

BYLAWS
OF
COLUMBIA CHOIRS ASSOCIATION

ARTICLE I Name and Character

- 1.1 Name – The name of this corporation is the COLUMBIA CHOIRS ASSOCIATION (hereinafter “CCA”).
- 1.2 Corporate Status – CCA is a nonprofit corporation incorporated and maintained under and pursuant to the laws of the State of Washington, having been organized in January, 1985, by civic-minded citizens of Washington.

ARTICLE II Objects and Purposes

- 2.1 Objects – It is the object of CCA to encourage, sponsor, aid, and promote character building of persons under the age of 18, and promote the development of music education, artistry, and culture in the State of Washington, particularly, but not limited to, choral singing for children, youth, and adults for the pleasure and cultural benefit of its participants and the public generally; and pursuant to, but not in limitation of, said purposes:
 - 2.1.1 To sponsor and promote concerts and performances by professional and amateur musicians and vocalists in conjunction with other interested organizations or groups or persons;
 - 2.1.2 To support and sponsor choral groups, provided no choral group shall be sponsored by CCA or shall cease to be sponsored by CCA except by resolution of the Board of Trustees;
 - 2.1.3 To carry on any other lawful activities whatever which may seem to the organization capable of being carried on in connection with the above, and calculated, directly or indirectly, to further its objects and purposes; and to have, enjoy, and exercise all the rights, powers, and privileges which are now or which may hereafter be conferred upon organizations organized under the same statutes as CCA.
- 2.2 Additional Powers. The foregoing clauses shall be construed both as objects and powers, and it is hereby expressly provided that the foregoing enumeration of specific powers shall not be held to limit or restrict in any manner the powers of the organization.
- 2.3 Dissolution or Termination. In the event of dissolution or termination of the corporation, the property and assets of the corporation shall be distributed, according to a majority vote of the Board of Trustees, to organizations and corporations which qualify as exempt from income tax under Section 501(c)(3) of the United States Internal Revenue Code of 1954; or

organizations and corporations to which contributions are deductible under Section 170(c)(1) of said code, as such sections may be amended.

ARTICLE III Tenure

The organization shall have perpetual existence.

ARTICLE IV Membership and Voting

- 4.1 The corporation shall have no capital stock but shall have members in the following categories, contingent upon satisfaction of the requirements of membership set by the Board of Trustees:
- 4.1.1 Parents. Each parent or guardian of any youth enrolled in a choral group supported by CCA shall be eligible to be a member of CCA.
 - 4.1.2 Board of Trustees. Each person elected or appointed to the Board of Trustees or as an officer of CCA shall automatically be a member of CCA, provided that, if the officer or Board member is a choir member who terminates membership in the choir, or the officer or Board member's child(ren) terminate(s) membership in the choir, the officer or board member must apply pursuant to Section 4.1.5.
 - 4.1.3 Adult Choir Members. Each adult (18 years of age or older) enrolled in a choral group supported by CCA shall be a member of CCA.
 - 4.1.4 Youth Members. Each child or youth (under age 18) enrolled in a choral group supported by CCA shall be a member of CCA.
 - 4.1.5 Other members. All other persons shall file an application with the Board of Trustees. Such applications shall be duly considered and approved or disapproved by majority vote of the Board of Trustees. On approval of the application by the Board of Trustees and satisfaction of the requirement of membership set by the Board of Trustees, the applicant shall become a member. Any applicant who has been disapproved by the Board of Trustees shall have the privilege of review by the membership at large, according to such procedure as shall be fixed by the Board of Trustees.
- 4.2 Voting Rights. Each CCA member as per Section 4.1 eighteen years of age or older shall be entitled to one vote on each matter raised at any Membership Meeting. Voting by the membership by proxy shall be allowed. The proxy must be in writing in a form approved by the Board of Trustees.
- 4.3 Termination of Membership.
- 4.3.1 The Board of Trustees, by the affirmative vote of 2/3rds of the Board members, may suspend or expel for cause after an appropriate hearing before the Board.

