



Columbia Rugby Football Club, Inc.

Bylaws

Article I.

Columbia Rugby Football Club, Inc. is a not-for-profit organization that will use all of its resources to promote the sport of Rugby Union Football.

Section 1.

As established in the Articles of Incorporation, the name of this not-for-profit corporation shall be the Columbia Rugby Football Club, Inc. (the “Club”) and be a member of USA Rugby.

Section 2.

As a club organized under the rules and regulations of USA Rugby, we attest that the Leadership Council and members will uphold the Bylaws of the Club. Those not complying with this section and unwilling to correct their behavior will be asked to resign the club or be removed from the club per articles of the constitution and Bylaws.

Section 3.

The purposes as established in the Articles of Incorporation are as follows:

- A. To develop, promote and administer the sport of rugby in South Carolina and the Southeast United States.
- B. To encourage, support, coordinates, sponsor and organize sports competition for membership and the general public.
- C. To support and develop athletes and men; to help each individual member achieve their highest level of personal sports competence; to promote sport safety, fellowship, and respect among members.
- D. To support training and certification of coaching staff and competition officials.

Section 4.

Notwithstanding any provisions to the contrary, this corporation is organized exclusively for such purposes as are authorized and permitted by Section 501(c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), and this Corporation shall not carry on any activities which are not permitted to be carried on by a corporation exempt from taxation under said Section 501(c) (3) of the Internal Revenue Code of 1986, as amended.



Article II. Membership

Section 1. Membership Classes

- A. *Member*: Are individuals who have joined the Club and are current with dues or have made an arrangement with the Club in lieu of dues. Membership is open to anyone irrespective of age, race, religion, sexual orientation, or creed, who displays an active interest in learning and or participating in the sport associated with the Club. Members aged 18 years or older shall be eligible to vote, hold office, and serve on committees.
- B. *Social Member*: Individuals interested in the Club activities and who wish to support the purposes and objectives of the Club are eligible for Social Membership. Social Members shall be entitled to attend the annual meeting, but do not have the right to vote, hold office, or serve on a committee.
- C. *Contributing Membership*: Organizations, Institutions, or Foundations, which contribute annually to the Club, may be eligible for Contributing Membership. Contributing Members shall be entitled to attend the annual meeting, but shall not have the right to vote, hold office, or serve on a committee.
- D. *Membership Year*: The membership year shall run from July 1 to June 30 every year.

Section 2. Qualifications

Application for membership or change of membership status will use the above definitions to determine the most appropriate membership and shall be in accord with procedures established by the Leadership Council.

Section 3. Denial of Membership

- A. Denial of membership may occur for past delinquent payment of fees/due; unsafe behaviors; disruptive behavior; disregard to coaching instructions which could put others at risk; behaviors unbecoming to sportsmanship and respect for other players and the sport of rugby.
- B. In the event membership is denied, the applicant/member shall be entitled to appear before the Leadership Council and request reconsideration. Denial of membership will not be based on issues of discrimination to age, race, religion, sexual orientation, or creed.

Section 4. Waiver Release

Each individual must sign a current waiver used by the Club, assuming full responsibility for any accident, damage, injury, or loss incurred at any Club sanctioned practice, event or activity. All applicants must verify that they have primary health insurance and have enrolled in USA Rugby's Club and Individual Participation Program (CIPP) prior to any participation in game play.

Section 5. Dues

- A. Dues for each category of membership shall be established by the Leadership Council (as defined below) and presented to the Membership at the annual meeting.
- B. Dues shall be due on July first (1) of each year and payable within sixty (60) days or if joining during the middle of the season, upon application for membership.



Section 6. Termination and Appeal

Termination:

- A. Unless an agreement is made between the Member and the Leadership Council Members failing to pay dues sixty (60) days from July first (1) of each year shall automatically forfeit their membership on the sixty-first (61) day.
- B. Individuals who have forfeited membership because of nonpayment of dues may be reinstated upon payment of dues and any late fee established by the Leadership Council.
- C. The Leadership Council may, by a two-thirds (2/3) vote of the entire Leadership Council, suspend or expel any member of the Club for violation of these Bylaws, any rules, policies, and procedures established by the Club.

Appeals regarding Termination:

- A. Before the Leadership Council takes such action, written notice shall be sent to the member not less than five (5) days prior to the meeting of the Leadership Council at which the matter is to be considered.
- B. Said individual shall be entitled to a hearing before the Leadership Council before a decision is reached.

