

BY-LAWS

Revision Date: May 2026



THE ROYAL COURT OF THE
GOLDEN SPIKE EMPIRE

TABLE OF CONTENTS

ARTICLE I - Definitions	4
SECTION 1.01 – Organization Name	4
SECTION 1.02 – Other Terms	4
SECTION 1.03 – Voting Terms	4
ARTICLE II – Offices, Legal, Construction & Duration	4
SECTION 2.01 – Location & Boundaries	4
SECTION 2.02 – Dissolution Guidelines	5
SECTION 2.03 – Interpretation	5
ARTICLE III – Purpose & Objectives	5
SECTION 3.01 – Purpose	5
SECTION 3.02 – Objectives	5
SECTION 3.03 – Yearly Deadlines	5
ARTICLE IV – Membership	6
SECTION 4.01 – Eligibility	6
SECTION 4.02 – Equality Mandate	6
SECTION 4.03 – Membership Fees	6
SECTION 4.04 – Membership Applications	6
SECTION 4.05 – Membership Types	6
SECTION 4.06 – Suspension or Expulsion	7
SECTION 4.07 – Member Resignation	7
ARTICLE V – Meeting of Members & Procedures	7
SECTION 5.01 – Scheduled Meetings	7
SECTION 5.02 – Notification of Meetings	7
SECTION 5.03 – Voting at Meetings	7
SECTION 5.04 – General Membership Meeting Excused Absences	8
ARTICLE VI – Officers of the Organization	8
SECTION 6.01 – President of the Board	8
SECTION 6.02 – Co-Presidents	8
SECTION 6.03 – Co-Vice Presidents	9
SECTION 6.04 – Secretary	9
SECTION 6.05 – Treasurer	9
ARTICLE VII – Titles	10
SECTION 7.01 – Higher Titles	10
SECTION 7.02 – Permanent Titles	10
SECTION 7.03 – Titles by Resolution	10

ARTICLE VIII – Board of Directors..... 10

SECTION 8.01 – Responsibilities..... 10

SECTION 8.02 – Executive Board Members 10

SECTION 8.03 – Board Seats 10

ARTICLE IX – Committees 11

SECTION 9.02 – Yearly Committees..... 11

ARTICLE X – Financial 11

SECTION 10.01 – Fiscal Year 11

SECTION 10.02 – Authorized Signers..... 11

SECTION 10.05 – No Compensation 11

ARTICLE XI – Records & Storage 12

SECTION 11.01 - Retention..... 12

ARTICLE XII – Amendments & Resolutions..... 12

SECTION 12.01 – Amending the Bylaws 12

SECTION 12.02 – Amending & Adding Resolutions 13

SECTION 12.03 – Amending the Procedures Document..... 13

ARTICLE I - Definitions

SECTION 1.01 – Organization Name

1. The organization shall be known as **THE ROYAL COURT OF THE GOLDEN SPIKE EMPIRE**, and shall be referred to in these bylaws as **“the organization”** or **“R.C.G.S.E.”**

SECTION 1.02 – Other Terms

1. The following are the definitions of terms found within these bylaws
 - A. The term **“POB”** refers to the President of the Board of Directors
 - B. The term **“Monarchs”** refers to the titles of Emperor, Empress & Emprex combines
 - C. The term **“PRs”** refers to the titles of Prince Royale, Princess Royale & Princet Royale combined
 - D. The term **“Spikes”** refers to the Spike Titleholders
 - E. The term **“Membership”** refers to the members of the R.C.G.S.E.
 - F. The term **“Board”** refers to the Board of Directors of the R.C.G.S.E.
 - G. The term **“College”** refers to the College of Monarchs of the R.C.G.S.E.
 - H. The term **“Electronic Communication”** refers to any form of communication transmitted through electronic means, including but not limited to email, text messages, instant messaging, video conferencing, social media platforms, and any other form of digital communication.

