

GRIOTS' CIRCLE OF MARYLAND, INCORPORATED
BYLAWS

Article I: Rules of Order

The Robert Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws, with national bylaws, or with any other special rules of order adopted by the organization.

Article II: Executive Board

- Section 1. The Executive Board shall consist of the President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, and one (1) representative from the Council of Elders,
- Section 2. It shall be the duty of the Executive Board to conduct the business of the organization while the Body is in recess.
- Section 3. The immediate Past President shall act in a non-voting advisory capacity to the Executive Board.
- Section 4. The quorum for the transaction of any business shall be a simple majority of the Executive Board Members and the act of the majority of the Executive Board Members shall be the act of the Executive-Board.
- Section 5. The Executive Board shall have the authority to call for an audit of the Treasurer's books at anytime.
- Section 6. The Treasurer will be responsible for ensuring that the organizations bank account authorized signatures are updated with the newly elected officers by January of the election year or whenever the organization has adopted a change.
- Section 7. The Corresponding Secretary will be responsible for ensuring that the organization's post office box authorized signatures are adapted with the newly elected officers by January of the following year or whenever the organization has adopted a change.

Article III: Election of Officers

- Section 1. Officers shall be elected every two (2) years by ballot. Officers shall remain in office until their successors have been duly elected and installed.
- Section 2. Officer's term of office shall begin January 1st and end December 31st of the second year.

Section 3. The Nominating Committee shall be composed of volunteers from the Body who are not officers of the organization.

Section 4. The month of November shall be for nominations for office-
December shall be for election of officers-
January shall be for the installation of officers.

Section 5. The President shall appoint other offices, i.e., Assistant Secretary, Assistant Corresponding Secretary, Historian, Parliamentarian, Chaplain, etc.

Article IV: Standing Committees

Section 1. The standing committees shall be:
A. Programming Committee
B. Public Relations Committee
C. Financial (Budget) Committee
D. Membership Committee

Section 2. The Vice President shall chair the Programming Committee
The Treasurer shall chair the Financial (Budget) Committee
A volunteer shall chair the Public Relations Committee
A volunteer shall chair the Membership Committee

Section 3. All expenses for any Committee must be stated clearly in writing and approved by the Board before disbursement.

Article V. Revenue

Section 1. The Executive Board shall determine annual dues for members which will include National and Local dues. .

Section 2. The Executive Board shall determine dues for Life Membership.

Section 3. The Fiscal year will be from January 1st to December 31st. An Auditors report shall be submitted at the March meeting.

Section 4. The Financial Secretary must issue receipts and present to the Treasurer all monies collected within a one (1) week period after receiving it.

Section 5. The President shall substitute for the Financial Secretary and Treasurer if they are not available. The Vice President can substitute for the Financial Secretary and the Treasurer if the President is not available.

Section 6. Only the Treasurer can deposit monies into the organization's bank account. Only the Treasurer can write checks. All checks must be for expenditures that have been approved the Board. The check must include all proper signatures.

Article VI. Guidelines for Fundraisers and Sponsored Events

Section 1. A budget must be submitted for all fundraisers or sponsored events at least thirty (30) days prior to the event or program.

- Section 2. The Executive and Financial Committee must approve all budgets by signature. One of the signatures must be of the President.
- Section 3. Budgets must clearly list all income and expense items.
- Section 4. All expense items must be represented with an appropriate contract or receipt.
- Section 5. All requests for disbursements must be submitted with the appropriate documentation and signed off by the chairperson of the fundraiser or sponsored event, the Treasurer, and the President.
- Section 6. All requests for reimbursements must be submitted in writing with the appropriate documentation and receipts and signed by the chairperson of the fundraiser or sponsored event.
- Section 7. At the conclusion of a fundraiser or sponsored event
- A. all funds should be deposited into the organization's account within one (1) week after the collection of said funds.
 - B. All receipts must be accounted for and turned over to the Board along with a final report.
 - C. The final report should be presented to the Body at the next regularly scheduled meeting. The final report must be agreed to and signed by the chairperson of the fundraiser or sponsored event, the Treasurer (verifying deposits and disbursements or reimbursements) and the President.

Article VII. Chapter Representation

- Section 1. The Chapter needs to be represented at the National Association of Black Storytellers annual festival.
- A. The Chapter President should attend the festival and if he/she can not , then, an alternate should be appointed to attend.
 - B. The Chapter should fund the festival registration only for said, representative; with no monetary compensation for other expenses, travel, room and board.
- Section 2. The Chapter needs to be represented at the National Association of Black Storytellers meetings or retreats.
- A. The Chapter President should attend the NABS meetings or Retreats and if he/she can not, then, an alternate should be appointed to attend.

B. The Body should vote whether to fund any of the representative's expenses for either the NABS meetings or Retreats.

Article VIII. Dissolution

Upon dissolution of this chapter all outstanding bills must be paid immediately, with any remaining assets being transferred to the National Association of Black Storytellers, if such organization is in existence; if not, then, to an organization with similar purpose.