



# **Joplin Youth Basketball Association By-Laws**

Revised August 14, 2012

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## **ARTICLE I NAME AND LOCATION**

### Section 1: NAME

The name of the organization shall be the Joplin Youth Basketball Association (JYBA).

### Section 2: ADDRESS

The Association's mailing address is P.O. Box 8078, Joplin, Mo. 64802-8078.

### Section 3: PLACE OF BUSINESS

The principal offices for the transaction of business shall be located at such place as determined by the Board Members and Officers.

## **ARTICLE II OBJECTIVES AND MISSION**

The primary objective of the Joplin Youth Basketball Association will be to provide the best possible basketball program for the youth of Joplin, under the direction of the Board Officers and Directors.

Joplin Youth Basketball Association "Mission Statement":

The Joplin Youth Basketball Association is a non-profit basketball program that provides an opportunity for boys and girls, grades 2nd through 6th, to learn the fundamentals of basketball through positive coaching, structured practices and meaningful play time. Although this is a competitive league, the emphasis is to make sure all are given an equal chance to participate regardless of ability.

We are sustained by the efforts of volunteers who display an extraordinary amount of commitment and hard work, ensuring that our league is a positive influence in the lives of our children. We also strive to provide a service to our community by providing a healthy outlet for children, opportunities for the community to gather together, and endless hours of entertainment.

The Joplin Youth Basketball Association's vision is to assist Joplin High School Basketball to compete for state championships, by providing an equal opportunity for kids to get high quality basketball education that will promote love for the game of basketball and for being quality people in the community. Our dream is within 5 years to acquire land so that we will have a facility that meets the needs of our mission and community. Also, within 10 years to have a facility that will accommodate all JYBA needs such as practices, games, and other beneficial activities. To accomplish this through frugal business operations, fundraising, and community support. We have a strong desire for young people to have the best opportunity to achieve their potential. It is our desire to promote basketball education and passion in a selfless and pure avenue that puts kids and healthy competition above all other agendas.

## **ARTICLE III MEMBERSHIP**

The membership of the Association will be made up of parents, coaches, Board Officers and Directors as well as volunteers who are interested in developing good sportsmanship and character in the children of Joplin.

## **ARTICLE IV OFFICERS AND DIRECTORS MANAGEMENT**

### **Section 1: ELECTED/APPOINTED POSITIONS**

The membership will elect, during the Annual Meeting of the Association, League Officers and Directors. All terms for League Officers will apply for a period of two years and all terms for League Directors and Board Members shall be one year.

The Chairman of the Board will be the head boys' basketball coach and will be evaluated and approved annually by the board. This is an honorary title that will be awarded full voting privileges.

The League Officers will include a President, Vice-President, Treasurer, and Secretary.

The League Directors will include: Referee Director, Uniform & Merchandise Director, Fund-raising Director, Player Development Director, Concession Director, Publicity Director, Director of Coaches and Scheduling Director.

Additional Directors may be added as needed based upon a majority vote at the Annual Meeting of the program. Board members may take on multiple Directors positions but will be limited to one vote at the Annual Meeting and all Board Meetings. Any additional positions and/or amendments to the Bylaws should be determined at the final meeting of the Association prior to the Annual Meeting, by a majority vote of the Board, but can be added at the Annual Meeting. All Board votes require a quorum of greater than 50% of voting Board members present with the President voting only to break a tie. In the absence of the President, the next Officer in succession (Vice President, Treasurer, Secretary) will vote only to break a tie. In emergency situations, Board Officers can make decisions outside a Board meeting if all 4 Officers are present. Officers voting requires a  $\frac{3}{4}$  vote to approve any decisions. Any votes will be presented the next Board meeting.

### **Section 2: BOARD VACANCIES**

A current board member will fill vacancies occurring during the year, if possible. A League Director may be replaced by a non-Board member with a majority vote of the Board. The Board will accept nominations from members and vote on such nominees to replace the Board member accepting the director position.

### **Section 3: BOARD VOTING**

- A. Management of the Association shall be vested in the Board Members and the Officers outlined in Article IV, Section 1.
- B. In a Board meeting called by the President where all voting members have been notified; business may be transacted by voting members present. Only Board members may vote on business. Non-Board members may however, discuss business activities.