SECTION 1.03 – Voting Terms

1. The following are the definitions of terms regarding Membership & Board voting found within these bylaws
 - A. The term **“Majority Vote”** refers to a vote where the number of “Yes” or “Affirmative” votes must be larger than one half of the allowed votes to pass
 - 1) Majority vote is not 51%
 - B. The term **“Supermajority Vote”** refers to a vote where the number of “Yes” or “Affirmative” votes must be larger than 2/3 of the allowed votes to pass

ARTICLE II – Offices, Legal, Construction & Duration

SECTION 2.01 – Location & Boundaries

1. The boundaries organization shall be all of Utah, south of the 41st parallel (Also known as Shepard Lane) and the entirety of the Golden Spike National Historic Park
2. The principal office of the organization shall be located in Salt Lake City, Salt Lake County, in the State of Utah.
3. The organization shall have other offices within its boundaries as the Board may determine necessary.
4. The following individuals must reside within the organization’s boundaries for the entirety of their year of service:
 - A. President of the Board
 - B. Monarchs
 - C. PR’s
 - D. Pageant Chairperson
 - E. College President
 - F. Secretary
 - G. Treasurer
 - H. Members of the Board of Directors
 - I. Pageant Titleholders
 - 1) Exception to this is the Gay Utah titleholders as it is a statewide title

5. If any of the above-mentioned individuals are found to be living outside of the organization's boundaries, they have 30 days to move back inside the boundaries, or their titles will be removed.
6. If extenuating circumstances exist, this rule may be temporarily overridden by a majority vote of the board until the boundaries issue is resolved

SECTION 2.02 – Dissolution Guidelines

1. The duration of the R.C.G.S.E. is perpetual
2. Upon the dissolution of the R.C.G.S.E., the Board of Directors shall, after payment of all liabilities of the R.C.G.S.E., distribute assets to a Non-Profit Corporation or Corporations having similar purposes which have been recognized as tax exempt under section 501C (3) of the Internal Revenue Code of 1954.

SECTION 2.03 – Interpretation

1. If any dispute should arise in the interpretation and application of the Bylaws, they shall be deemed to have the meaning that harmonizes with the laws of the State of Utah and the provisions of the Internal Revenue Code.
2. If any provision is declared invalid, it shall be void, but it shall not otherwise affect the validity of other provisions.

ARTICLE III – Purpose & Objectives

SECTION 3.01 – Purpose

1. The R.C.G.S.E. shall be non-profit
2. Said R.C.G.S.E. is organized exclusively for charitable, service, educational and social purposes, including the making of distributions to organizations that qualify as exempt under section 501C (3) of the Internal Revenue Code of 1954

SECTION 3.02 – Objectives

1. The R.C.G.S.E. shall promote strong bonds of friendship in and out of the State of Utah through relations with other organizations recognized by this Corporation, and to sponsor unity between all facets of the community.

SECTION 3.03 – Yearly Deadlines

1. The Officers of the R.C.G.S.E. shall be responsible for the annual completion of the following:
 - A. The newly appointed President of the Board will submit an update to the State of Utah with the new Registered Agent (POB) information, new board members and their contact information
 - 1) Due Date: Sept 1
 - B. Renew Corporation with the State Department of Commerce
 - 1) Due Date: April 11
 - C. File Form 990 with the Internal Revenue Service
 - 1) Due Date: October 15
2. Each of these filings/renewals must be completed a minimum of three weeks prior to the due date.
3. Any cost to complete these filings will be a part of the yearly budget
4. Upon completion of the task, the President of the Board will report completion to the entire Board

ARTICLE IV – Membership

SECTION 4.01 – Eligibility

1. Membership eligibility in the R.C.G.S.E. shall be limited to those people interested in the purposes and objectives set forth in these Bylaws.
2. Members shall be eighteen (18) or over.

SECTION 4.02 – Equality Mandate

1. Membership in the R.C.G.S.E. shall be determined without regard to gender, gender identity, race, color, ethnicity, national origin, sexual orientation, religion, creed, marital status, or physical and/or mental disability
2. The R.C.G.S.E. and its members will not discriminate against any person(s) based on any of the aforementioned criteria in any of its activities or operations
3. The R.C.G.S.E. will not tolerate any violations of this policy
 - A. Violation of this policy may result in, but is not limited to:
 - 1) Disciplinary sanctions
 - 2) Removal of title
 - 3) Revocation of R.C.G.S.E. membership

SECTION 4.03 – Membership Fees

1. Membership fees for the current reign will be established prior to the first General Court Meeting of the new Reign
 - A. The reigning Monarchs shall propose the membership fees for the current reign to the Board of Directors
 - B. The Board of Directors shall vote, at the beginning of each reign, the amount of membership fees payable to the R.C.G.S.E. based on membership type.
2. These fees are to be used to cover administrative costs

SECTION 4.04 – Membership Applications

1. Membership applications are available at any time during the reign.
2. Membership fees are due at the time the membership application is submitted for approval.
3. Membership Applications shall be read and approved or denied by raise of hand at each General Membership Meeting.
 - A. Majority Vote is required for approval of the membership application
4. All application fees must be given to the Treasurer to be deposited into the bank
5. Completed and approved membership applications shall be submitted to the Secretary for retention and documentation purposes.
6. At the end of the reign, all membership applications must be submitted to the Secretary for documentation and retention purposes.

