

**BYLAWS**  
of the  
CAME TO BELIEVE RECOVERY, INC.

**ARTICLE I: NAME**

**Section 1.01. Legal Name.**

Came To Believe Recovery, Inc.

**Section 1.02. Fictitious Name.**

The organization may use a fictitious name with approval by the Board of Directors.

**ARTICLE II: PURPOSES**

**Section 2.01. Organization's Purposes.**

- A. To provide Christian restoration initiatives to individuals, families, organizations and communities through the use of the 12 Steps of Alcoholics Anonymous in their original format as the guiding directives as well as act as a learning organization in which the vision and original growth opportunities are developed within a dynamic community.
- B. To provide activities that include, but are not limited to, the following:
  - 1. Community outreach,
  - 2. Educational video and print materials development, publication and sales,
  - 3. Christian spiritual development and enrichment curriculum,
- C. To develop and promote recovery through retreats, workshops, seminars and Christian community development initiatives.
- D. To provide recovery and restoration consulting to families, communities and churches.
- E. As a nonprofit, tax-exempt organization we will follow and adhere to the current version of Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future tax code.

**ARTICLE III: MEMBERSHIP**

**Section 3.01. Membership - Classes.**

- A. Active Membership shall:
  - 1. consist of the Officers of the organization,
  - 2. have the following rights:
    - a. Attend meetings,
    - b. Make motions,
    - c. Speak in debate,
    - d. Give previous notice,
    - e. Make nominations,
    - f. Vote – in person, by mail, fax, electronically, or proxy.
- B. Associate Membership shall:
  - 1. be granted upon review and approval of the Membership Committee,
  - 2. have the following rights:
    - a. Attend meetings,
    - b. Speak at meetings.

- C. Honorary Membership shall:
  - 1. be granted upon review and approval of the Membership Committee,
  - 2. have the following rights:
    - a. Attend meetings,
    - b. Speak at meetings.

**Section 3.02. Active Membership - Qualifications & Requirements.**

The minimum requirements for active membership are:

- A. Ability to communicate effectively and in a timely manner around the topics of recovery and restoration.
- B. Demonstrated ability to undertake tasks relevant to recovery, outreach, and education.
- C. Agreement with the non-negotiable facts of the Christian faith- Sin separates mankind from God, Jesus died for our sins, Jesus rose from the dead thus repairing the separation created by sin.
- D. Agreement that the 12 Steps represent an effective methodology for recovery and that through these steps man can be recovered.
- E. Agree to abide by the Bylaws, Special & Standing Rules as set forth in these documents of the organization.

**Section 3.03. Active Membership - Resignation.**

Reference "Section 4.04. Officer's - Resignation."

**ARTICLE IV: OFFICERS**

**Section 4.01. Officers – Offices of the organization.**

- A. President
- B. Vice-President
- C. Recording Secretary
- D. Treasurer
- E. Librarian/Historian/Editor
- F. *Program* standing committee chairs
- G. Directors-at-Large
- H. Immediate Past President

**Section 4.02.1. Officers - Terms & Term Limits.**

- A. Officers shall serve in an office for a term of two years unless re-elected to office or until their successors are elected.
- B. Serve in an office with no limit to terms so long as qualification for the office is maintained or until their successors are elected.
- C. The voting is a secret & written vote with the exception of only 1 nomination for a position then the president can appoint the nominee with the approval of the board.
- D. There are no term limits for officers as long as compliance with the above stated articles are maintained and reinstatement is voted by Board.

**Section 4.02.2. Officers - Staggered Terms of Office.**

- A. The following officers will be elected in even numbered years, beginning 2018:

(a) President, (b) Vice-President(s), (c) Librarian/Historian/Editor and (d) Directors-at-Large.

- B. The following officers will be elected in odd numbered years, beginning 2017:  
(a) Secretary, (b) Treasurer and (c) program standing committee Board chairs.

**Section 4.02.3. Officers - Vacancy of Office.**

- A. Vacancy of the Office of President will be automatically filled by the position of Vice-President.
- B. All other vacant offices will be appointed by the President with the approval of the existing officers or left unfilled until a time when deemed warranted by the Board.
- C. The person named to fill a vacancy, serves in office for the remainder of the term.

**Section 4.03.1. Officer's – Candidate Requirements.**

Candidate Requirements are:

- A. Non-members may be considered if they agree to become an active member.
- B. Meet the requirements for active membership.
- C. Willing to serve on the Board.