#### **Section 4: ANNUAL ELECTION OF JYBA BOARD**

- A. Election of the Officers and Directors for the Association will be held at the Annual Meeting in June. The fiscal year will begin on June 1 and end May 31. All positions will be effective immediately. The Annual Meeting must be held at a location that is advertised via the Association website.
  - Beginning with the 2010 election, all interested candidates must express interest to the Secretary at least two weeks prior to the meeting. Candidates can only express interest in three Board positions. Only Members in attendance can vote.
- B. All Officer and Director positions will be elected based on a nomination from the floor.
- C. Nominations will require a second by eligible voters.
- D. Members can self-nominate for a Board position. Self-nominations will be considered only with a second from the floor.
- E. Candidates do not have to be present for nomination to be considered provided that candidate expressed interest in a Board position or Director role in writing or email at least two weeks in advance to the Secretary. If a candidate expresses interest after the two-week period has passed, that candidacy will only be considered with a minimum of 51% vote from the existing Board members. The Secretary will post all positions and interested candidates on the JYBA web site two weeks before the Annual Election.
- F. In the event more than one Member is nominated for a Board position, each candidate will have three minutes to state his or her qualifications to the Membership. Majority vote of all present voting Members will determine the outcome of the vote.
- G. Election results will be posted as soon as practical after election days, and, as stated in Article IV, Section 4, newly elected officials will take office immediately.

#### **Section 5: Public Forum**

Comments and suggestions are permitted by parents/guardians who have/had a child in the program or by individuals who have coached or refereed in the past. Any comments and suggestions that were brought up in a public forum meeting may be addressed at the next board meeting.

#### **Section 6: GENERAL MEMBERSHIP MEETINGS**

Board meetings will take place monthly, as needed, and will be at a place and time designated by the President and posted on the JYBA website at least one week in advance. Members are welcome to attend each meeting by expressing interest to an Association Officer in writing or via email within a reasonable time in advance of the meeting.

#### **Section 7: AMENDMENTS TO BY-LAWS**

Any By-Law amendments may be made and passed by a  $\frac{3}{4}$  vote of the Membership at the Annual Meeting in April.

## **ARTICLE V**

### **LEAGUE OFFICERS DUTIES**

#### **Section 1: PRESIDENT**

The President will preside over and facilitate all Board Meetings and the Annual Meeting. The President shall be an Ex-Officio Member of all standing and appointed committees. The President is charged with overall administration of the Association and ensuring that all elected officials are meeting their responsibilities as outlined in the Article. The President will not be able to vote on any issues unless there is a tie. All voting will be executed by Board Officers and Directors. The League Officers and Directors shall appoint committees and assign committees which deemed necessary for the program. The President will be responsible for pulling all permits or appointing a designee to do so. The President will provide a program status at each Board meeting, as needed.

#### **Section 2: VICE PRESIDENT**

The Vice-President will preside at meetings in the absence of the President and other duties as assigned by the President. The Vice-President is responsible for the overall management of the program leagues. The Vice-President is also responsible for the review of the program's, along with the Referee Director and the corresponding League Directors. The Vice-President will provide a program status at each Board meeting, as needed.

#### **Section 3: TREASURER**

The Treasurer will receive all monies, disperse all funds as approved by the League Officers and Directors and will maintain a current, accurate record of all receipts and expenditures. The Treasurer will pick up money for Game Day and make Night Deposits. The Treasurer will have a general knowledge of basic accounting procedures. The Treasurer will present a written financial report at all Annual Meetings and Board meetings, as necessary. All Association monies shall be maintained in a checking account under the name Joplin Youth Basketball Association. All checks shall be signed by the Treasurer or the President. Up to (3) check signatures may be permitted, to be determined at the first meeting of the Association. A general ledger accounting of all incomes/expenses incurred during each Board Member's term (June through May) is to be finalized and provided no later than the Annual Meeting for the incoming Board. The Treasurer will also be responsible for the overall coordination of all programs fund raising activities along with the Fundraising Director, or appoint a designee to do so. The Treasurer will provide a status update at each Board meeting, as needed.