- 4.3.2 The Board may, by majority vote of those Board members present at any regularly constituted meeting, terminate the membership of any member who becomes ineligible for membership.
- 4.3.3 The membership of parents or guardians of children or youth ceasing to participate in a choir supported by CCA shall be terminated upon the termination of the child's or youth's participation in the choir, provided that the terminated parents may forthwith file for membership with the Board of Trustees.
- 4.3.4 The membership of adult singers ceasing to participate in a choir supported by CCA shall be terminated upon the termination of participation in the choir, provided that the terminated member may forthwith file for membership with the Board of Trustees.
- 4.4 Resignation. Any members may resign by filing a written notice of resignation with the secretary of the corporation.
- 4.5 Transfer of Membership. Membership in the corporation shall be nontransferable, nor may it be assigned or delegated to another.

ARTICLE V Membership Meetings

5.1 Annual Meetings

- 5.1.1 An Annual Meeting of the members shall be held no earlier than April and no later than June, at a time and place designated by the President of the Board of Trustees.
- 5.1.2 Notice of the time and place of such annual meeting shall be e-mailed, mailed, or delivered to each member at least twenty (20) days in advance of said meeting.
- 5.1.3 The principal purpose of the Annual Meeting shall be the election of Trustees other than the Conductor who are to take office at the next regularly scheduled board meeting of the new fiscal year.
- 5.1.4 The Annual Meeting shall act by majority vote of voting members or their proxies present on any matter duly put before the meeting. Alternatively, if fewer than 20% of the voting members of the CCA cast votes at the Annual Meeting, within one week after the Annual Meeting, a ballot shall be e-mailed to those members who did not cast their votes at the Annual Meeting. No ballot can be disclosed until a quorum is reached. If enough of the e-mails with clear votes are returned within two (2) weeks to add up to at least 20% of the membership when combined with the votes at the meeting; any proposal that clearly has more affirmative than negative votes shall be considered binding, any alternative that clearly has more votes than any other(s) in its category shall be considered binding, and any candidate that clearly has more votes than any other(s) in its category shall be deemed elected.
- 5.1.5 Twenty percent (20%) of the voting members of the CCA shall constitute a quorum at the Annual Meeting, at a Special Meeting, or by e-mail.

5.1.6 An annual report to the membership by the prior year's President of the Board of Trustees and by the Conductor shall be made in writing just prior to the Annual Meeting, to discuss the reports and plans for the coming year.

5.2 Election Procedures

5.2.1 The Nominating Committee shall ask for nominations for Officers of the Board of Trustees from the Membership at least twenty-one (21) days before the Annual Meeting.

5.2.2 The name and a brief description of each Candidate it nominates for election to the Board of Trustees shall be submitted to the Board of Trustees for approval no later than seven (7) days before the Annual Meeting. The Nominating Committee may, but need not, nominate more candidates than the number of positions to be filled.

5.2.3 The Secretary shall send to each CCA member, no later than five (5) days before the Meeting, the material supplied by the Nominating Committee.

5.2.4 Nominations from the floor shall be accepted.

5.2.5 The Membership shall elect Officers of the Board of Trustees from the Candidates so nominated. The method of election shall be determined by the Board of Trustees prior to the Meeting. Candidates receiving the largest numbers of votes in accordance with the method so selected shall be elected.

5.3 Special Meetings

5.3.1 Upon agreement at a meeting of the Board of Trustees and duly recorded in the minutes, or upon written request to the Secretary by five (5) members of the Board of Trustees or by twenty-five percent (25%) of CCA members, the Secretary shall call a Special Meeting to act upon any matter authorized by the Articles of Incorporation, including the Amendment of these Bylaws, providing that the request must designate the proposed action with reasonable particularity.

