

CAPITAL AREA RAINBOWLERS ASSOCIATION

BYLAWS

ARTICLE I. Establishment and Identification

Section 1.01. Preamble: The Capital Area Rainbowlers Association (CARA) is established for the men and women of the gay, lesbian, bisexual, transgender (GLBT) community, in and around the nation's capital, who desire to participate in the sport of bowling. CARA does not discriminate on the basis of race, sex, age, national origin, religion, sexual orientation, gender identification, marital status, personal appearance, family responsibilities, physical handicap, political affiliation, or place of residence.

- a. The establishment of same-gendered leagues and/or events by the CARA shall be deemed in compliance with CARA's non-discrimination policy.
- b. CARA welcomes anyone interested in bowling in member leagues.

Section 1.02. Name: This not-for-profit organization shall be officially known as the Capital Area Rainbowlers Association, hereinafter referred to as CARA. The name, symbols, and logos of CARA may be used only with the expressed written permission of the Board.

Section 1.03. Address: The address of the principal office of CARA is P.O. Box 4214, Arlington, VA, 22204. The Board shall have the power and authority to change CARA's principle office within the District of Columbia, Virginia, or Maryland. Any such change or appointment shall be noted opposite this section by the Secretary, and shall be considered a valid amendment of these Bylaws.

ARTICLE II. Objectives

Section 2.01. Primary Objectives: The primary objectives of CARA shall be to coordinate and promote the sport of bowling for men and women of the GLBT community.

Section 2.02. Collateral Objectives: The collateral objectives of CARA shall be to:

- a. Provide information and reference materials to bowlers of all CARA leagues to encourage participation in inter-league, local, national, and international bowling events.
- b. Provide services to new and veteran bowlers, which will enhance camaraderie and sportsmanship, and maintain vitality in all competitive, technical, and social aspects of the sport.
- c. Provide an effective promotional and outreach program to establish new leagues and other programs of sufficient frequency and variety to ensure the fullest possible participation.
- d. Coordinate all new and established CARA events and assure that such events are properly planned and managed.
- e. Provide counsel and assistance to established leagues.
- f. Ensure that services and programs are properly funded through a comprehensive annual budget and sound financial practices.

ARTICLE III. Scope

Section 3.01. CARA Involvement with Member Leagues: CARA shall not unduly interfere in the conduct of its member leagues and shall avoid uninvited intervention or involvement in matters that member leagues traditionally decide independently. To this extent, CARA will:

- a. Establish requisites for league membership in CARA, including, but not limited to:
 - (1) League rules or other provisions that require CARA membership and provide effective enforcement of the requirement.
 - (2) League rules or other provisions for contributing specific funds to the CARA treasury.
 - (3) League rules or other provisions for the election or appointment of a representative and an alternate to the CARA Board.

- (4) League rules that prohibit discrimination as established in these bylaws.
 - (5) League rules to monitor and enforce that all league members are members in good standing as established in Article 4.02 of these bylaws.
- b. Establish reporting requirements for member leagues, including but not limited to:
 - (1) Copies of league bylaws and bowling center contract shall be filed with CARA Secretary.
 - (2) A list of league officers, CARA and IGBO representatives, and bowling center contacts, with addresses, telephone numbers and e-mail addresses, as applicable, to be filed with the CARA Secretary and updated as necessary.
 - (3) Bowling averages to be reported at the end of the leagues' seasons and other times as directed by CARA.
 - c. Establish recommendations for member leagues, including but not limited to:
 - (1) Membership in the United States Bowling Congress (USBC).
 - (2) Membership in the International Gay Bowling Organization (IGBO).
 - d. Endeavor to assist existing or prospective member leagues through the dissemination of information and reference materials and through guidance and counsel as requested by any league member, officer, or organizer.
 - e. Coordinate scheduling, location, and format of bowling events to avoid conflict and to promote variety.
 - f. Coordinate recruitment efforts, including advertising, for existing or prospective member leagues.
 - g. Provide appropriate information and assistance for member leagues' participation in current activities of IGBO, the Capital Halloween Invitational Tournament, and CARA.
 - h. If a CARA member league is not a member of USBC, CARA may serve as a resource for assistance, investigation, and/or a forum for hearing any complaint, grievance, dispute, question, or appeal involving a member league, provided the league officer(s) or member(s) have first attempted to resolve the issues within the league.