#### **Section 4: SECRETARY**

The Secretary will keep minutes of all Annual Meetings and Board meetings. The Secretary will forward (electronic medium is acceptable) to all Board members at least one week in advance the minutes from the prior meeting for review. The Secretary will also be responsible for the creation of all program forms where needed. The Secretary will be responsible for the Calendar of Events for JYBA. In coordination with the Publicity Director, the Secretary will organize preregistration and registration. Cancellations of any activities, Financial Assistance, Game rules, or rule changes will be determined by the League Officers.

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# **ARTICLE VI**

## **BOARD DIRECTORS DUTIES**

### **Section 1: FUNDRAISING DIRECTOR**

The Fundraising Director will be responsible for the overall activities involved in the Associations fundraising programs. These programs will include non-registration-based monies. These will include but are not limited to recommending activities to the Board, acting as liaison with the Treasurer, attending and coordinating Fundraisers, obtaining sponsorships for the Association, obtaining and collecting donations and overseeing any fund-raising committees as needed. The Fund-raising Director will provide a program status at Board meetings, as needed.

### **Section 2: REFEREE DIRECTOR**

The Referee Director(s) will be responsible for training, selection, scheduling of the Association's referees. In addition, the Referee director must work with the Vice-President and League Director's to review the program's rules and make recommendations and changes were deemed necessary. The Referee Director must also recommend the compensation for Referees and act as liaison with League Directors for referees. The Referee Director will provide a program status at Board meetings, as needed.

### **Section 3: CONCESSION DIRECTOR**

The Concession Director will be responsible for the overall activities involved in not only the concession program but also the admissions table. These include but are not limited to, the filling of all time slots, keeping inventory of all concession supplies and maintaining the overall cleanliness of the concession stand and front admission area. The Concession Director will report all proceeds to the Treasurer. The Concession Director will provide a program status at Board meetings, as needed.

### **Section 4: UNIFORM & MERCHANDISE DIRECTOR**

The Uniform & Merchandise Director will be responsible for the purchasing of all uniforms needed for the program and all merchandise including T-shirts, Sweatshirts, jackets or hats and any other requirements for the Association. The Uniform & Merchandise Director will be responsible for JYBA pictures. The Uniform & Merchandise Director will work with the Fund-raising Director as needed. The Uniform & Merchandise Director will provide a program status at the Board meetings, as needed.

### **Section 5: PUBLICITY DIRECTOR**

The Publicity Director will be responsible for all communication via local newspapers and other such advertising media. In addition, the Publicity Director will be responsible for updating the Website or appointing a designee to do so. The Publicity Director may provide, or deliver through the Secretary, a program status at the Board meetings, as needed. In coordination with the Secretary, the Publicity Director will organize preregistration and registration.

### **Section 6: PLAYER DEVELOPMENT DIRECTOR**

The Player Development Director will be responsible for creating developmental opportunities for players and the Program to include, but not be limited to, skill development clinics, summer recreation programs, scholarships and related improvements. The Player Development Director will act as liaison for the players to the Board & Directors. The Player Development Director will support, and act as a resource to the Board & League Directors. The Player Development Director will be responsible for team rosters and player evaluations along with selected board members. The Player Development Director will provide status reports at Board

meetings as needed. The Player Development Director will be responsible for league standings and player statistics and coordinate with the Publicity Director to update the web site.

### **Section 7: SCHEDULE DIRECTOR**

The Schedule Director will be responsible for the League and Tournament Schedules. The Schedule Director will communicate with principals, secretaries, and coaches to coordinate practice schedules, facilities, and gym use. The Schedule Director will work with the Publicity Director to update the website with schedules.

### **Section 8: DIRECTOR OF COACHES**

The Director of Coaches will coordinate the Coach's clinic and work directly with all JYBA coaches. The Director of Coaches will be responsible for all equipment check out and check in. The Director of Coaches will be responsible for communicating with coaches all information relative to games, practices, League and conduct rules. The Director of Coaches will act as liaison for the coaches to the Board & Directors.