5.3.2 The date of such a Special Meeting shall be set by the Board of Trustees or the President, but shall not be sooner than twenty (20) days after the Secretary has been requested to act pursuant to Section 5.3.1. The Secretary shall notify all CCA members of the meeting, and of the action proposed by those requesting the meeting, at least ten (10) days before the date so set.

5.3.3 Provided a quorum has been attained, the Special Meeting shall act by majority vote of voting members present on any matter duly put before the meeting. Alternatively, if fewer than 20% of the voting members of the CCA cast votes at the Special Meeting, within one week after the Special Meeting, a ballot shall be e-mailed to those members who did not cast their votes at the Special Meeting. If enough of the e-mails with clear votes are returned within two (2) weeks to add up to at least 20% of the membership when combined with the votes at the meeting; any proposal that clearly has more affirmative than negative votes shall be considered binding, any

alternative that clearly has more votes than any other(s) in its category shall be considered binding, and any candidate that clearly has more votes than any other(s) in its category shall be deemed elected.

- 5.3.4 Any decision of the Board of Trustees may be overturned by vote of two-thirds (2/3) of the members present at an Annual Meeting or Special Meeting called in accordance with Section 5.3; provided, however, that a quorum, which for the purposes of this Section 5.3.4, only, shall be 50% of the members entitled to a vote, is present, is represented by proxy, or has returned, within two weeks of the date it was sent, an e-mailed ballot with the vote clearly shown.

ARTICLE VI Board of Trustees

- 6.1 **General Powers.** The affairs of the Association shall be managed by the Board of Trustees.
- 6.2 **Composition and Tenure.** Only members of the corporation who are residents of the State of Washington are eligible for the position of Trustee.
- 6.2.1 The Board of Trustees shall be composed of all Officers elected by the Membership at an Annual Meeting or other General Membership Meeting (or their replacements as determined in 6.2.4). Voting rights on the Board of Trustees are limited to these Officers. There will be a minimum of nine (9) elected Officers. Elected Officers are: President, Vice-President, Secretary, Treasurer, Executive Officer At Large (5-9)
- 6.2.2 One person may hold two or more offices, except those of President and Secretary. The positions of President and Secretary may not be vacant. Each officer shall hold office from the next Board meeting after he or she is elected until he or she shall resign or shall be removed or otherwise disqualified to serve, or his or her successor shall be elected and qualified.
- 6.2.3 One ex officio nonvoting member of the Board of Trustees shall be a representative, referred to herein as "Conductor," of the organization which contractually provides musical services to the CCA.
- 6.2.4 If an administrative assistant or general manager is under contract with CCA, he or she shall be an ex officio nonvoting member of the Board of Trustees.
- 6.3 **Resignations from the Board of Trustees** shall be made in writing. Absence of any member of the Board from three (3) successive meetings without prior notice to the President, the Vice President, or the Secretary shall automatically constitute the resignation of such member from the Board. Any member of the Board of Trustees may be removed, for cause, by unanimous vote by the other members of the Board or by two-thirds (2/3) vote of the membership at a Special Meeting called in accordance with the provisions of Section 5.3.
- 6.4 Any vacancy occurring in the Board of Trustees and any trusteeship to be filled by reason of any increase in the number of Trustees shall be filled by the majority vote of the Board. At least five days' notice of the vacancy and proposed election to fill such vacancy shall be

given to all Trustees. A Trustee appointed to fill a vacancy shall serve for the unexpired term of his or her predecessor in office.

6.5 Trustees as such shall not receive any salaries for their services. No Trustee, except the Conductor, may receive compensation for serving the corporation in any capacity. An exception may be made for an Administrative Assistant or General Manager if the Finance Committee approves such an expenditure after obtaining all particulars, including duties and salary; and at least 60% of the general membership votes to allow such an exception.

6.6 Duties of Officers.

6.6.1 President

6.6.1.1 The President shall be the chief executive officer of CCA. It shall be the duty of the President to preside at members' meetings and at all meetings of the Board of Trustees.

