, Absences and Vacancies**

- a) Resignation from the Board must be in writing and received by the President or to the Vice President. Such resignation shall take effect at the time specified therein or, if no time be specified, then on delivery.
- b) A Board member shall be dropped for excess absences from the Board if he or she has three unexcused absences from Board meetings in a year. A Board member is also expected to check NCTTA email regularly and contribute to online discussions.
- c) Any or all of the Directors may be removed for cause by unanimous vote of the Directors.
- d) When a position is vacant during the season due to resignation, the president will appoint a replacement with the approval of the vice president and executive board except when the vacant position is division directorship, then the president will need the majority of the active club presidents/ members in that division to approve the appointment. When a vacancy on the Board exists and it is the president, the vice president will appoint someone interim with approval of board.

### **Section 6. Action by the Board of Directors.**

- a) Except as otherwise provided by law or in these bylaws, an act of the Board of Directors means action at a meeting of the Board by vote of a majority of the Directors present at the time of the vote, if a quorum (as defined in Section 12 of this Article III) is present at such time.
- b) Any one or more members of the Board of Directors or any committee thereof may participate in a meeting of such Board or committee by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

### **Section 7. Place of Meeting.**

The Board of Directors may hold its meetings online with multimedia software utilizing phone and instant message conversation or at such place or places that the Board of Directors determine.

### **Section 8. Annual Meetings.**

The Board shall meet once a year face to face at, before or during our annual National Championships. The Meetings are open to division directors and invited guests as circumstances arise.

### **Section 9. Regular Meetings.**

The NCTTA Board will meet once every six weeks online or via teleconference or as frequently as the board determines. Board members are required to participate in these meetings and submit a progress report to the board at these meetings. An Executive board member is expected to vote in 75 percent of the motions put forth or else will have his/her voting privilege suspended and voting will come into place for his/her removal.

### **Section 10. Special Meetings.**

Special meetings of the Board shall be called upon the request of the President or one-third of the Board. Notices of special meetings shall be sent to each Board member via email 24 hrs in advance if possible and shall state the purposes, time and place of the meeting. If notice is given orally, in person or by telephone, it shall be given not less than one day before the meeting.

### **Section 11. Waivers of Notice.**

Notice of a meeting need not be given to any director who submits a signed waiver of notice whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice.

### **Section 12. Quorum.**

- a) A quorum will exist by a majority of the Board members being present before business can be transacted or motions made or passed.
- b) A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place.

### **Section 13. Compensation.**

Directors and officers shall receive no compensation for their services but may be reimbursed for the expenses reasonably incurred by them in the performances of their duties. Non board members can receive compensation for their services to the organization, as the board sees fit.

#### **Section 14. Elections of NCTTA Board**

- a) Facilitation of the voting shall be conducted electronically via email and sent to the Election Committee for counts. Should the election committee not be active the board of advisors will be utilized. Elections will take place at the end of the terms of office, but by June 30<sup>th</sup>.
- b) Those interested for a position on the NCTTA board gain the right to submit a 1 page election statement prior to the election
  - i) Elections must be completed by June 30<sup>th</sup> of that year, with newly elected officers in place by July 1<sup>st</sup>.
  - ii) 2/3rds of TT club presidents of official TT representatives of NCTTA full and transitional members schools must vote in order for election to stand. Elections will be conducted until the announced voting deadline or until 2/3rds have voted whichever occurs latest.
- c) A vote is described as “yes”, “no”, or “abstain” and when voting for a person one can confirm or simply abstain.
- d) Any member is elected if he/she wins a majority of the votes
- e) If more than two people are running and non one wins a majority, then the person with the fewest votes is dropped from the ballot and the votes are recast.
- f) If only one candidate is running for office, he/she will STILL need a majority of votes to be elected.
- g) The term of office is two calendar years, beginning and ending on the last day of counting votes.

#### **Section 15 Division Director Placement**

- a) Any interested person is eligible to serve as a Division Director. However, division directors must be physically present in that region during that school year.
- b) A Division Director Representative to the Executive Board will be elected by the Division Directors fifteen days after the general placement of Division Directors has completed. An open request for proposal (RFP) will be set out to public where after a set period of time; division directors will select/vote for their representative to the board. The Division Director Representative is preferred to be a current division director or a former division director, but can also come from the general public with consent from the board. If the selected individual is a current division director then that division may assign an Assistant Division Director to assist with the responsibilities of running the division.
- c) NCTTA Board will create an open period in April/May of each year where potential division directors can submit a 1 page election statement. By June 1<sup>st</sup>; board will select each division director.