SECTION 4.05 – Membership Types

1. There shall be two (2) types of individual membership:
 - A. Resident Members
 - 1) Anyone age 18 and older who meets the membership requirements and whose legal residence falls within the boundaries of the R.C.G.S.E.
 - B. Associate / Youth Members
 - 1) Anyone aged 18 and older who wishes to be associated with the R.C.G.S.E., lives outside the boundaries of the organization, and has paid the membership fee

2) Youth members are between the ages of 10 to 17

a) Youth members must be sponsored by a legal guardian who is a Resident or Associate member of the organization

C. Lifetime Members

1) These would include Past Monarchs of the RCGSE, Citizens for Life and Emperor, Empress & Emprex Emeritus Titleholders

SECTION 4.06 – Suspension or Expulsion

1. The Board of Directors, by affirmative vote of 2/3 (two-thirds) of the members, may recommend the suspension or expulsion of an R.C.G.S.E. Resident and/or Associate Member.
2. After at least 7 (seven) days written notice to the membership of the R.C.G.S.E., a special meeting of the members shall be held
3. A Majority Vote of the members in attendance at the special meeting shall be required for suspension or expulsion
4. Upon written request, not less than 30 (thirty) days following the suspension or expulsion, the Board of Directors may reinstate the expelled member on such terms as the Board of Directors may deem appropriate.
 - A. Written request must be signed by the expelled member.
 - B. Written requests must be filed with the Secretary of the R.C.G.S.E.
 - C. Requests must be approved by a Supermajority vote of the Board of Directors.

SECTION 4.07 – Member Resignation

1. Any member may resign by filing a written resignation with the Secretary of the R.C.G.S.E., but such resignation shall NOT relieve the member of the obligation to pay any fees, assessments, or other charges accrued and unpaid.
 - A. The Following Language shall be used on all membership applications starting with Reign 45:
 - 1) “I agree that should I exercise my right to resign as a member of the R.C.G.S.E. before the normal expiration date of my membership, I agree that I am not entitled to a refund or abatement of all or part of the membership fees I have already paid or become due upon my signature and submission of this application for membership. In the event of my resignation, I also agree that I am not relieved of any obligation I have incurred and owe to the R.C.G.S.E. as a member or non-member.”

ARTICLE V – Meeting of Members & Procedures

SECTION 5.01 – Scheduled Meetings

1. There shall be a meeting of the members of the organization at least once a month.
2. The time and place of such meetings shall be at the discretion of the Monarchs

SECTION 5.02 – Notification of Meetings

1. Notice of meetings shall be given to the members of the organization by one or more of the following:
 - A. Mail
 - B. Electronic notification
 - C. Printed or lettered signs
 - D. Social Media
 - E. In a local publication
2. Notice shall state the time and place of such meeting

SECTION 5.03 – Voting at Meetings

1. Each member present at a meeting shall be entitled to one vote on any question or issue voted on by the membership at that meeting, except as otherwise provided by law, by the Articles of Incorporation, or by these Bylaws, or as stipulated by the Resolutions of the R.C.G.S.E.
2. Any Past Monarch of the RCGSE, Citizen for Life or Emeritus titleholders are also allowed to vote
 - A. Must send a request for a ballot at least two (2) weeks prior to the day of the vote
 - B. Voting may be done either electronically or paper ballot

SECTION 5.04 – General Membership Meeting Excused Absences

1. Any active General Member of the Royal Court of the Golden Spike Empire may be granted an excused absence if they are unable to attend a General Membership meeting due to the following:
 - A. An illness that requires hospitalization
 - B. Extended home care after hospitalization.
 - C. To care for a longtime companion or immediate family members during home care after hospitalization.
 - D. Death in the Family
2. Must be a registered member of the current reign
3. Documentation must be provided for each reason
 - A. Illness or care after hospitalization
 - 1) A note from a doctor must be provided as proof of the cause of the absence
 - B. Death in the Family
 - 1) Proof of Death or Obituary
4. Only one (1) excused absence for illness will be allowed per reign
5. An excused absence may be granted during the current reign only and expires on the first scheduled Board Meeting of the next reign.