ARTICLE III. BOARD OF DIRECTORS/LEADERSHIP COUNCIL/ OFFICERS

Section I. General Powers

The affairs of the Club shall be managed by the board of directors of the Club "Leadership Council".

Section 2. The Leadership Council Composition

The Leadership Council shall consist of seven (7) voting members and a minimum of three (4) non-voting members:

- A. The voting members of the Leadership Council include:
 - 1. the President
 - 2. the Vice President/Alumni Representative
 - 3. the Secretary
 - 4. the Treasurer
 - 5. the Master at Arms
 - 6. the Social Officer
 - 7. the Fundraising Officer

and

- B. The non-voting members include:
 - 1. the Head Coach
 - 2. the Team Captain
 - 3. the Merchandise Officer
 - 4. the Recruitment Officer

Section 3. Duties of the Leadership Council

The Leadership Council shall be responsible for the management of the affairs of the Club and shall use its best efforts to carry out the purposes of the Club.



Section 4. Meetings of the Leadership Council

- A. Regular meetings of the Leadership Council shall be held at least once every three (3) months at times designated by the President.
- B. Special meetings of the Leadership Council may be called by the President or upon request from a member of the Leadership Council. Discussion at such special meetings shall be limited to the topic(s) mentioned in the notice sent to all Leadership Council members.
- C. Notification of regular meetings shall be sent to all Leadership Council members not less than seven (7) days before the regular meetings. Notification of special meetings shall be sent no less than two (2) days before the special meeting. No notice of any meeting need be given if all Leadership Council members sign before, during, or after said meeting a written Waiver of Notice.
- D. A quorum for all meetings of the Leadership Council shall be a majority of those voting members in office at the time of the meeting.
- E. Any Member may attend Leadership Council meetings in order to present his view(s) on a specific matter.
- F. In the event of a tie of any vote at a Leadership Council meeting, the President has the authority to cast the tie-breaking vote.

Section 5. Qualifications

- A. For all Leadership Council members other than the Vice President/ Alumni Representative, the qualifications are as follows:
 - 1. Must be at least 18 years old.
 - 2. Must be a Member in good standing.
 - 3. Must have no conflict with their profession and the development of this not-for-profit club.
- B. For the Vice President/Alumni Representative, the qualifications are as follows:
 - 1. Must be an individual who was previously a Member of the Club and was never subject to dismissal/termination by the Club for acts of malfeasance, misfeasance, or nonfeasance which impaired his effectiveness as a Club Member or brought disrepute to the Club.
 - 2. Elected by the Members of the Alumni Committee.
 - 3. Nomination of the proposed Vice President/Alumni Representative shall be submitted to the Leadership Council for consideration no later than fourteen (14) days prior to the annual general meeting where the Alumni Representative is to be on the ballot.
 - 4. The Leadership Council has the right to reject any nomination from the Alumni Committee with a two third's (2/3) vote of the sitting Leadership Council. Should a nomination be rejected, the Alumni Committee will promptly supply the Leadership Council with a suitable alternate at least seven (7) days prior to the election.



Section 6. Term of Office

- A. Officers shall serve a two (2) year term according to the following schedule:
 - 1. President: Odd Numbered Years
 - 2. Vice-President: Even Numbered Years
 - 3. Secretary: Odd Numbered Years
 - 4. Treasurer: Even Numbered Years
 - 5. Master at Arms: Odd Numbered Years
 - 6. Social Officer: Even Numbered Years
 - 7. Fundraising Officer: Odd Numbered Years
 - 8. Merchandise Officer: Even Numbered Years
 - 9. Recruitment Officer: Odd Numbered Years
- B. An Officer shall only serve two consecutive terms at the same position.
- C. The term of office shall begin/continue 1 July following the AGM in which the election was held for the position in question and end 30 June in the second year after the AGM during which the position in question was scheduled for election (i.e. members elected to fill vacant positions serve only the remainder of the original term).