# **ARTICLE IV**

## **COMMITTEES**

### **Section 1. Ad Hoc Committee**

In the event of absence of a majority within the board of directors an ad hoc committee will be structured to continue business of the day for the organization. This committee shall not have authority over:

- a) The filling of vacancies in the Board or in any committee.
- b) The fixing of compensation of the directors for serving on the Board or on any committee.
- c) The amendment or repeal of the bylaws, or the adoption of new bylaws.
- d) The amendment or repeal of any resolution of the Board which by its terms, shall not be so amendable.

### **Section 2. Special Committees.**

The Board of Directors may designate special committees, each of which shall consist of such persons and shall have such authority as is provided in the resolution designating the committee, except that such authority shall not exceed the authority conferred on the Executive Committee by Section 1 of this Article IV.

### **Section 3. Meetings.**

Meetings of committees, of which no notice shall be necessary, shall be held at such time and place as shall be fixed by the President of the association or the chairman of the committee or by vote of a majority of all of the members of the committee.

### **Section 4. Quorum and Manner of Acting.**

Unless otherwise provided by resolution of the Board of Directors, a majority of all of the members of a committee shall constitute a quorum for the transaction of business and the vote of a majority of all of the members of the committee shall be the act of the committee.

The procedures and manner of acting of the Executive Committee and of the committees of the Board shall be subject at all times to the directions of the Board of Directors.

### **Section 5. Tenure of Members of Committees of the Board.**

Each committee of the Board and every member thereof shall serve at the approval of the Board and at a needed time be removed by the board.

**Section 6. Alternate Members.**

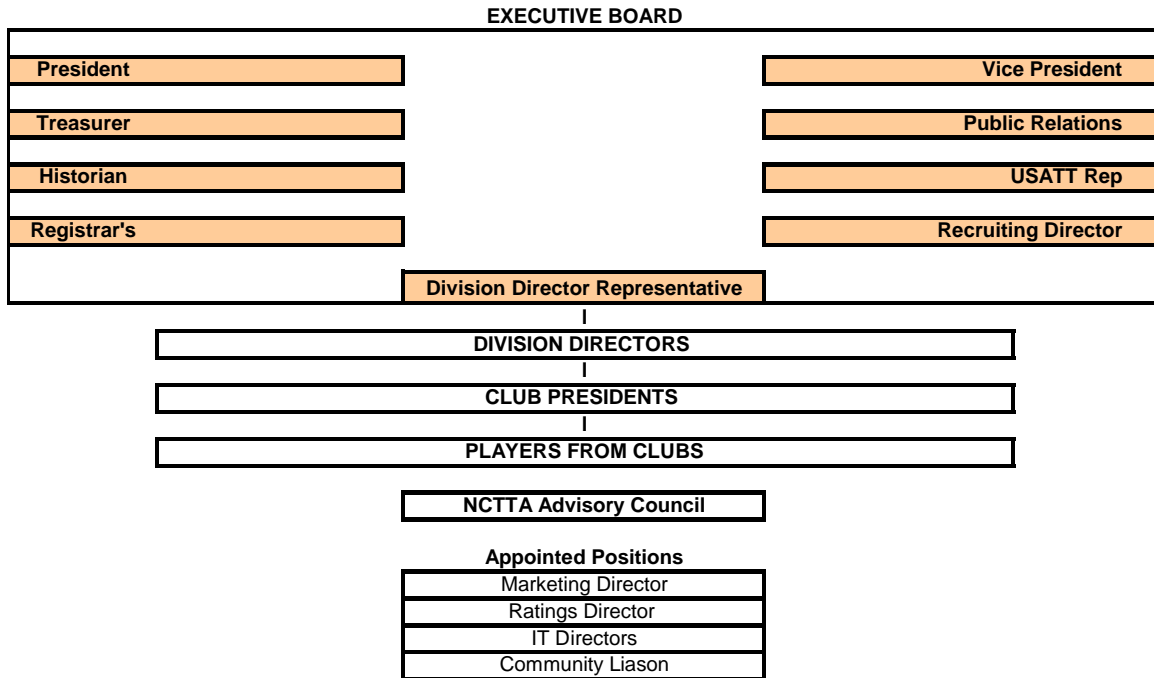
The Board of Directors may designate one or more directors as alternate members of the Executive Committee or of any standing committee of the Board, who may replace any absent member or members at any meeting of such committee.