ARTICLE VI – Officers of the Organization

SECTION 6.01 – President of the Board

1. The position of President of the Board cannot be filled by anyone not meeting the guidelines as set forth by section 501(c)(3) of the Internal Revenue Code of 1954
2. The appointment of the President of the Board shall be the first order of business at the first board meeting after Coronation (prior to Victory Brunch)
 - A. Term of the President of the board shall be until the first board meeting after Coronation (prior to Victory Brunch) of the following reign
3. Under no circumstances shall the President of the Board assume the responsibilities of any other Executive Board Member of the R.C.G.S.E.
4. The President of the Board will be the official spokesperson for all legal and business matters.
 - A. In their absence it will fall to the Vice President of the Board of Directors
5. In the event of the death, resignation, inability or refusal to serve the following will take place:
 - A. The reigning Emperor & Empress shall name a replacement President of the Board
 - B. Candidate must be approved by a Supermajority vote of the Board of Directors
6. All other duties of the President of the Board are outlined in the RCGSE Procedures Manual

SECTION 6.02 – Co-Presidents

1. Each year a minimum of two (2) but up to three (3) individuals will be elected or appointed as Co-Presidents (a.k.a. Monarchs) of the R.C.G.S.E.

2. The position of Co-President cannot be filled by anyone not meeting the guidelines set forth by section 501(c)(3) of the Internal Revenue Code of 1954.
3. The term of Co-President shall be for 1 year
 - A. From their Coronation to the following years Coronation
4. All other duties of the Co-Presidents are outlined in the RCGSE Procedures Manual

SECTION 6.03 – Co-Vice Presidents

1. Each year a minimum of two (2) but up to three (3) individuals will be voted on and approved by the Board of Directors and College of Monarchs as Co- Vice Presidents (a.k.a. PR's) of the organization
2. The position of Co-Vice President cannot be filled by anyone not meeting the guidelines set forth by section 501(c)(3) of the Internal Revenue Code of 1954.
3. The term of the Co-Vice Presidents shall be for 1 year
 - A. From their Coronation to the following years Coronation
4. All other duties of the Co-Vice Presidents are outlined in the RCGSE Procedures Manual

SECTION 6.04 – Secretary

1. The position of Secretary cannot be filled by anyone who does not meet the guidelines set forth by section of the Internal Revenue Code of 1954.
2. The term of the Secretary shall be for 1 year
 - A. From the Board Meeting after Coronation (prior to Victory Brunch) to the same meeting at the following years Coronation
3. In the event of death, resignation, inability or refusal to serve, the Secretary shall be replaced and/or removed.
 - A. The replacement of the Secretary shall be upon recommendation of the reigning monarchs and approved by a Supermajority vote of the Board of Directors.
4. All other duties of the Secretary are outlined in the RCGSE Procedures Manual

SECTION 6.05 – Treasurer

1. The position of Treasurer cannot be filled by anyone who does not meet the guidelines set forth by section 501(c)(3) of the Internal Revenue Code of 1954.
2. The term of the Treasurer shall be for 1 year
 - A. From the Board Meeting after Coronation (prior to Victory Brunch) to the same meeting at the following years Coronation
3. For seamless transition of the financial records from one reign to the next, the prior year's treasurer shall continue to have access to all financial records until the Board Meeting in July
 - A. This is so they can assist the new treasurer in closing the books for the previous reign and opening the books for the new reign.
4. In the event of death, resignation, inability or refusal to serve, the Treasurer shall be replaced and/or removed.
 - A. The replacement of the Treasurer shall be upon recommendation of the reigning monarchs and approved by a Supermajority vote of the Board of Directors.
5. All other duties of the Treasurer are outlined in the RCGSE Procedures Manual

ARTICLE VII – Titles

SECTION 7.01 – Higher Titles

1. Let it be known that there will be no title higher than Monarch in the Royal court of the Golden Spike Empire

SECTION 7.02 – Permanent Titles

1. Let it be known that from this day forth, all permanent titles are for life unless requested to be removed by the Disciplinary Committee and approved by a Supermajority vote of the Board

SECTION 7.03 – Titles by Resolution

1. A lifetime title by resolution of the Board can be given to a deserving General Member in good standing
 - A. Other than the title, no other duties or responsibilities are attached.