6.6.1.2 The President shall make and sign all contracts and agreements in the name of this association which are authorized by the Board of Trustees unless other resolutions are made by the Board of Trustees per section 8.2.

6.6.1.3 The President may sign notes, drafts or bills of exchange, acceptances, and other instruments, for the payment of money as per section 8.3.

6.6.1.4 He or she shall submit a report of the operations of this association for each year, due prior to the Annual Meeting

6.6.1.5 From time to time he or she shall report to the Trustees on matters within his or her knowledge which the interest of this association may require to be brought to their notice.

6.6.1.6 In general, he or she shall perform all the duties incident to his or her office.

6.6.2 Vice President – In the absence or disability of the President, the Vice President shall perform all the duties of the President.

6.6.3 Secretary

6.6.3.1 The Secretary shall keep minutes of all meetings of the Board of Trustees. The minutes shall be available for inspection or downloading by any CCA member by appointment during regular business hours, and the current fiscal years' minutes shall be available at regularly scheduled Board meetings.

6.6.3.2 The Secretary shall provide to any Member, upon request, instructions for obtaining contact information from the membership database. In case the Member is not able to access the database, the Secretary will provide the requested information directly.

- 6.6.3.3 The Secretary shall give, or cause to be given, notice of all the meetings of the Members and of the Board of Trustees required by the Bylaws or by law to be given.
- 6.6.3.4 The Secretary shall keep in the Legal Documents Binder and on the 365 fileshare, copies or originals of all important organizational documents, including, but not limited to: Articles of Incorporation, Business Licenses, Letter of Determination, and the Bylaws, and shall update them with any amendments passed by vote of the membership. The Secretary shall provide updates in a timely manner to any Administrative Assistant or General Manager retained by the CCA. The Secretary should provide an electronic copy of the Bylaws to any member who wants them and ensure they are made available on the CCA website.
- 6.6.3.5 The Secretary may sign notes, drafts or bills of exchange, acceptances, and other instruments, for the payment of money as per section 8.3.

6.6.4 Treasurer

- 6.6.4.1 The Treasurer shall keep and maintain adequate and correct accounts of the properties and business transactions of CCA. The books of accounts shall at all reasonable times be open to inspection by any Trustee or member.
- 6.6.4.2 The Treasurer may sign notes, drafts or bills of exchange, acceptances, and other instruments, for the payment of money as per section 8.3.

6.7 Meetings

- 6.7.1 Regular Meetings – At the Annual Meeting, a calendar of meetings sufficient for the competent management of the affairs of the corporation for each year shall be established by the Board of Trustees.
- 6.7.2 Special Meetings – Special meetings of the Board of Trustees may be called by, or at the request of, the President or any two (2) Trustees. The person or persons authorized to call special meetings of the Board may fix any place for holding any special meeting of the Board called by them. All meetings shall be open to attendance by any CCA member, unless closed by affirmative vote of two-thirds (2/3) of the Trustees present at the meeting for good cause reflected in the minutes.
- 6.7.3 Notice – Notice of any meeting of the Board of Trustees shall be given at least three (3) days previously thereto by notice delivered by email to each Trustee at his or her email address as shown by the records of the Corporation.

In any emergency, the nature of which shall be reflected in the minutes, Trustees' meetings may be held on 24-hour notice.

Notice of a continued meeting shall be deemed to have been waived by any Trustee or member actually attending the meeting to be continued.