**ARTICLE V**

**OFFICERS**

**Section 1. Number.**

The board of directors shall be comprised of the following officers: President, Vice President, Registrar, Historian, Treasurer, USATT Representative, Division Director Representative, Public Relations officer, Recruiting Officer and Appointed positions. Appointed positions do not have voting rights, however. Division Directors are NOT part of the Board of Directors but have a representative in the Division Director Representative.



**Section 2. Additional Officers.**

Additional officers may be elected for such period, have such authority and perform such duties, either in an administrative or subordinate capacity, as the Board of Directors may from time to time determine.

**Section 3. President.**



The President shall preside at all meetings of the Board of Directors at which the President is present. The President shall act as the chief executive officer of the association and shall supervise generally the management of the affairs of the association subject only to the supervision of the Board. The President shall also perform such other duties as may be assigned from time to time by the Board.

The President also:

- a) Oversees all NCTTA finances and operations, including the planning and preparation of NCTTA Championships along with the championship committee and designated technical director (s).
- b) Is the official representative of the organization to any other organization such as USATT and sponsors.
- c) Presides over all meetings and leads the e-communication.
- d) Handles sponsorship issues with the assistance of the Vice President and Treasurer.
- e) Sends congratulatory letters to the divisional winners and, with the help of the Treasurer, assist those teams in obtaining institutional funding.
- f) Will ensure all legal documents are signed and collected appropriately.
- g) Will generate a newsletter to update the NCTTA populace online
- h) May call a special executive session into being to resolve any pressing NCTTA concerns or issues. Special Executive session members are all non division director positions and any ex officio members invited in by President

The President shall:

- i) have general active management of the business of the Association;
- j) ensure the effective action of the board in governing and supporting the organization, and oversees the board affairs;
- k) develop agendas for meetings in concert with the Vice President;
- l) see that orders and resolutions of the board are carried into effect;
- m) sign and deliver in the name of the Association deeds, mortgages, bonds, contracts or other instruments pertaining to the business of the Association, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the articles or bylaws or by the board to another officer or agent of the Association;
- n) maintain records of and, when necessary, certify proceedings of the board and the members; and,
- o) perform other duties prescribed by the board.
- p) Recommends to the board which committees are to be established. Seeks volunteers for these committees and coordinates individual board members assignments. Makes sure each committee has a chairperson and stays in touch with them to be sure their work is carried out; identifies committee recommendations that should be presented to the full board. Determines whether executive committee meetings are necessary and convenes the committee accordingly.

- q) Board Affairs: Ensures that board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new board members

#### **Section 4. Treasurer.**

The Treasurer shall keep and maintain the books of account and shall have charge and custody of, and be responsible for, all funds and securities of the Association, and deposit all such funds in the name of and to the credit of the Association in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.

The Treasurer shall also perform all other duties customarily incident to the office of Treasurer and such other duties as from time to time may be assigned by the Board of Directors:

- a) Keeps track of membership dues and sets deadlines for submission.
- b) Performs all functions for the organization in its application to and compliance with the tax-exempt status.
- c) Generates the appropriate receipts for donations and dues.
- d) Must sign all checks/vouchers for the organization.
- e) Assists the Championships participating teams in obtaining funding from their institutions.
- f) Manages the board's review of, and action related to, the board's financial responsibilities. May work directly with the bookkeeper or other staff in developing and implementing financial procedures and systems.
- g) Reports: Ensures that appropriate financial reports are made available to the board. Regular reports to board on key financial events, trends, concerns, and assessment of fiscal health.
- h) Finance Committee: Chairs the Finance Committee and prepares agendas for meetings, including a year-long calendar of issues.
- i) Auditor: Recommends to the board whether the organization should have an audit. If so, selects and meets annually with the auditor in conjunction with the Finance and/or Audit Committees.
- j) Cash Management and Investments: Ensures, through the Finance Committee, sound management and maximization of cash and investments.