ARTICLE VIII – Board of Directors

SECTION 8.01 – Responsibilities

1. The Board of Directors shall manage the affairs of the R.C.G.S.E.
2. All appointed, granted or elected to the board must adhere to all rules and regulations stipulated by law, these Bylaws, Resolutions or Procedures of the R.C.G.S.E.

SECTION 8.02 – Executive Board Members

1. The Executive Board Members of the organization shall include the following:
 - A. The President of the Board
 - B. The Monarchs
 - C. The PRs
 - D. The Secretary
 - E. The Treasurer

SECTION 8.03 – Board Seats

1. The Board of Directors shall consist of the following:
 - A. The Executive Board Members as stated above.
 - B. The Spike Titleholders
 - C. The prior year's Monarchs
 - 1) They shall serve for a period of one (1) year from the expiration of their term in office.
 - 2) If one (1) or both seats are vacant, the position will not be filled
 - 3) The prior year's Monarchs shall serve as Vice President of the College of Monarchs and Vice President of the Board of Directors
 - a) Which Monarch serves in which position will be the decision of the prior year's monarchs
 - b) Should one or both prior year's monarchs' seats be vacant or, an exception removes one of the seats, then another General Monarch Board Member will assume the role
 - D. The appointed Pageant Chairperson
 - E. The College of Monarchs President
 - F. King Father of all Utah
 - 1) This seat is optional
 - 2) If the individual wishes to be on the board they must follow all attendance and board guidelines.
 - G. Queen Mother of all Utah

- 1) This seat is optional
- 2) If the individual wishes to be on the board they must follow all attendance and board guidelines.
- H. Two (2) College of Monarchs members
 - 1) If the College Member was elected, they shall serve for a period of two (2) years from the date of their election.
 - 2) If the College member was appointed, they shall serve until the new board is seated at the August board meeting of the following reign
- I. A minimum of two (2) but no more than three (3) General Members
 - 1) If the General Member is elected, they shall serve for a period of two (2) years from the date of their election.
 - 2) If the General Member is appointed, they shall serve until the new board is seated at the August board meeting of the following reign
2. Any changes to the above established seats of the Board of Directors will require a by-law change

ARTICLE IX – Committees

SECTION 9.02 – Yearly Committees

1. The following committees shall be established at the first meeting of the Board of Directors each reign
 - A. Budget Committee
 - B. Audit Committee
 - C. By-Law & Procedures Review Committee
 - 1) Only needs to be formed if the reign number is an increment of 5 (5, 10,15 etc)
 - 2) Bylaws & Procedures are only reviewed every 5 years
 - D. Disciplinary Committee
 - E. CARE Team
 - F. Pageant Committee
2. One Person cannot be on more than two (2) committees with the exception of the President of the Board
3. Guidelines for Establishing and duties of these committees are outlined in the RCGSE Procedures manual

ARTICLE X – Financial

SECTION 10.01 – Fiscal Year

1. The fiscal year shall be from June 1 to May 31

SECTION 10.02 – Authorized Signers

1. All checks, electronic transfers, drafts or orders for the payment of money, notes or other evidence of indebtedness issued in the name of the R.C.G.S.E. shall be signed or approved by at least two of the following:
 - A. The Treasurer
 - B. The current Co-Presidents
 - C. The current President of the Board
2. At least two of the above individuals are required to become signers on the organization’s financial account
 - A. It is not required for all

SECTION 10.05 – No Compensation

1. No part of the net earnings of the R.C.G.S.E. shall be distributed to its Officers, Board Members or reigning titleholders as compensation for their year of service

- A. All service is voluntary
- 2. According to Federal 501 (c)(3) guidelines, no member of a current sitting Board of Trustees/Directors may access a specific fund.
 - A. This is in accordance with the guidelines set forth by the Federal government that oversees the stipulations and acts of a non-profit organization in good standing.
- 3. The R.C.G.S.E. shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose of the R.C.G.S.E.
 - A. Invoices are required and all expense disbursement guidelines must be followed

ARTICLE XI – Records & Storage

SECTION 11.01 - Retention

- 1. The R.C.G.S.E. shall keep correct and complete books and records of the following:
 - A. Accounts
 - B. Minutes of the proceedings of its members
 - C. Minutes of the proceedings of its Board of Directors
 - D. Minutes of the proceedings of committees having and exercising any of the authorities of the Board of Directors
 - E. Names and addresses of the members entitled to vote.
- 2. All books and records of the R.C.G.S.E. shall be kept in the organization’s approved storage facility and may be inspected by any member or such member’s agent or attorney, for the proper purpose at any reasonable time.
- 3. Records shall be kept in accordance with requirements of the Internal Revenue Service codes for a total of seven (7) years.
 - A. After seven (7) years these records should be transferred to electronic media for storage, and the paper records can then be destroyed.