- 6.7.4 Quorum – One-half (1/2) of the members of the Board shall constitute a quorum for the transaction of business at any meeting of the Board, but if less than one-half (1/2) are present at said meetings, a majority of the Trustees present may adjourn the meeting until a quorum can be present. The Conductor and any administrative assistant or general manager serving on the Board of Trustees shall not be a voting member of the Board of Trustees and shall not be included in the determination of the existence of a quorum. The Secretary shall, in such a case, give reasonable telephone, e-mail, or written notice of the rescheduled meeting, or (as per section 6.7.6) e-mail a ballot to the members of the Board of Trustees.
- 6.7.5 Proxies – Voting by proxy shall not be allowed by Trustees at any meeting of the Board of Trustees. Voting is to be confined to those Trustees personally or electronically present in real time at the meeting of the Board of Trustees, or who have responded within one week to a ballot sent to their main e-mail address in all matters requiring the action of the Board. Each Trustee shall have one (1) vote.
- 6.7.6 Emailed Ballots – Voting by email shall be allowed providing the ballot is agreed upon by the President, Vice President, and Secretary, or a committee designated by the President; the ballot agreed upon is e-mailed to each member of the Board; and at least 50% of the ballots are returned with a clear vote within one week of being sent.

6.8 Limitations

- 6.8.1 The Board shall have all the powers granted under Section 6.1 above, except to the extent any such powers are granted to the members hereunder.
- 6.8.2 Each Trustee or officer now or hereafter serving the corporation, and each person who, at the request of or on behalf of the corporation is now serving or hereafter serves as a Trustee or officer of any other corporation, and the respective heirs, executors, and administrators of each of them, shall be indemnified by the corporation pursuant to RCW 24.03.045 (14) and RCW 23A.08.025 as follows:
- 6.8.2.1 Any person made a party to any proceeding (other than a proceeding referred to in subsection 6.4.2.2 below) by reason of the fact that he or she is or was a Trustee or officer against judgments, penalties, fines, settlements, and reasonable expenses actually incurred by him or her in connection with such proceeding if:
- 6.8.2.1.1 He or she conducted himself in good faith, and (a) in the case of conduct in his or her own official capacity with the corporation, he or she reasonably believed his or her conduct to be in the corporation's best interest, or (b) in all other cases, he or she reasonably believed his or her conduct to be at least not opposed to the corporation's best interest; and
- 6.8.2.1.2 In the case of any criminal proceeding, he or she had no reasonable cause to believe his or her conduct was unlawful.

6.8.2.2 Any person made a party to any proceeding by or in the right of the corporation by reason of the fact that he or she is or was a director against reasonable expenses actually incurred by him or her in connection with such a proceeding if he or she conducted himself or herself in good faith; and,

6.8.2.2.1 In the case of conduct in his or her official capacity with the corporation, he or she reasonably believed his or her conduct to be in its best interests; or

6.8.2.2.2 In all other cases, he or she reasonably believed his or her conduct to be at least not opposed to its best interests; provided that no indemnification shall be made pursuant to this subsection in respect to any proceeding in which such person shall have been adjusted to be liable to the corporation.

The foregoing right of indemnification shall not be exclusive of other rights to which such Trustee or officer may be entitled as a matter of law.

6.9 Reports

6.9.1 The Treasurer, the Conductor, and the Chairperson of each Committee shall report to the Trustees at least once each quarter.

6.9.2 The President may call for such other, or more frequent, reports as appear necessary.

6.10 Administrative Assistant – The President and Board of Trustees, may hire one or more persons as Administrative Assistant(s) or General Manager who may have any or all of the following functions:

6.10.1 Organization of Written Records

6.10.1.1 An electronic copy of the Bylaws may be kept for any member who wants a copy. The Secretary should furnish amended versions in a timely manner after the membership has voted to amend the Bylaws.

6.10.1.2 The Administrative Assistant or General Manager may keep a CCA Manual up to date as a kind of “recipe book” for choir-related procedures, including experience of successes and pitfalls. The Administrative Assistant or General Manager should keep it current by consulting with the chairpersons responsible for overseeing the completion of the procedures. The Administrative Assistant or General Manager should give a copy of the pertinent procedural information to any chairperson whose duty is to embark on a procedure covered by the Manual.