**Section 4.03.2. Officers - Nominations.**

- A. The Board shall establish a Nominations/Elections Committee that is charged on a case specific basis:
1. with the responsibility to name one or more candidates for each office to be vacated,
  2. to send, receive, compile and tabulate the Election Ballots.
- B. If only one person is nominated for an office, the President may declare that person as elected with the approval of the Board.
- C. Additional nominations may be made by the Board to the Nominations/Elections Committee.

**Section 4.03.3. Officers - Election Process.**

- A. Officers shall be elected by a majority vote.
- B. Election shall be by secret ballot when there is more than one nominee for a position.
- C. Restrict the right of a member to cast a write-in vote.
- D. The results of the elections will be made available at the next meeting of the Board.
- E. The Board may hold a runoff between the top two candidates.
- F. The Board may suspend a requirement for a ballot vote.

**Section 04.03.4. Officers - Effective Date & Property Transference.**

- A. The elected officers shall take office on January 1 following their election and shall serve until their successors are elected.
- B. All records and other property belonging to the organization will be transferred to the incoming officer(s) no later than January 1.

**Section 4.04. Officer's - Resignation.**

- A. Any Officer or member of the Board of Directors who fails to attend two consecutive Board of Directors *Regular Meetings* without an excuse acceptable to the other members of the Board of Directors shall be considered to have resigned from the board and resigned the individual's voting membership.
- B. An Officer may submit a letter of resignation and shall be removed from office and all membership immediately upon receipt unless otherwise stipulated.

- C. Transference of the outgoing officers records and current projects will be assigned to one of the directors for oversight.

**Section 4.05. Officers - Removal.**

Officers may be removed from office at the pleasure of the Board as provided in the parliamentary authority.

**Section 4.06. Officers - Authority to Establish Standing & Special Committees.**

Officers' may establish standing & special committees with the approval of the Board or Executive Committee.

**ARTICLE V: DUTIES OF OFFICERS**

**Section 5.01. Duties - All Officers will:**

- A. submit written reports to be presented at the *Annual Meeting* to include accomplishments and goals,
- B. may be assigned such other duties applicable to the office as prescribed by the parliamentary authority as adopted by this organization and such other duties as may be assigned by the Board,
- C. participate in fundraising activities.

**Section 5.02. Duties – Specific Duties of Officers.**

- A. The President shall:
  - 1. be the principal executive officer of and the official spokesperson for the organization,
  - 2. preside at all meetings or delegate this duty to the Vice-President,
  - 3. appoint all chairpersons to standing and special committees with the approval of the Board of Directors,
  - 4. sign all contract and documents authorized by the Board of Directors,
  - 5. appoint the Finance & Budget Committee to prepare an annual budget for approval by the Board of Directors,
  - 6. be an ex officio (by virtue of the office) member of all committees.
- B. The Vice-President shall assume the duties of the President in the absence of the President;
- C. The Recording Secretary shall:
  - 1. serve as the custodian of the organization records, except those specifically assigned to others,
  - 2. maintain a record of the proceedings of each meeting,
  - 3. distribute the approved minutes after each meeting,
  - 4. notify the appropriate personnel of any special meeting,
  - 5. delegate or conduct the correspondence of the organization,
  - 6. delegate or collect and distribute the correspondence of the organization.
- D. The Treasurer shall:
  - 1. oversee the maintenance of the records of all funds of the organization,
  - 2. oversee the depositing all moneys in the name of the organization in a federally insured depository designated by the Board,
  - 3. oversee the payment of designated line items in the annual budget when due and non-designated line items as approved by the Board,
  - 4. present a financial report and budget status report at each *Regular Meeting* of the Board and a summary of the reports at each *Annual Meeting*,
  - 5. serve on the Finance & Budget Committee,
  - 6. oversee the preparation and present the financial records for audit after the end of the