Section 7. Nominations and Elections:

- A. Nominations for President, Secretary, Treasurer, Master at Arms, and Social Secretary are done under parliamentary procedure with a verbal nomination and a second of any Club member.
- B. The Vice President/Alumni Representative is nominated pursuant to Section 5 above.
- C. The Head Coach is elected by the Leadership Council as defined below in Article IV.
- D. The Captain, pending match fitness, is elected prior to the beginning of the 15s season by the current senior players who played at least 2 games in the previous season and serves the entirety of the 15s season in question. The Vice-Captain is selected prior to each match by the coaching staff and Captain.
- E. The nominated member should be willing and agree to serve on the Leadership Council in their respective role.
- F. A majority of a quorum of the membership shall be required to elect.
- G. Tie votes shall be broken by drawing lots with members present.

Section 8. Removal

Any member of the Leadership Council, regardless of the manner of election or appointment, may be removed by the Leadership Council or upon two-thirds (2/3) affirmative vote of the majority of the active membership; whenever, in its judgment, said person's malfeasance, misfeasance, or nonfeasance impairs his effectiveness as a Leadership Council member, or brings disrepute to the Club.

Section 9. Vacancies on the Leadership Council

- A. Should a vacancy occur in the office of President, the Vice President shall automatically succeed to the office of the President and shall call for a special meeting of the membership within thirty (30) days for a new election for President.
- B. Upon election of a new President, the Vice President shall resume his duties as Vice President. Should the Vice President be elected President, a vacancy in the office of Vice President shall remain vacant until the next scheduled annual meeting.
- C. Should a vacancy occur in the offices of both, President and Vice President, the Leadership Council shall call for a special meeting of the membership meeting within thirty (30) days so that a new election may be conducted to fill these vacancies.
- D. Vacancies occurring among all other offices shall be filled by the President, with two-thirds (2/3) of the remaining Leadership Council's approval, for the unexpired term.



Section 10. Duties of Officers of the Leadership Council:

- A. Unless stated otherwise, Officers shall perform those duties prescribed by Law, the Articles of Incorporation, these Bylaws, the Parliamentary Authority adopted by the Club, and those duties prescribed from time to time by the Leadership Council.
- B. *The President* shall be the principal executive officer of the Club and shall in general supervise and control all the business and affairs of the Club. He shall preside at all meetings of the members and of the Leadership Council. The President may sign, with the treasurer any contracts or other instruments authorized to be executed. In general, he shall perform all duties incident to the office of President including serving as an ex-officio member of all committees, except the nominating committee. The President shall pursue contracts for equipment/supplies, Fund Raising, sponsorship opportunities, donations, equipment sponsors, and grant applications. The President should take the initiative to appoint all committee chairs from member volunteers.
- C. *The Vice President/Alumni Representative* shall exercise the power of the President in the President's absence or inability to serve. The Vice President may also fill in for any single Leadership Council member in their absence at any meeting. The Vice President is to help provide arrangements for meetings, arrange for programs and the social part of general meetings. The Vice President shall act as the liaison between the current membership of the Club and the Club's former Members and Social Members.
- D. *The Secretary* shall take minutes for the Club and for all meetings and conduct the necessary correspondence of the Club (e.g., match scheduling, public relations, social media). He shall perform all duties incident to the office of Secretary.
- E. *The Master at Arms* shall maintain the decorum at all meetings of the Membership and the Leadership Council. He shall ensure timely payment of all outstanding dues and keep the list of all active and former members of the Club which includes contact information. He shall attend to all requirements in regards to field maintenance and preparation as well as maintain a record of all of the Club's equipment. Unless otherwise agreed with the President, the Master at Arms shall chair the Ethics Committee (as defined below).
- F. *The Treasurer* shall have charge and custody of and be responsible for all funds of the Program and deposit all such monies in a timely manner in the name of the Club in a financial institution approved by the Leadership Council. Specifically, the Treasurer's duties include:
 - 1. Shall keep a written ledger of expenses and income and present a verbal or written report at each meeting of the Club and Leadership Council meeting.
 - 2. The Treasurer may make budgeted expenditures up to \$300 without the Leadership Council's approval.
 - 3. Shall ensure that the Leadership Council approves only expenditures up to \$2,000.
 - 4. Shall ensure that expenditures in an amount over \$2,000 must be approved by a majority of the membership present at a general meeting, with the exception of expenses pre-approved for the Club. Pre-approved expenses include: match fees, referee fees, training fees, coaching clinic fees, tournament participation fees, and mandatory equipment purchases.
 - 5. Shall prepare an annual report at the end of each elected term.
- G. *The Social Officer* shall be responsible for planning, coordinating, and promoting the club's social activities. This includes organizing post-match socials, club events, and end-of-season functions. The Social Officer shall work with the Executive Committee to ensure activities align with the club calendar, budget, and standards of conduct, and shall promote an inclusive and positive club culture.