**All Board members are expected to participate in a minimum of two games at Joplin local events such as: football and basketball games, booths, etc.**

## **ARTICLE VII TEAM MANAGEMENT**

### **Section 1: AVAILABLE PROGRAMS**

JYBA will consist of programs for girls and boys residing in the City of Joplin, Missouri or who are enrolled in any school, public or private, located in Joplin. The programs will consist of a 3rd & 4th grade boys & girls program and a 5th & 6th grade boys & girls program. The programs may be combined as needed. Any additional program may be added upon a majority vote of the Board. These include but are not limited to summer programs/camps, and any other programs recommended by a Board member(s).

### **Section 2: COACHES**

Each team shall have one adult Head Coach and may have up to two adult Assistant Coaches. The League Directors & Board will recommend & approve all Head Coaches. Only Head Coaches will be pre-selected. Assistant Coaches will be chosen AFTER the teams are selected. Coaches will be responsible for communicating with players and parents all information relative to games, practices, League and conduct rules. All coaches must complete a Coaching Application and sign a Coaches Code of Conduct prior to being recommended for a coaching role. All coaches are subjected to the passing of a background check.

### **Section 3: COACH MANAGEMENT**

Both the Head Coach and the Assistant Coach(s) must be active in the management of the team. Team equipment will be issued to the Head Coach each year by the Director of Coaches. The coach will sign a list of equipment received and will return the equipment to the Director of Coaches or League Director within one week after the completion of the season. Failure to return equipment in required time is or can be grounds for suspension of coaching for the following year. Equipment damage during the season will be reported to the Director of Coaches and he/she will coordinate the replacement with the appropriate Board members.



## **ARTICLE VIII**

### **ASSIGNMENT/SELECTION OF PLAYERS TO TEAMS**

#### **Section 1: EVALUATION REQUIREMENT**

An evaluation will be held each year for all league ages. In order to be eligible, it is mandatory that every child be registered and signed a Player Code of Conduct.

#### **Section 2: EVALUATION PROCESS**

For evaluations, only the Player Development Director and designated Board members will be supplied with a list of players and will be allowed to participate in the evaluation process. Each child will be graded utilizing a rating system in the areas of basketball skills. After these evaluations, the grading scores will be tallied, and teams will be drafted making sure that the teams are as equal as possible.

## **ARTICLE IX**

### **FINANCIAL**

#### **Section 1: FEES**

The Joplin Youth Basketball Association is a non-profit organization. All monies collected shall be used to further the aims of the Association. All fees will be determined by the Board prior to the distribution of the registration notice each season.

#### **Section 2: NO COMPENSATION**

No Officer or Board member shall receive any compensation for services rendered as such Officer or Board member.

#### **Section 3: APPROVAL FOR PURCHASE**

No person, Officer, or Board Member may purchase on credit or cash, in the name of the Joplin Youth Basketball Association, any item for use in the program unless they have been approved to do so by the Board.

#### **Section 4: REIMBURSEMENT FOR PURCHASE**

No person will be reimbursed for any purchase in the name of this Association unless authorized by the Board and they provide a receipt for such purchase.

## **ARTICLE X**

### **SPECIAL RULES**

#### **Section 1: PLAYER/COACH CONDUCT**

Coaches and players of one team will not engage in any activity designed to upset, disrupt, or discredit the players, coaches and activities of the opposing team. Should this occur, it could result in ejection from the game. Any coach or player using any manner of profanity, abusive language or physical abuse toward anyone in the playing area, will be required to leave the facility and will automatically become ineligible to participate in the next scheduled game. A second such offense in any one season will result in expulsion from the Association for the remainder of the current year. There will be no exceptions to nor appeal to this article of rule. Any such offense should be reported immediately to the Board & Directors immediately in written form.

## **Section 2: SPECTATOR CONDUCT**

Spectators will remain courteous and refrain from interfering with any activities on the courts and will not be allowed to criticize coaches, players or referees. Should this occur, it could result in ejection from the facility. Parents may be asked to sign a Parents Code of Conduct at the time their child is registered.

## **Section 3: COMMENTS TO REFEREES**

No Coach, Player or Spectator will argue unduly with the referees. Questions directed to the referees for the coach's information, which are not argumentative in nature, are not to be considered as undue argument.

## **Section 4: GAME PROTESTS**

Protest of games must be made in writing to the Board & Directors within 24 hours upon completion of a game. All disputes should be handled during the games.