- fiscal year and before the *Annual Meeting*,
7. establish procedures to ensure the organization is in compliance with the Internal Revenue Service and any other governing entity,
  8. oversee the preparation and timely filing of documents as they pertain to any governing entity.
- E. The Librarian/Historian/Editor shall:
1. oversee the operation of the library under the direction of the Board,
  2. keep an accurate record of all acquisitions,
  3. keep a written & pictorial record of the organization's activities,
  4. keep a file (paper and electronically) of all designated materials,
  5. oversee and be responsible for editing, publishing and distributing materials,
  6. oversee and be responsible for the content of the website,
  7. keep copies of assigned records/files for safe keeping.
- F. Program Committee Chairs shall:
1. act as the chair of its corresponding program,
  2. may establish special committees to develop plans, practices and recommendations,
  3. develop budgets and forecasts for program growth and support,
  4. submit proposals and recommendations to the Board for approval.
- G. Directors-at-Large shall reference "Section 5.01. Duties - All Officers will:"
- H. Immediate Past President shall reference "Section 5.01. Duties - All Officers will:"

## **ARTICLES VI: MEETINGS**

### **Section 6.01.1. *Annual Meeting* - Provision.**

A formal or modified formal yearly meeting held to hear annual operating & committee reports and approved next year's budget. New officers will be introduced.

### **Section 6.01.2. *Annual Meeting* – Schedule.**

The *Annual Meeting* will be during the month of February and may be before or after or during the *Regular Meeting*. The organization's entire membership is invited.

### **Section 6.02.1. *Regular Meeting* - Provision.**

A formal, modified formal or informal meeting held on a regularly scheduled basis – weekly, monthly, or quarterly or as needed to consider routine and nonroutine topics or items of business. This applies to the following meeting groups: Board of Directors, Executive Committee, standing and special committees or staff.

### **Section 6.02.2. *Regular Meeting* - Schedule of the Board of Directors shall:**

- A. be held not less than quarterly,
- B. schedule meetings by resolution and the number of days' notice required before the *Regular Meeting* of this board shall be not less than 7 days,
- C. be provided a copy of the prior meeting's minutes and next meeting agenda in advance of the meeting.

### **Section 6.03.1. *Special Meeting* – Provision.**

A formal, modified formal or informal meeting held between regularly scheduled meetings to conduct unusual or urgent business which cannot wait for a regularly scheduled meeting. Meeting groups may

consist of the entire membership, board's', Executive Committee, standing and special committees or staff.

**Section 6.03.02. *Special Meeting* – of the Board of Directors shall:**

- A. be called by the President or three of the Officers,
- B. set forth the purpose of the *Special Meeting* in the Notice of the meeting,
- C. consider only the purpose for this meeting and act upon that matter at hand if a quorum is attained,
- D. require the Secretary to contact the Officers not less than five days before the meeting. Contact can be by mail or electronic means,
- E. recognize the attendance may be in person or electronic methods.

**Section 06.03.3. *Special Meetings* – of other boards and committees shall:**

- A. be called by the chair or vice-chair,
- B. set forth the purpose of the *Special Meeting* in the Notice of the meeting,
- C. consider only the purpose for this meeting and act upon that matter at hand if a quorum is attained,
- D. require the contact of its members in advance. Contact can be by mail or electronically,
- E. recognize the attendance may be in person or electronically.

**Section 6.04.1. Meeting - Quorum Provisions.**

The minimum number of members of any deliberative or corporate body as is necessary for the legal transaction of business is specified below.

**Section 6.04.2. Meeting - Quorum Requirements.**

- A. *Annual Meeting*: be defined as, the number of voting members present will constitute a quorum.
- B. *Regular Meeting* specific to the Board of Directors: be defined as the number of voting members present will constitute a quorum.
- C. *Regular Meeting*: all other committees and staff: be defined as the number of persons present will constitute a quorum.
- D. *Special Meeting* specific to the Board of Directors: be defined as 80% of the total number of all officers, both attending and not attending.
- E. *Special Meeting*: all other boards and committees: be defined as the number of persons present will constitute a quorum.

**Section 6.05. Meeting - Provision & Accepted Methods of Communication:**

- A. A requirement of a meeting is to provide an opportunity for the members to mutually debate and decide a matter as a deliberative body.
- B. A personal approval of a proposed action obtained separately by telephone, by individual interviews, or in writing, even from every member of the group, is not the approval of the group, since the members lack the opportunity to mutually debate and decide the matter as a deliberative body.  
Therefore: meetings, notifications and voting: may be any manner agreed to by the members of the meeting. This may include face-to-face meetings, electronic meetings or other methods deemed reasonable, cost effective and fulfills the requirement to mutually debate and decide a matter as a deliberative body.
- C. The participating member will be responsible for any costs associated with the chosen method(s) of communication.

