

## SALEM CAPITAL PRIDE BY-LAWS

### ARTICLE I - DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors will be the governing body of Salem Capital Pride in all business matters.

### ARTICLE II - DUTIES OF THE PRESIDENT

1. Shall be the chief representative of Salem Capital Pride.
2. Shall preside at all meetings of the Membership and Board of Directors.
3. Shall assume the duties of any other Board members in their absence.

### ARTICLE III - DUTIES OF THE VICE PRESIDENT

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

### ARTICLE IV - DUTIES OF THE SECRETARY

1. Answer all correspondence and inquiries in a timely manner.
2. Take minutes at all Membership and Board of Directors meetings.
3. Keep and maintain all non-financial records of Salem Capital Pride.
4. Keep and maintain a current membership list.
5. Shall head all efforts regarding publicity, media, and communications.

### ARTICLE V - DUTIES OF THE TREASURER

1. Deposit all funds to Salem Capital Pride's bank account in a timely manner.
2. Pay all outstanding balances in a timely manner.
3. Keep and maintain all financial records of Salem Capital Pride.
4. Prepare a balance sheet for the Board of Directors upon request by any voting member.
5. Prepare fiscal year-end statement and file necessary federal and state reports.

### ARTICLE VI - DUTIES OF THE EXECUTIVE DIRECTOR

1. Coordinate committee work and serve as liaison between committees and the Board of Directors.
2. Coordinate communication between other organizations with similar missions and related governmental organizations at the direction of the Board of Directors.
3. Assist with an annual review of the organization structure and operations.

### ARTICLE VII - ELECTION OF BOARD OF DIRECTORS

1. At the first meeting in September of each year the membership will elect a new Board of Directors.
2. Only those who have submitted a signed membership form and have attended a minimum of three (3) general membership meetings in the preceding 12 month period may vote for the Board of Directors.
3. In the event of a vacancy on the Board of Directors, a special election will be held at the next general membership meeting to fill the position.

## ARTICLE VIII - MEMBERSHIP

All interested individuals who qualify as stated in the Constitution may fill out a membership application after attending three (3) meetings and turn it in to any member of the Board of Directors. No membership application can be refused.

## ARTICLE IX - RIGHTS OF MEMBERS

Members shall have the right to vote at all membership meetings either in person or via audio/visual communication.

## ARTICLE X - AMENDMENTS

These By-Laws may be altered, amended or changed by the membership at any meeting called especially for by-law changes, by a two-thirds ( $\frac{2}{3}$ ) vote.