## **Section 5: PLAYER PARTICIPATION ON TEAMS**

- A. Players not showing an adequate interest in the team effort by failing to report for called practice sessions and scheduled games may be dropped from the team; but only after the approval of the Board members. Upon dismissal from a team, no refund of registration fees will be available.
- B. Players deciding not to play after being selected to a team should notify his/her coach or the President or Player Development Director of the Joplin Youth Basketball Association. Registration fees are not returnable once the teams have been selected, unless approval by the Board of Directors.
- C. For the team that selected the resigning player, the Player Development Director may determine the best course of action for the team, which may require the movement of players between teams.
- D. The rules utilized for the program will be the Missouri State High School Regulations and the Joplin Youth Basketball Association Rulebook. This book must be reviewed annually by the Board & Directors. The updated book must be posted on the League(s) WEB site and provided to all parties.

# **BYLAWS OF THE BOARD OF TRUSTEES FOR JOPLIN YOUTH BASKETBALL ASSOCIATION**

## **ARTICLE I THE BOARD OF TRUSTEES**

### **SECTION 1 - AUTHORITY OF THE BOARD OF TRUSTEES**

The Board of Trustees for Joplin Youth Basketball Association (Board) is responsible for the governance and oversight of the regular board. The Board of Trustees determines the general policy and rules, reviews and approves budget requests, sets fees, and appoints the Chairman of the Board (Chair). The specific powers and duties of the Board are prescribed in Article 2 Section 4 of the Bylaws of the Board of Trustees and are further delineated in policies adopted by the Board from time to time.

### **SECTION 2 - BOARD MEMBERSHIP**

The Board of Trustees for Joplin Youth Basketball Association shall consist of a minimum of three members and a maximum of five, all of whom shall be voted on and appointed by the regular board. It shall be the duty of each trustee to attend all Board meetings, as well as meetings of committees to which he or she has been appointed.

### **SECTION 3 – LENGTH OF TERM**

Members of the Board of Trustees shall serve for life

Members may be removed if they violate the Code of Ethics set forth by the bylaws of JYBA and Section 4, and if voted on by a majority of the Board of Trustees and the regular board.

### **SECTION 4 - CODE OF ETHICS**

Members of the Board of Trustees shall serve for the public good and not for personal interest or gain. They shall comply with the provisions of the Code of Ethics for JYBA. A trustee shall not engage in any activity that violates the intent of this section and shall avoid any appearance of impropriety.

## **ARTICLE II ORGANIZATION OF THE BOARD**

### **SECTION 1 - MEETINGS OF THE BOARD OF TRUSTEES**

#### **A. REGULAR MEETINGS**

- Regular meetings of the Board shall be held in accordance with a schedule established and approved yearly by the Board. Said schedule shall include a minimum of four meetings (quarterly) during the calendar year. The decision to cancel a meeting for lack of business shall be made by the Chair in consultation with the regular board.

#### **B. SPECIAL MEETINGS**

- Special meetings shall be at the call of the President of JYBA or whenever requested by three or more members of the Board. No other business shall be considered at such special meetings.

#### **C. QUORUM**

- A majority of the current membership of the Board shall constitute a quorum. Meetings may be conducted in the absence of a quorum provided that all actions taken are confirmed at a subsequent meeting where a quorum is present. Participation and interaction, through the use of available technologies (i.e., speakerphone, videoconference), will constitute a member's being present, provided that all members participating in the meeting are able to communicate with one another.

#### D. D. VOTING

- For the purposes of these Bylaws, a “majority vote” shall be defined as a vote of more than half of the votes cast by members, excluding abstentions, at a regular or properly called meeting at which a quorum is present. A “two-thirds vote” shall be defined as a vote of at least two-thirds of the votes cast by members, excluding abstentions, at a regular or properly called meeting at which a quorum is present.

#### E. ADOPTION OF AGENDA

- Following the Chairman’s declaration of a quorum, the proposed agenda shall be adopted by a vote of the Board. Any motion made to add an item to the agenda shall require an affirmative two-thirds vote. A member moving to add an item to the agenda shall provide a written copy of the proposed motion, as well as written explanation of the circumstances which necessitate an immediate vote or discussion, shall be provided to all members of the Board, the Chairman, and the secretary to the Board.