6.10.1.3 The Administrative Assistant or General Manager may maintain a packet of information for new members and provide enough to each Liaison that one can be given to each new member within a week of joining CCA. Such

a packet may be made available to each interested prospective member who requests the information.

6.10.1.4 A brochure approved by the Board of Trustees and Conductor may be kept up to date and sent to appropriate prospects for solicitation of concert hosting, donations (monetary and “in kind”), news releases, etc. Separate brochures may be maintained for different purposes.

6.10.2 Publicity

6.10.2.1 The Administrative Assistant or General Manager may keep records of previous information dissemination. The results per dollar of cost and per hour of time should be estimated and recorded.

6.10.2.2 The Administrative Assistant or General Manager may seek information on effective public relations systems from other organizations.

6.10.2.3 A dynamically adjustable schedule and “tickler file” of press releases, concert notification deadlines and contacts, potential grant applications and deadlines, etc. may be kept current for perusal and adjustment by the Board and Conductor at such meeting as a quorum of the Board and the Conductor are present. As an alternative, such a schedule could be e-mailed to each Board member and the Conductor. The goals are to maintain wide name recognition of, and positive connotations with, Columbia Choirs, as well as producing adequate attendance at concerts and encourage funding of CCA.

6.10.3 Scholarships – The Administrative Assistant or General Manager should forward scholarship petitions to the current Scholarship Chairperson.

6.10.4 Ticket Sales – The Administrative Assistant or General Manager may arrange ticket sales after the costs are set by the Board, submitting the ticket sale money to the Treasurer or to the bookkeeper designated by the Treasurer.

6.10.5 Concert Scheduling – Whenever possible, in cooperation with the Conductor, the Administrative Assistant or General Manager may schedule concert times, locations, and themes two to three (2-3) years in advance for major performances to take advantage of the best venues and to arrange an appropriate level of publicity far enough in advance of deadlines. These should be submitted as early as possible to the Conductor and the Board of Trustees for approval.

6.11 Liaison – One representative of each choir supported by CCA may be appointed Liaison. Such a representative must be an adult singer, the adult spouse of a singer, or a parent or guardian of a singer in the choir he or she represents. The liaisons shall be approved semiannually by the Board of Trustees as soon as possible in September and January.

ARTICLE VII Committees

7.1 Composition

- 7.1.1 Except as otherwise specified below, the members of each Committee shall be appointed by the President.
- 7.1.2 Any CCA member is eligible to be a member of any Committee except a Committee of Trustees.

7.2 Committees

- 7.2.1 Committee of Trustees – The Board of Trustees, by resolution adopted by a majority of the Trustees in office, may designate one or more committees, each of which shall consist of two or more Trustees, to the extent provided in said resolution, shall exercise the authority of the Board of Trustees in the management of the corporation.
- 7.2.2 Development Committee – The Development Committee shall consist of a Chairperson and such other CCA members as may be appointed by the President. Fundraising shall be the major and continuing function of the Development Committee.
- 7.2.3 Scholarship Committee – The Scholarship Committee shall be composed of at least two persons appointed by the Board of Trustees. It will be overseen by the President. If two suitable persons cannot be appointed, then no scholarships will be provided until both positions have been filled. The Board will allocate money between tuition, retreat and tour scholarships based on their best judgement of how much demand there will be for each on a year by year basis.

The tuition scholarship deadlines will be November 1 and March 1 (this is based on the singer intake deadlines of Oct 15 and Feb 15). The Scholarship Committee will review all applications made by the deadlines and submit recommended awards to the Board for approval. Applicants will be notified by November 15 and March 15.

Retreat scholarship deadlines will be at least three (3) weeks prior to the event with applicants being notified at least two (2) weeks prior to the event.

Tour scholarship deadlines will be set for each tour and will be dependent upon the timeline for that tour, with as much notice as possible given prior to deadlines for joining the tour.