- H. *The Fundraising Officer* shall be responsible for planning and executing fundraising activities to support the club's financial needs. This includes organizing events, supporting sponsorship efforts, and encouraging member participation. The Fundraising Officer shall coordinate with the Treasurer to ensure funds are properly tracked and shall report fundraising outcomes to the Executive Committee.
- I. *The Merchandise Officer* shall be responsible for managing club merchandise and apparel. This includes coordinating the design, ordering, distribution, online stores and sale of merchandise in accordance with club branding standards. The Merchandise Officer shall work with the Treasurer to ensure accurate accounting of merchandise revenue and inventory.
- J. *The Recruitment Officer* shall be responsible for attracting and retaining players to support a sustainable and competitive club. This includes promoting the club to prospective players, assisting with onboarding, and coordinating recruitment efforts with captains and coaches. The Recruitment Officer shall serve as a primary point of contact for interested players.

ARTICLE IV. Coaches

Section 1. Head Coach

- A. The Head Coach shall be a Certified by USA Rugby at a minimum level to allow for on-field coaching at all USA Rugby sanctioned matches. He will organize the sports activities and workouts, and ensure that workouts are focused toward the goals and abilities of the team.
- B. The Head Coach has authority to remove anyone in danger to others or themselves from any workout or competition.
- C. The Head Coach may delegate responsibilities to assistants and developmental coaches at any time.
- D. The Head Coach will be the primary representative of the team at competitive events and will file any disputes except when required by the member involved,
- E. The Head Coach should attend Leadership Council meetings to provide reports, recommendations, and suggestions for program activities.

Section 2. Assistant / Developmental Coaches (if applicable)

- A. Assistant / Developmental Coaches will follow the general workout plan for each session or workout as designed by the head coach.
- B. The Assistant coach will conduct practices in the absence of the Head coach and will be the member's representative in case the head coach cannot attend a match.
- C. The Assistant coach may attend the Leadership Council meetings as representative for the Head Coach as needed and to provide suggestions for program activities.

ARTICLE V. Committees

Section 1. Committees

- A. The Leadership Council may appoint committees to assist the Leadership Council in performing its functions. Such committees shall derive their authority directly from the Leadership Council and are responsible to the Leadership Council.
- B. The President shall appoint the chairpersons to ad hoc committees.
- C. The President or his designee shall be an ex-officio member of all committees except the Nominating Committee and the Ethics Committee.
- D. The term of office for an ad hoc committee member shall be one (1) year.
- E. There is no limit to the number of terms that a committee member may serve.
- F. The Committee Chair will appoint Committee members.



Section 2. Duties of Committees

- A. Committees shall be made up of one Leadership Council member and members of the club.
- B. Committees shall have a true purpose as defined by the Leadership Council.
- C. Committees must report to the Leadership Council

Section 3. Ethics Committee

- A. The Ethics Committee shall be a standing committee of the Club.
- B. The Ethics Committee shall have the responsibility to recommend, implement, and enforce Ethical Standards ("Ethical Standards") as adopted by the Leadership Council and as may be amended from time to time.
- C. The ethical standards adopted by the Club will not conflict with the standards established by USA Rugby.

Section 4. Alumni Committee

- A. The Alumni Committee shall be a standing committee of the Club.
- B. The Alumni Committee shall be chaired by the Vice President/Alumni Representative of the Club.
- C. The Alumni Committee shall have the responsibility to ensure a continued relationship between the current Membership and the former members/Social Members of the Club.
- D. The Alumni Committee shall consist of at least 5 persons and their names shall be provided to the President annually.
- E. Elections of the Alumni Committee, except the Vice President/Alumni Representative, shall be held separately to the elections of the Leadership Council.
- F. Any power or responsibility of the Alumni Committee is granted by the Leadership Council and can be revoked at any time by a two-thirds (2/3) vote by the Leadership Council for malfeasance, misfeasance, or nonfeasance which impairs the effective running of the Club or brings disrepute to the Club.