#### F. EXECUTIVE SESSION

- The Board may hold an Executive Session, upon an affirmative majority vote, in accordance with applicable bylaws. The purpose for the Executive Session shall be stated prior to the vote. Only members of the Board and other persons invited by the Board to attend all or part of the session shall be present during the Executive Session. No vote shall be taken in Executive Session.

#### G. PUBLIC ACCESS TO THE BOARD

- Groups and individuals who seek access to the Board in order to present their views on existing Board policy or potential Board actions must present their request in writing to the Chair of the Board or to the regular board. The Chair of the Board shall direct access, as appropriate to the circumstances, to a subcommittee.

### **SECTION 2 - OFFICERS OF THE BOARD**

- A. The officers of the Board shall be the Chair, Vice-Chair, and Secretary.
- B. The Chair shall be the Joplin High School Boys Basketball Coach, or, as appointed by the Board.
- C. Officers, except the Chair, shall be elected by majority vote of the Board at the organizational meeting of the Board held in June.

### **SECTION 3 - ELECTION OF OFFICERS**

#### A. REGULAR ELECTION

- At the regular May meeting, the Chair shall appoint a Nominating Committee consisting of three members of the Board. The Nominating Committee shall mail its recommendations to each member of the Board not fewer than ten days prior to the June organizational meeting.

#### B. SPECIAL ELECTION

- In the event any officer shall be unable to complete his or her term and an election is required, a three-member Nominating Committee shall be appointed by the Chair to nominate a successor. The recommendation of the Nominating Committee shall be mailed to each member

of the regular board not fewer than ten days prior to the next regular meeting of the regular board, at which time the election shall be held.

#### **SECTION 4 - DUTIES OF THE OFFICERS**

##### **A. CHAIR**

- The Chair shall preside over meetings of the Board in accordance with the general principles stated in Robert's Rules of Order, shall appoint members to committees established by the Board, and shall serve as ex-officio member of all committees except the Nominating Committee. The Chair shall have the same right to vote and to participate in discussion as any other member.

##### **B. VICE CHAIR**

- In the absence of the Chair, the Vice Chair shall preside over meetings of the Board and shall perform all the duties of the Chair.

##### **C. SECRETARY**

- The Secretary shall be responsible for maintaining the minutes and other records of the proceedings of the Board, which responsibility may be delegated by the Secretary to the Board's staff. The Secretary shall sign the minutes of each meeting of the Board following approval thereof by the Board. In the absence of the Secretary, any other Officer of the Board may sign the approved minutes.

##### **D. CHAIR PRO TEM**

- In the absence of the Chair and Vice Chair, the Secretary shall call the meeting of the Board to order and a Chair Pro-Tem shall be elected by an affirmative vote of two-thirds of the Board members present and voting to perform the duties of the Chair.

### **ARTICLE III COMMITTEES AND REPRESENTATIVES OF THE BOARD**

#### **SECTION 1 - EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the Chair of the Board, officers of the Board, the President of JYBA, and, at the discretion of the Board Chair, two (2) Members-at-Large appointed by the Chair of the Board. The Executive Committee may transact business on behalf of the Board during the interim between regular meetings of the Board, and any actions taken shall be confirmed by the full Board at its next regularly scheduled meeting.

#### **SECTION 2 - DELEGATION OF RESPONSIBILITY**

Upon specific authorization by a majority vote of the Board, a committee may take action for the Board subject to later ratification by the Board.

#### **SECTION 3 - SPECIAL COMMITTEES**

The Chair of the Board may appoint committees from time to time to address any special or extraordinary subject or issue.

#### **SECTION 4 - COMMITTEE QUORUM**

Fifty percent or a majority of the members of a special committee shall constitute a quorum, or for a joint committee meeting, a majority of the members of the committees involved.

### **ARTICLE IV MAINTENANCE OF BYLAWS**

#### **SECTION 1 - AMENDING THE BYLAWS**

The Bylaws may be amended by:

- A. The introduction of a proposed amendment at the time of a regularly scheduled meeting, and
- B. An affirmative vote of two-thirds of the members of the Board at the time of the next regularly scheduled meeting.