The treasurer shall also:

- k) keep accurate financial records for the Association;
- l) deposit money, drafts, and checks in the name of and to the credit of the Association in the banks and depositories designated by the board;
- m) endorse for deposit notes, checks, and drafts received by the Association as ordered by the board, making proper vouchers for the deposit;
- n) disburse corporate funds and issue checks and drafts in the name of the Association as ordered by the board;
- o) upon request, provide the president and the board an account of transactions by the treasurer and of the financial condition of the Association; and,
- p) perform other duties prescribed by the board

### **Section 5. Vice President.**

- a) Will update all NCTTA documents to reflect any changes in our league.
- b) Assists the President in sponsorship issues.

In addition the VP:

- c) Acts as the president/chair in his or her absence; assists the president/chair on any specified duties.
- d) Frequently assigned to a special area of responsibility, such as membership, media, annual dinner, facility, fundraising, or personnel and the Championship Bidding
- e) Community: Speaks to the media and the community on behalf of the organization represents the agency in the community.

### **Section 6. Public Relations Officer.**

Public Relations is the act of communicating what you are to the general public. This officer position sits on the NCTTA board but also has a specific skill set that allows for the active communication of the organization's vision to those within or outside.

- a) Solicits contributions from league members and maintains monthly member and club highlights.
- b) Edits the submissions and forwards the appropriate articles to other table tennis publications such as USA Table Tennis Magazine.
- c) Assists the Championships host school in generating interests from the media and the community.
- d) Updates sponsors on all NCTTA events.
- e) Collects information from all qualifying schools for the National tournament for Press Releases
- f) Maintains a collection of media contacts
- g) Works on special projects designated at creating a better image, brand for NCTTA and College Table Tennis
- h) Writes press releases for NCTTA events

### **Section 7. Historian.**

- a) Shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.
- b) Keep a current register of the post office address of each director; Keeps an updated version of NCTTA member and executive contact information.
- c) Shall have charge of all papers, archives, records and property.
- d) Serve as official archivist for the NCTTA
  - i) Solicit all past business documents, tournament registration, program and result materials; annual competition schedules; list of participants, coaches,

- officers; scholarship winners; elite honors recipients; publicity articles; pictures and important memorabilia.
- ii) Receive all current information listed above from officers and tournament directors.
- iii) Provide significant historical data and displays when needed by NCTTA.

### **Section 8. USATT Representative.**

- a) shall be a current Board of Director of the USA Table Tennis Association
- b) will be invited to sit it and participate on all NCTTA executive board meetings for the purpose of making sure the NCTTA and USATT continue to follow policies working towards the positive outcome of set goals

### **Section 9. Registrar.**

- a) Must meet general requirements and be confirmed by the Executive Council/Board
- b) Shall carry out the following duties in three specific areas and any other function assigned by the President.
  - i) Eligibility: Certifies individual and team rosters as legitimate for NCTTA competition by:
  - ii) Maintaining accurate data on all NCTTA participants
  - iii) Collect all eligibility forms from Championship teams and school teams during the season as eligibility must be checked once in the Fall semester and once in the Spring semester as well as before the Championships.
- c) Will bring any conflict of interest before an executive committee prior to a decision being put forward.

### **Section 10. Division Director Representative.**

- a) Represents all NCTTA division directors at any and all Executive board meetings
- b) This person can be any person affiliated or not affiliated with an NCTTA club or team
- c) Shall carry out duties in relation to representing the NCTTA division director's concerns, issues, etc.
- d) Time permitting will take votes and opinions from all division directors on issues and motions; in all other scenarios will make vote in the best interest of division directors.
- e) Must be voted in by newly voted in division directors

### **Section 11 Recruiting Director.**

- a) Primary focuses are increasing membership and consolidating current divisions.
- b) Act as the main contacts between prospective school members and the executive board.
- c) Assist new college table tennis clubs in setting up their infrastructures.-Assist other board members or interested parties in accessing information on college table tennis clubs.