## ARTICLE VII: BOARD OF DIRECTORS

### **Section 7.01. Board of Directors – with all Authority, Power & Responsibility shall:**

- A. have the authority, responsibility and power to make decisions affecting the entire organization,
- B. review, consider and resolve organizational issues and problems,
- C. develop statements of position, setting policy, receiving committee reports, ratifying actions, receiving staff reports, approval of resolutions, budgets, voting on contracts, deciding personnel matters, creating and abolishing committees, guiding the successful operations of the organization,
- D. operate the organization as a nonprofit organization so that no part of its assets shall benefit any single individual,
- E. assure the expenditures are allocated for the designated purposes,
- F. establish, monitor, and adjust sound fiscal management policies,
- G. undertake fundraising activities that are congruent with their existing relationships,
- H. be referred to as the “Board” in this document.

### **Section 7.02. Board of Directors – Membership.**

Shall consist of all officers.

### **Section 7.03. Board of Directors - Additional Provisions.**

Any action required to be taken without a meeting if a written consent stating the action taken is signed by eighty% of the officers and filed with the Secretary.

### **Section 7.04. Board of Directors – Forms of Voting & Guidance.**

- A. Proxy votes shall be allowed at board meetings to insure a quorum. A board member who is unable to attend a meeting may assign his vote to another member of the board, thus allowing the designated member to cast more than one vote. The absentee member must submit written notification of this option to the Recording Secretary before the meeting.
- B. An officer holding more than one board position will only be entitled to one vote unless additional votes are approved proxy votes.

## ARTICLE VIII: EXECUTIVE COMMITTEE

### **Section 8.01. Executive Committee – Responsibilities.**

- A. This committee may be established to perform the day-to-day management and administrative tasks of the organization whose actions are subject to review by the Board. This group may meet or confer to transact its designated business of the organization.
- B. The Board relies on the executives, managers, and staff personnel to execute the daily functions of the organization within the policies and guidelines set by the Board.

### **Section 8.02. Executive Committee - Membership.**

Membership shall be made up of a few of the top-ranking officers who may meet or confer between board meetings to transact pressing business.

- A. not less than the President, who will chair the committee, an Executive Secretary and the Treasurer,
- B. Executive Secretary who shall have equal authority in the absence of the President, the Treasurer may be considered for the Executive Secretary seat,
- C. additional members of the Executive Committee may be added as needed.

**Section 8.03. Executive Committee - Quorum & Forms of Voting.**

A quorum is established with the number of members present in the meeting. Matters presented to this committee may be voted by any method outlined in Section 11.05 Forms of Voting.

**Section 8.04. Executive Committee - Authority.**

The Executive Committee shall exercise the authority granted it by the Board. The committee shall report its actions to the Board at the next Board meeting and the Board shall review those actions.

**Section 8.05. Executive Committee – Reporting.**

This committee shall be required to make a report of its activities since the last “Regular Meeting” of the Board. No action need be taken on this report, which is intended as information only.

**ARTICLE IX: STANDING COMMITTEE**

**Section 9.01. Standing Committee - Provision.**

Standing committees are established in the bylaws to serve a permanent and continuing function for the organization. The membership can create additional standing committees if authorized by the bylaws. Some examples of standing committees are: Development, Nominating, Auditing, Membership, Finance & Budget, Publicity and Publications. The general responsibilities shall be to: a) fulfill, b) serves, c) represents, d) researches, e) formulates, f) provides, g) directs, h) reviews and reports to its associated committee or Board.

**Section 9.02. Standing Committee - Responsibilities shall:**

- A. be by appointment of the President with approval of the Executive Committee or Board,
- B. be permanent committees charged with performing the necessary oversight of its purpose,
- C. exercise the authority granted it by the Executive Committee or Board. The committee’s chair shall report its actions and reports to its associated committee or Board.

**Section 9.03. Standing Committee – Appointment.**

- A. The appointed chair shall populate the necessary support positions within the committee with approval of the President.
- B. Eligibility will be based on individual qualification as well as on three universal criteria:
  1. demonstrated ability to communicate effectively and in a timely manner around task accomplishment,
  2. demonstrated ability to undertake and complete tasks in the stated time frame,
  3. demonstrated ability to understand and interact with the vision of CTBR.