ARTICLE XII – Amendments & Resolutions

SECTION 12.01 – Amending the Bylaws

- 1. Individual Bylaws
 - A. Each reign is allowed to alter, amend or repeal up to five (5) Bylaws unless it is a year requiring a full review
 - 1) Must follow rules as outlined below
 - 2) Cannot include any of the Amendments and Resolutions Section Bylaws
 - 3) Cannot include any Bylaws regarding the RCGSE boundaries
 - B. Proposed amendments are submitted to the POB or the Monarchs for consideration
 - C. Once chosen, the final three changes are submitted to the Board of Directors to begin the final approval process
- 2. Full Review
 - A. A complete by-law review must take place every five (5) years.
 - 1) I.e., reign 5, 10, 15, 20, 25 etc.
 - B. A By-Law committee will be established at the beginning of the review year following the By-Law Committee guidelines set forth in these Bylaws.
 - C. The committee will review the bylaws in their entirety and submit their proposed changes to the Board of Directors to begin the final approval process
- 3. Final Approval Process

- A. Any changes to the bylaws must first be reviewed and approved by the Board of Directors.
- B. Once approved by the board of directors, at least thirty (30) days' written notice must be given to the General Membership stating the intention to alter, amend, repeal or adopt the new bylaws.
- C. Specific changes and proposals must also be included in the thirty (30) day notice for the General Membership to review
 - 1) These should be posted on the organization's website as well as in the monthly newsletter, if available.
- D. After the thirty (30) days have passed, at a regularly scheduled General Membership Meeting, the General Membership will vote to finalize the proposed changes.
 - 1) Approval must be by a supermajority vote
- E. All by-law changes go into effect immediately after being approved by the General Membership
- F. The Board of Directors has the option to obtain legal advice as to the effect of the proposed changes to the bylaws before the vote.

SECTION 12.02 – Amending & Adding Resolutions

- 4. Resolution Review:
 - A. The Board of Directors must review the resolutions of the R.C.G.S.E. annually.
 - B. Resolutions may be deleted, invalidated, changed, or revised by a majority vote of the active Board of Directors.
 - C. Changes to the Resolutions become effective as of the date they were approved by the Board of Directors.
 - D. Annual resolution review must be completed within sixty (60) days from the date of coronation.
- 5. New Resolutions:
 - A. New Resolutions may be adopted at any time with a majority vote of the Board of Directors.
 - B. New Resolutions are in effect as of the date they were approved by the Board of Directors.

SECTION 12.03 – Amending the Procedures Document

- 1. Individual Procedures
 - A. Each reign is allowed to alter, amend or repeal up to five (5) Procedures unless it is a year requiring a full review
 - 1) Must follow rules as outlined below
 - B. Proposed amendments are submitted to the POB or the Monarchs for consideration
 - C. Once chosen, the final three changes are submitted to the Board of Directors to begin the final approval process
- 2. Full Review
 - A. A complete Procedure review must take place following the same guidelines as amending the Bylaws
 - B. A Procedure Committee will be in charge of reviewing the Procedures during a full review
 - 1) Procedure Committee will consist of
 - a) A member of the College of Monarchs
 - b) The Treasurer
 - c) The Secretary
 - d) The Pageant Chairperson
 - e) A member of the Board of Directors
 - C. The committee will review the Procedures in their entirety and submit their proposed changes to the Board of Directors to begin the final approval process
- 3. Final Approval Process
 - A. Any changes to the Procedures must first be reviewed and approved by the Board of Directors.
 - B. Once approved by the board of directors, at least thirty (30) days' written notice must be given to the General Membership stating the intention to alter, amend, repeal or adopt the new Procedures.

- C. Specific changes and proposals must also be included in the thirty (30) day notice for the General Membership to review
 - 1) These should be posted on the organization's website as well as in the monthly newsletter, if available.
- D. After the thirty (30) days have passed, at a regularly scheduled General Membership Meeting, the General Membership will vote to finalize the proposed changes.
 - 1) Approval must be by a supermajority vote
- E. All procedures changes go into effect immediately after being approved by the General Membership