# ARTICLE VI

## **Appointed Positions.**

Appointed positions may sit in with the board at NCTTA exec meetings, but may not have a vote. These positions can be board members or members within the community chosen to perform these specific skill duties. The Appointed positions are described in the sections that follow. Each director will chair their respective committee within NCTTA as well.

### **Section 1. Ratings Director.**

- a) Updates the ratings of all NCTTA players after each tournament.
- b) Sets up ratings for NCTTA championships
- c) Assists the Registrar in the certification of individual and team rosters for NCTTA competition

### **Section 2. IT Director/Webmaster.**

- a) Keep the NCTTA webpage up-to-date, post the schedule, results, news, forms, etc.
- b) Maintain the organization's electronic communication options – e-mail lists, web groups, chatrooms, etc.
- c) Are required to post banners/acknowledgments of our sponsors.
- d) Co-ordinate with the Ratings Director in updating NCTTA player/team ratings.

In addition the IT Director will:

- e) Provide technical assistance to computer system users.
- f) Answer questions or resolve computer problems for clients in person, via telephone or from remote location
- g) May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.
- h) Chair Web Development Committee

### **Section 3. Marketing Director.**

- a) Chairs NCTTA Marketing Committee
- b) Works with Community Liaison on creating fund opportunities and cash flow incentives for the organization
- c) Works with Public Relations officer to place NCTTA name in media related areas
- d) Develop the association's detailed marketing strategy
- e) Designs, writes, and oversees the production of printed promotional materials including catalogs, brochures, flyers, and program and media guides per board approval.
- f) Negotiates with vendors and contractors to coordinate media cost, placement, and scheduling per board approval.

- g) Develops advertising campaigns for various media; may design layouts and prepare copy with assistance of PR director and Marketing Committee
- h) Provides support for promotional special events such as fundraisers, outreach and community events, press conferences, banquets, exhibits, and athletic events

#### **Section 4: Chief Volunteer Officer**

##### Function:

- a) As Chief Volunteer Officer, assures that the Board of Directors fulfills its responsibilities for the governance of the Institution.
- b) Be a partner to the President, helping him/her to achieve the mission of the Institution.
- c) Optimize the relationship between the board and members.

##### Responsibilities:

- d) Co-Chair meetings of the Board. See that it functions effectively, interacts with management optimally, and fulfills all of its duties. With the President develop agendas.
- e) With the President recommend composition of the Board Committees. Recommend committee chairperson with an eye to future succession.
- f) Assist the President in recruiting Board and other talent for whatever volunteer assignments are needed.
- g) Reflect any concerns membership has in regard to the role of the Board of Directors or individual Directors. Reflect to the President the concerns of the Board of Directors and other constituencies.
- h) Present to the Board an evaluation of the pace, direction, and organizational strength of the Institution.
- i) Annually focus the Board's attention on matters of institutional governance that relate to its own structure, role, and relationship to management. Be assured that the Board is satisfied it has fulfilled all of its responsibilities.
- j) Act as an additional set of eyes and ears.
- k) Serve as an alternate spokesperson.

Fulfill such other assignments as the Board of Directors agree are appropriate and desirable

#### **Division Directors.**

- a) They will NOT serve on the Executive board but have a representative named the Division Director Representative, take their collective position on the board
- b) Are responsible for scheduling all meets among the schools in their divisions. They must also make every effort to accommodate scrimmages for the junior varsity teams and any interested prospective schools.

- c) Preside over each divisional meet and resolve any conflict in accordance with NCTTA regulations and rules.
- d) Should submit 2 paragraphs that focus on interesting storylines in each meet to the Public Relations Director.
- e) Act as their divisions' representatives to the Division Director Representative
- f) Shall not allow delinquent schools to participate in the league.
- g) Shall be responsible for collecting all divisions' paperwork and fees to turn into central headquarters.
- h) Conduct non-executive votes in their divisions and then report the results to the Division Director Representative
- i) **MUST CHECK NCTTA EMAIL FREQUENTLY.** One need not apply for a division director position if they are deficient in connecting to the internet and typing. Disciplinary action can follow.
- j) Must go thru Mandatory Training in Fall semester and Spring Semesters.