ARTICLE VI. Meetings and Quorum

Section 1. Meetings

- A. The annual meeting of the Club shall be held each year at such time and place as determined by the Leadership Council June 1 and June 30 each year. More meetings may be called to conduct business of the Club.
- B. The meeting shall be held at a time and place designated by the President and with agreement of a majority of the Leadership Council for the purpose of planning the year's activities, budget review and audits, reviewing and establishing Club goals.
- C. Subsequent meetings may be held as needed throughout the year to conduct the necessary business of managing the Club.

Section 2. Notification of Meetings:

- A. Notification of the *Annual Meeting* shall be sent to the membership no less than seven (7) days prior to the meeting and no more than thirty (30) days before the date of such meeting.
- B. *Special Meetings* may be called by the President or upon written request from a Leadership Council member. Discussion at such special meetings shall be limited to the topic(s) mentioned in the notice sent to all Leadership Council members. Notification of the special meetings requires notification no less than two (2) days prior to the meeting.
- C. Meeting notices shall be written, stating the place, day, and hour of any meeting of members, and shall be delivered to each member entitled to vote using the above timeframes based on meeting type by the President or persons calling the meeting.



- D. In the case of a special meeting the purpose for which the meeting is called shall be stated in the notice.

Section 3. Quorum

- A. Forty percent of members eligible to vote shall constitute a quorum at any annual meeting.
- B. Forty percent of Leadership Council shall constitute a quorum for a Leadership Council meeting.
- C. In the event of a tie, the presiding officer shall have the authority to cast a second vote to break the tie.
- D. Refer to quorum rules for holding a meeting under Article VII Section 3.

ARTICLE VII: PARLIAMENTARY AUTHORITY

Section 1. Rules

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Club may adopt.

Section 2. Content for regular membership and Leadership Council Meetings

- A. The President/Secretary shall provide a written agenda for each meeting.
- B. The following shall occur at regular membership and Leadership Council Meetings:
 - 1. Call to Order (by presiding officer)
 - 2. Reading and approval of the previous meeting's minutes-Secretary
 - 3. Treasurer's Report and Fund-Raising Activities Report
 - 4. Committee's reports
 - 5. Old Business
 - 6. New Business
 - 7. Adjournment

Section 3. Quorum

- A. The quorum at a general meeting shall constitute a minimum of forty percent of the voting membership in attendance via physical or electronically.
- B. A quorum for the Leadership Council shall consist of a majority of the total voting Leadership Council members.
- C. Refer to Quorum for meetings in Article VI Meetings and Quorums.

ARTICLE VIII. Not-for-Profit Status Dissolution

Section 1. Not-for-Profit Status Dissolution

- A. The Club is organized exclusively for charitable, religious, educational, and or educational purposes under section 501(c) 3 of the Internal Revenue Code (Currently applying for 501(c) 3).
- B. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.



- C. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried by an organization.
- D. Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) 3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to the state or local government, for a public purpose.

ARTICLE IX. ETHICS

Section 1. Adoption of Procedures

- A. As part of its enforcement responsibilities, the Ethics Committee shall adopt procedures, subject to the approval of the Leadership Council, for the conduct of investigations, hearings, disciplinary proceedings, and other enforcement action to ensure compliance with the Ethical Standards.
- B. The Ethics Committee and/or any panel formed by the Ethics Committee shall make recommendations to the Leadership Council regarding the imposition of sanctions or termination or suspension upon members for a period of time upon a finding that a member has violated the Ethical Standards.
- C. Such sanctions shall be at the sound discretion of the Ethics Committee or panel and may include, but not be limited to, suspension or termination of membership.

Section 2. Bound to Ethical Standards

- A. By applying for and accepting membership in any category, each member of the Club agrees to be bound by the Ethical Standards as amended from time to time and fully cooperate in any inquiry or proceeding by or before the Ethics Committee.
- B. Each member shall be bound by any final determination of the Ethics Committee.

ARTICLE X. Indemnification of Members, Leadership Council, and Officers

Section 1.

- A. The members, Leadership Council, and officers of the Club shall be indemnified by the Club to the fullest extent now or hereafter permitted by law in connection with any actual or threatened civil, criminal, administrative or investigative action, suit or proceeding (whether brought by or in the name of the Club or otherwise) arising out of their position in or service to the Club or any other organization at the Club's request.
- B. Persons who are not members, Leadership Council, or officers of the Club may be similarly indemnified in respect of such service to the extent authorized at the members, Leadership Council, officer, or other person against any liability, cost or expense incurred in connection with any such action, suit, or proceeding.
- C. The provisions of this Article shall be applicable to actions, suits, or proceedings commenced after the adoption hereof, whether arising from acts or omissions occurring before or after the adoption thereof.
- D. The indemnification herein provided for shall not be deemed exclusive of any other rights to which those indemnified may be entitled under any by-law's agreement, or otherwise.