- 7.2.4 Finance Committee – The Finance Committee shall consist of the Treasurer, a Finance Committee Chairperson, the Scholarship Committee Chairperson, and such other CCA members as may be appointed by the President. The same member may assume more than one “Chair” position.
- 7.2.5 Nominating Committee – The Secretary shall serve as Chair of the Nominating Committee and will ask for two volunteers from the Board, Chairs, or Liaisons, thereby forming a committee of three persons. If two volunteers do not step forward from the Board, Chairs or Liaisons, then volunteers from the general membership should be sought. Neither the President nor the Conductor may serve on the Nominating Committee.
- 7.2.6 Volunteer Coordination Committee – The Volunteer Coordination Committee shall be responsible for volunteer work performed by members of CCA. The Chairperson of the Volunteer Coordination Committee shall be an ex-officio member of the Board

of Trustees if he or she is not already a voting member of the Board of Trustees. The Liaisons shall be members of this committee.

- 7.2.7 Other Committees – Other committees not having and exercising the authority of the Board of Trustees in the management of the corporation may be designated by a resolution adopted by a majority of the Trustees present at a meeting at which a quorum is present. Alternatively, if an e-mail which particularly describes the proposed resolution has been sent to each Trustee’s main e-mail address, a quorum of these e-mails returned within a week with clear vote responses shall be deemed equal to a majority vote of a quorum at a meeting.
- 7.3 Notice – No committee may take any action unless at least one week’s written, e-mailed, or oral notice of the meeting has been given to all members of the committee and a quorum of at least one-half (1/2) the committee members has been established at the meeting; provided, however, that all members of a committee, including ex-officio and non-voting members, may unanimously waive for any particular meeting, in writing, the foregoing requirements. Alternatively, if an e-mail which particularly describes the action has been sent to each committee member’s main e-mail address, a quorum of these e-mails returned within one week with clear vote responses shall be deemed equal to a majority vote of a quorum at a meeting.

ARTICLE VIII Budget, Contracts, Checks, Deposits, and Funds

- 8.1 Budget – The Board of Trustees shall have prepared by the Finance Committee an annual budget for the corporation. This budget shall be submitted to the Board of Trustees for approval. No expenditures shall be made or indebtedness incurred unless authorized by the budget or by the Board of Trustees.
- 8.2 Contracts – The Board of Trustees may authorize any officer(s) or agent(s) of the Association to enter into any contract or to execute and deliver any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific instances.
- 8.3 Checks, Drafts, etc – All checks, drafts, or orders for the payments of money, notes, or other evidences of indebtedness issued in the name of the Association shall be signed by such officer(s) or agent(s) of the corporation and in such a manner as shall from time to time be determined by resolution of the Board of Trustees. In the absence of such determination by the Board of Trustees, such instruments shall be signed by any two of the following: the Treasurer, President, or Secretary.
- 8.4 Deposits – All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Trustees may select.
- 8.5 Gifts – The Board of Trustees, Administrative Assistant, or General Manager may accept, on behalf of the Association, any contribution, gift, bequest, or device for the general purpose or for any special purpose of the corporation. The Treasurer shall be responsible for sending notice of its receipt to the contributor, stating whether or not goods or services were received in exchange for the contribution, gift, bequest, or device.

ARTICLE IX Fiscal Year

The fiscal year for the corporation shall begin September 1st through August 31st of the next year, unless otherwise determined by resolution of the Board of Trustees.

ARTICLE X Amendments

Amendments by Members – These Bylaws may be amended by the members acting at an Annual or Special Meeting of members as provided for in Article V. Alternatively, if a proposed amendment is e-mailed to the members' main e-mail addresses, at least 20% of the membership has returned e-mails with clear responses, and more than 50% of these responses are clearly favorable, the amendment shall be deemed approved.

ARTICLE XI Rules of Order

Proceedings of CCA shall be governed by the latest edition of Roberts' Rules of Order, as may be amended by a majority of those present at any particular meeting.