### **Advisory Board.**

- a) The Board may appoint an Advisory Board to counsel the Board with respect to matters relating to governance, sponsorship, funding.
- b) Election and Term of Office: The members of the Advisory Board shall be elected by the Board at any meeting of the Board and each shall serve at the approval of the Board. There will be an advisory board of three to five individuals age 18 or older.
- c) Removal of Members of the Advisory Board: Any member of the Advisory Board may be removed from office without assigning any cause, by a majority vote of the Board at any meeting of the Board.

## **ARTICLE VI**

### **CONTRACTS, CHECKS, DRAFTS AND BANK ACCOUNTS**

#### **Section 1. Execution of Contracts.**

The Board of Directors, except as in these bylaws otherwise provided, may authorize any officer or officers, agent or agents, in the name of and on behalf of the Association to enter into any contract or execute and deliver any instrument, and such authority may be general or confined to specific instances; but, unless so authorized by the Board of Directors, or expressly authorized by these bylaws, no officers, agent or employee shall have any power or authority to bind the Association by any contract or engagement or to pledge its credit or to render it liable financially in any amount for any purpose.

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

No loans shall be contracted on behalf of the Association unless specifically authorized by the Board of Directors.

#### **Section 3. Checks, Drafts, etc.**

All checks, drafts and other orders for the payment of money out of the funds of the Association, and all notes or other evidences of indebtedness of the Association, shall be signed on behalf of the Association in such manner as shall from time to time be determined by resolution of the Board of Directors.

#### **Section 4. Deposits.**

All funds of the Association not otherwise employed shall be deposited from time to time to the credit of the Association in such banks, trust companies or other depositories as the Board of Directors may select.

## **ARTICLE VII**

### **CONFLICTS OF INTEREST**

#### **Section 1. Definition of Conflicts of Interest.**

A conflict of interest will be deemed to exist whenever an individual is in the position to approve or influence Association policies or actions which involve or could ultimately harm or benefit (a) the individual; (b) any member of his immediate family (spouse, parents, children, brothers or sisters, and spouses of these individuals); or (c) any organization in which he or an immediate family member is a director or officer.

#### **Section 2. Disclosure of Conflicts of Interest.**

A Director or officer shall disclose a conflict of interest: (a) prior to voting on or otherwise discharging his duties with respect to any matter involving the conflict which comes before the Board or any committee; (b) prior to entering into any contract or transaction involving the conflict; (c) as soon as possible after the Director or officer learns of the conflict; and (d) on the annual conflict of interest disclosure form. A board appointed individual of the Association shall distribute annually to all Directors and officers, a form soliciting the disclosure of all conflicts of interest, including specific information concerning the terms of any contract or transaction with the Association and whether the process for approval set forth in Section 3 of this Article VIII was used.

#### **Section 3. Approval of Contracts and Transactions Involving Potential Conflicts of Interest.**

A Director or officer who has or learns about a potential conflict of interest should disclose promptly to the board of the Association the material facts surrounding any actual or potential conflict of interest, including specific information concerning the terms of any contract or transaction with the Association. All effort should be made to disclose any such contract or transaction and have it approved by the Board before the arrangement is entered into.

Following receipt of information concerning a contract or transaction involving a potential conflict of interest, the Board shall consider the material facts concerning the



proposed contract or transaction including the process by which the decision was made to recommend entering into the arrangement on the terms proposed. The Board shall approve only those contracts or transactions in which the terms are fair and reasonable to the Association and the arrangements are consistent with the best interests of the Association. Fairness includes, but is not limited to, the concepts that the Association should pay no more than fair market value for any goods or services which the Association receives and that the Association should receive fair market value consideration for any goods or services that it furnishes others. The Board shall set forth the basis for its decision with respect to approval of contracts or transactions involving conflicts of interest in the minutes of the meeting at which the decision is made, including the basis for determining that the consideration to be paid is fair to the Association.