**Section 9.04. Standing Committee – Terms and Accountability.**

- A. The term of service as a chair on any committee will be for a period of three years.
- B. The member has the ability for indefinite re-appointment by Majority Vote of its associated committee or board.



- C. All committees will report to its associated committee or board as well as the other teams in an effort to promote a community of accountability.

**Section 9.05. Standing Committee – Rights.**

A standing committee's rights, as it pertains to the members within their committee are: (a) attend meetings, (b) make motions, (c) speak in debate, (d) vote on the proposed recommendation to be made to its associated committee or Board.

**Section 9.06.1. Standing Committee- with “program” Responsibilities.**

Will be referred to in common language and correspondence as “Team(s)”. They are:

- A. Retreats Team (RT),
- B. Research and Education Team (RET),
- C. Outreach Team (OT)

**Section 9.06.2. Retreats Team (RT) responsibilities shall:**

- A. act in an advisory role to the Chair who will in turn report to the Executive Committee or Board on any and all issues relating to the ongoing development and improvement of the CTBR retreat model,
- B. include (but not be limited to) working with the Executive Committee, Board and other committees on the following issues and other matters of the organization, such as:
  - 1. growth and expansion initiatives,
  - 2. leadership development at the retreat level,
  - 3. promotion and implementation of yearly retreats summit,
  - 4. development of metrics for measuring the efficacy and sustainability of new and existing retreats,
  - 5. small group development,
  - 6. resolution of organizational issues at the retreat level,
  - 7. participation in organizational level fundraising activities.

**Section 9.06.3. Research and Education Team (RET) responsibilities shall:**

- A. be for the development of educational initiatives that are grounded in academic research dealing with a) spiritual growth, b) leadership development, and c) recovery theology development.
- B. oversee course/workshop implementation methodologies in order to provide the most effective means of presentation. The RET will also provide theological accountability for the organization on the organizational level, working closely with the Executive Committee or Board to assure that all organizational activities fall within the theological center that is defined in the Statement of Faith.

**Section 9.06.4. OutReach Team (ORT) responsibilities shall:**

- A. be responsible for development and oversight of the missions branch of the organization, taking the methodology for recovery and restoration to jails and institutions, churches and communities.
- B. work closely with the RET to shape the organization's message in a manner that is relevant to the target populations worldview while maintaining the integrity of the message.

**Section 9.07. Finance & Budget Committee shall:**

- A. prepare an annual budget each fiscal year and submit it to the Board for approval at least sixty days in advance of the fiscal year,
- B. oversee bonding of the Treasurer,
- C. at the committee's discretion, arrange for an outside audit of the organization's financial records,
- D. suggest ways to invest the funds of the organization.

**Section 9.08. Membership Committee shall:**

- A. enroll all members
- B. maintain address files for current, past and prospective members,
- C. spearhead mailing campaigns.

**Section 9.09. Development Committee.**

Shall suggest and organize fund raising strategies for the organization, to be approved by the Board.

**ARTICLE X: SPECIAL COMMITTEE**

**Section 10.01. Special Committee - Provision.**

Special committees are formed by motion and vote anytime the Board or Committees need to delegate a task or carry out some function not covered by the existing standing committees. These special committees exist only as long as it takes for them to complete their work and report back to its founding committee. [May be referred to as an "Ad Hoc" Committee.]

**Section 10.02. Special Committee – Formation, Longevity, and Membership shall:**

- A. be formed by the Board, any committee or board in order to accomplish, in collaboration with the other committees, tasks specific to the growth and well-being of the organization that are outside of the existing scope of the organization's standing committees,
- B. be task specific and the longevity of the committee will be for the duration of the task alone and report back to its founding committee or Board,
- C. be members appointed from other committees or boards, existing CTB leadership worldwide, individuals or businesses outside of the organization as is deemed necessary.

**Section 10.03.01. Nominating/Elections Committee - Election and Qualifications.**

This committee shall:

- A. be comprised of a minimum of three and no more than seven people, be selected by election of the Board,
- B. recognize the chair as the first person elected for the committee,
- C. acknowledge that the President is not considered a member of this committee,
- D. acknowledge all other current officers may sit on the committee, be selected at least sixty days prior to the October Regular Meeting.