- E. The Club may by a quorum of disinterested members of the Leadership Council or by independent legal counsel indemnify in whole or in part its officers, directors, employees and agents against expenses, including attorney's fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit or proceeding, if such person acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interest of the corporation.
- F. With respect to any criminal action or proceeding, an officer, employee, or agent may be indemnified if he had no reasonable cause to believe his conduct was unlawful.
- G. There shall be no indemnification made in respect to any claim, issue, or matter as to a person who has been found liable to the corporation.

ARTICLE XI. Amendments

Section 1. Amendments proposals

Amendments to these Bylaws may be proposed by the Leadership Council, committees, or by written petition signed by any voting member.

Section 2. Leadership Council Review of Amendments proposal

All proposed amendments should be received, considered, and put in proper parliamentary form and approved by the Leadership Council before being submitted to the membership for approval at the annual membership meeting.

Section 3. Proposed amendments to voting membership notification

Proposed amendments shall be submitted to the voting membership by closed ballot at least twenty-one (21) days in advance of the annual meeting.

Section 4. Approval majority vote

A two thirds (2/3) majority vote of the Members voting shall be required to adopt any proposed Bylaw amendment.

Section 5. No amendments to interfere with Section 501 (c) 3

No amendment shall be made to the Bylaws, which would interfere with or terminate the Club's status as a charitable organization pursuant to Section 501(c) (3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law).

Section 6. Notification of State and Federal Governmental Agencies:

The Treasurer shall file/notify the Internal Revenue Services, and/or the Secretary of State any amendments that affect the Articles of Incorporation.

ARTICLE XII. Contracts, Checks, Deposits and Funds

Section 1. Contracts

The Leadership Council may authorize any officer or officers, agent, or agents of the Club, in addition to the President and Treasurer so authorized by Article III, Section 10 of these By-Laws, to enter into any contract or execute and deliver any instrument in the name of or on behalf of the Club, and such authority may be general or confined to specific instances.

Section 2. Checks, Drafts, etc.

- A. The Treasurer or the President shall sign all checks, drafts or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the Club.
- B. These two signatures, in addition to the Alumni Representative, shall be registered at the bank of agreement with the Leadership Council.



- C. All bills shall be presented in writing. Any bills over \$3,000 shall require a Membership approval.

Section 3. Deposits

All funds of the Club shall be deposited in a timely manner to the credit of the Club in such banks, trust companies or other depositories as the Leadership Council may select.

Section 5. Savings Account

Any savings account maintained by the Club shall require the signatures of either the President or the Treasurer for any withdrawal. Upon written request by any Leadership Council member, the Treasurer, within seven (7) days will provide an update as to the current amounts in each Savings Account.

Section 6. Gifts

The Leadership Council may accept, on behalf of the Club, any contribution, gift, bequest, or devise for the general purpose or for any specific purpose of the Club.

ARTICLE XIII. Books and Records:

Section 1.

The Club shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Leadership Council, and committees having any of the authority of the Leadership Council. The Secretary will maintain such books and records.

Section 2.

- A. Officers and Committee chairpersons are responsible to transfer the records and notes kept during their term of office and previous years to their replacements.
- B. These are to be kept in containers supplied by the Club.

Section 3.

- A. Any member, or his agent or attorney may inspect all books and records of the Club, for any proper purpose at any reasonable time.
- B. Upon written request by any Leadership Council member, the Secretary, within seven (7) days will provide the books and records for review.

Section 4.

A simple audit shall be performed quarterly by the Vice President or appointed representative to verify that the accounting system is orderly and balanced.

Section 5.

A full audit shall be conducted every two (2) years or upon a change in Treasurer or can be requested by a minimum of 3 members at any time when deemed feasible.

Section 6.

The Leadership Council shall approve the accounting system used by the treasurer.

Section 7.

The fiscal year for the Club shall be the same as the Membership Year.

ARTICLE XIV. Compensation of officers

Section 1. Compensation

The Club is a not for profit organization and all members are voluntary members and not eligible for work compensation.