#### **Section 4. Validity of Actions.**

No contract or other transaction between the Association and one or more of its Directors or officers, or between the Association and any other Association, firm, association or other entity in which one or more of its corporate officers are directors or officers, or have a substantial financial interest, shall not be either void or voidable for this reason alone or by reason alone that such director or Directors or officer or officers are present at the meeting of the Board of Directors, or of a committee thereof, which authorizes such contract or transaction, or that his or their votes are counted for such purpose, if the material facts as to such Director's or officer's interest in such contract or transaction were disclosed to the Board of Directors and the transaction was approved by a vote sufficient for such purpose without counting the vote or votes of such interested Director or officers. Common or interested Directors may be counted in determining the presence of a quorum at a meeting of the Board of Directors or committee which authorizes such contract or transaction. At the time of the discussion and decision concerning the authorization of such contract or transaction, the interested Director or officer should not be present at the meeting.

## **ARTICLE VIII**

### **COMPENSATION**

#### **Section 1. Reasonable Compensation.**

It is the policy of the Association to pay no more than reasonable compensation for personal services rendered to the Association by officers and employees. The Directors of the Association shall not receive compensation for fulfilling their duties as Directors, although Directors may be reimbursed for actual out-of-pocket expenses which they incur in order to fulfill their duties as Directors. Expenses of spouses will not be reimbursed by the Association unless the expenses are necessary to achieve a Association purpose. Should the board of directors decide that a Chief Volunteer Officer is required then the board will decide on an amount.

#### **Section 2. Approval of Compensation.**

The Board of Directors must approve, in advance, the amount of all compensation for officers of the Association.

Before approving the compensation of an officer, the Board shall determine that the total compensation to be provided by the Association to the officer is reasonable in amount in light of the position, responsibility and qualification of the officer for the position held, including the result of an evaluation of the officer's prior performance for the Association, if applicable. In making the determination, the Board shall consider total compensation to include the salary and the value of all benefits provided by the Association to the individual in payment for services. At the time of the discussion and decision concerning an officer's compensation, the officer should not be present in the meeting. The Board shall obtain and consider appropriate data concerning comparable compensation paid to similar officers in like circumstances.

The Board shall set forth the basis for its decisions with respect to compensation in the minutes of the meeting at which the decisions are made, including the conclusions of the evaluation and the basis for determining that the individual's compensation was reasonable in light of the evaluation and the comparability data.

## **ARTICLE IX**

### **GENERAL**

#### **Section 1. Books and Records.**

There shall be kept at the office of the Association (1) correct and complete books and records of account, (2) minutes of the proceedings of the Board of Directors and the Executive Committee, (3) a current list of the Directors and officers of the Association and their residence addresses, (4) a copy of these bylaws, (5) a copy of the Association's application for recognition of exemption with the Internal Revenue Service, and (6) copies of the past three years information returns to the Internal Revenue Service.

#### **Section 2. Interested Directors and Officers.**

No contract or other transaction between the Association and one or more of its directors or officers, or between the Association and any other Association, firm, association or other entity in which one or more of its directors or officers are directors or officers, or have a substantial financial interest, shall be either void or voidable for this reason alone or by reason alone that such director or directors or officer or officers are present at the meeting of the Board of directors, or of a committee thereof, which authorizes such contract or transaction, or that his or their votes are counted for such purpose:

- a) If the material facts as to such director's or officer's interest in such contract or transaction as to any such common directorship, officership or financial interest are disclosed in good faith or known to the Board or committee, and the Board or committee authorizes such contract or transaction by a vote sufficient for such purpose without counting the vote or votes of such interested director or officers; or

- b) If the material facts as to such director's or officer's interest in such contract or transaction and as to any such common directorship, officership or financial interest are disclosed in good faith or known to the directors entitled to vote thereon, if any, and such contract or transaction is authorized by vote of such directors.

Common or interested Directors may be counted in determining the presence of a quorum at a meeting of the Board of Directors or committee which authorizes such contract or transaction.

### **Section 3. Loans to Directors and Officers.**

No loans shall be made by the Association to its directors or officers, or to any other Association, firm association or other entity in which one or more of its directors or officers are directors or officers or hold a substantial financial interest except as allowed by law.

### **Section 4. Fiscal Year.**

The fiscal year of the Association shall run from July 1<sup>st</sup> to June 30<sup>th</sup>.

## **ARTICLE X**

### **AMENDMENTS**

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

Amendments to these Bylaws may be made by a unanimous vote of the Directors at any special meeting of the Board of Directors provided that notice of the intent to amend, which notice shall include a summary of the amendments proposed, has been given to the members of the Board of Directors in the notice of the meeting.