**Section 10.03.02. Nominating/Elections Committee – Duties.**

- A. The committee is charged with the responsibility to name one or more candidates for each office to be vacated.
- B. Candidates may be nominated from Active and Associate Members, as well as from non-member individuals.
- C. Members of the committee can be named as a candidate for an office.
- D. The committee must only present candidates that have agreed to serve.
- E. At the October Regular Meeting it will present the nominations to the board.

- F. The committee shall send, receive, compile and tabulate the Election Ballots between the October and November Regular Meetings.
- G. Written ballots can be distributed and collected in any communication method the committee deems appropriate.

## **ARTICLE XI: OPTIONAL ARTICLES**

### **Section 11.01. Treasurer – Vacancy.**

In the event of a vacancy in the office of Treasurer, a special internal audit shall be made before the new Treasurer assumes office.

### **Section 11.02. Records and Documents.**

- A. All records and documents sent to the organization and all records and documents generated in the performance of duties on behalf of the organization, shall become the property of the organization and shall be given to the Secretary when they are no longer needed.
- B. Intellectual property- All articles, books and other intellectual property created in association with the organization but not for the express purpose of supporting the mission and vision of the organization will remain the personal property of the individual responsible for creation. All intellectual property created solely for the support of the organization will remain the property of the organization regardless of the membership of the creator.

### **Section 11.03. Conflict of Interest.**

Any Board member who has a financial, personal, or official interest in, or conflict (or the appearance of a conflict) with, any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will vacate his or her seat and refrain from discussing and voting on the matter. The Board, at its sole discretion, may ask the member to remain for the discussion portion only.

### **Section 11.04. Rules of Order - Suspension.**

Rules of order – whether contained in the Roberts Rules of Order Newly Revised 11<sup>th</sup> Edition or adopted as special rules of order – can be suspended by a two-thirds vote.

### **Section 11.05. Forms of Voting – Provision.**

- A. Two-thirds vote - two-thirds of the members qualified to vote who are present and who vote.
- B. Majority Vote – The vote of more than half the members present and voting at a properly called meeting at which a quorum is present.
- C. Plurality Vote – Largest number of votes received in situations with more than two choices. A plurality isn't decisive unless the assembly has a special rule of order (or a bylaw, in the case of elections) that permits it to be the basis for a decision.
- D. Preferential Vote – A form of voting used when more than one position is to be filled and voters indicate the relative preference of each candidate. Preferential voting yields the election of the most preferable by eliminating the least preferable.
- E. The organization grants the use of the above forms of voting except when a form of voting is specifically called for within the bylaws.

**Section 11.06. Remuneration.**

No stated salary shall be paid directors, as such for their service, but by resolution of the Board of Directors. A fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of such Board; provided, that nothing herein contained shall be construed to preclude any director from serving the organization in any other capacity and receiving compensation therefore. Member of standing or special committees may be allowed like compensation for attending committee meetings.

**Section 11.07. Indemnification of Officers.**

The corporation may indemnify any and all directors or officers or former directors or former officers or any person who may have served at its request as a director or officer of the organization against expenses actually or necessarily incurred by them in connection with the defense or settlement of any action, suit or proceeding brought or threatened in which they, or any of them, are or might be made parties, or a party, by reason of being or having been directors or officers or a director or an officer of the organization. This indemnification shall not apply, however, to the matter as to which such director or officer or former director or officer or person shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of duty. Such indemnification shall not be deemed exclusive or other rights to which those indemnified may be entitled, under any law, bylaw, agreement, vote, or otherwise.

**Section 11.08. Dissolution of Organization.**

The organization shall have perpetual existence unless sooner terminated by two-thirds vote of the entire Board of Directors.

**ARTICLE XII: PARLIAMENTARY AUTHORITY**

**Section 12.01. Governance shall:**

follow the rules contained in the current edition of Robert's Rules of Order Newly Revised 11th Edition, and shall govern the Organization 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 Organization may adapt.

**ARTICLE XIII: AMENDMENT OF BYLAWS**

**Section 13.01. Amendment of Bylaws – Process.**

- A. Proposed amendment shall be reported to the Board of Directors in writing at least three weeks prior to the next *Regular Meeting* of the Board at which they will be considered.
- B. Approval of amendments to the Bylaws requires a two-thirds vote at a *Regular Meeting* of the Board.
- C. Amendments shall become effective upon adoption unless otherwise specified in the amendments.

BYLAWS ADOPTED: *August 12, 2015.*