ARTICLE IV. Membership

Section 4.01. Types of CARA Membership:

- a. Member League: A bowling league in the Capital Area that has met the requisites of membership set forth in these bylaws.
- b. Individual Member: Any man or woman who is at least 18 years of age, or younger with parental consent, and is a member of a CARA Member League.
- c. Member Tournament: A bowling tournament in the Capital Area that has met the requisites of membership set forth in these bylaws.
- d. Honorary Member: (see Section 4.03).

Section 4.02. Members in Good Standing:

- a. Member Leagues and/or Tournaments in good standing are those who:
 - (1) Have paid their dues in the amount and time prescribed by CARA.
 - (2) Have no delinquent obligations or overdue financial indebtedness to CARA.
 - (3) Have agreed to these bylaws.
- b. Individual Members in good standing are those who:
 - (1) Have paid their fees in the amount and time prescribed by their Member League.
 - (2) Have no delinquent obligations or overdue financial indebtedness to CARA, or to any Member League.

Section 4.03. Honorary Membership: The Board, by a two-thirds vote of the entire Board, may confer honorary membership upon an individual or organization. Honorary membership shall be awarded by recognition of outstanding support of CARA and/or contributions towards objectives of CARA. Each honorary member shall have membership benefits as deemed appropriate by the Board.

Section 4.04. Dues: Individual members, member leagues and/or tournaments of CARA shall be required to pay dues as established by the Board. Dues for succeeding years shall be due as specified by the Board.

Section 4.05. Social and Special Exceptions:

- a. Social Exceptions: Membership in CARA will not be required for participation in CARA sponsored social activities, unless directed by the Board, in which case the requirement shall be announced in advance of the activity.
- b. Special Exceptions: The Board shall have the power and authority to modify or waive the requirements of membership for activities that combine bowling and social elements, and for tournaments or other special events that invite the participation of non-members.

Section 4.06. Confidentiality: All lists or other records of the names, addresses, or other personal identifiable data reflecting membership in CARA shall be kept confidential and for the exclusive use of CARA as provided by these bylaws and/or authorized by the Board.

- a. Members shall be given the option of prohibiting the use of their names and addresses in any publication or publicity.
- b. The names and addresses used in the member league in which the member is participating will be used unless otherwise noted by the member.

Section 4.07. Suspension and Expulsion: Membership in CARA is a privilege, and the privilege is conditioned upon the members' compliance with the bylaws of CARA. Members are subject to suspension or expulsion for failure to abide by their agreement to comply with these bylaws.

- a. Ground for Suspension or Expulsion:
 - (1) Members: A member league or tournament may be suspended or expelled for:
 - i. Nonpayment of dues, fees, or other funds to CARA, or any member league.
 - ii. Use of CARA, information gained from CARA, or property or funds of CARA for self-interest, gain, or profit.
 - iii. Conduct contrary to the interest or objectives of CARA or contrary to the bylaws.
- b. Grievances/complaints: Any member shall have the right to file a grievance or complaint against any other member, officer, or position holder. All grievances shall be in writing, specifying the particular action or offense charged, and shall be filed directly with the President or Vice President, or with any officer if either or both the President and/or Vice President is charged.

ARTICLE V. Board of Directors

Section 5.01. Powers and Duties: The Board shall be the governing body of CARA and shall be authorized and empowered to take such action and render such decisions as may be necessary or appropriate to accomplish the objects of CARA and to promote the interest of CARA and its members.

- a. General Supervision: The Board has general responsibility to:
 - (1) Oversee all activities sponsored, planned, or approved by CARA.
 - (2) Approve participation of CARA in activities sponsored by other individuals or groups in whole or in part.
 - (3) Control the use of CARA name, symbols, or logos in any manner.
 - (4) Approve new Member Leagues and Tournaments.
- b. Delegation of Responsibilities: While maintaining general powers of policy control and budget approval, the Board shall delegate responsibilities for program management to league representatives, committee chairs, or tournament directors. The Board shall retain the authority to approve the conduct and scheduling of all CARA sponsored tournaments, and social activities.

Section 5.02. Composition: The Board shall be comprised of the officers of CARA, a representatives and an alternate from each member league or tournament, and the chair of any standing committee who is not a representative from a member league.

- a. Representative: A CARA representative may be elected or appointed by their member league or tournament, an individual cannot represent more than two member leagues or tournaments in quorum, nor can they carry more than two member votes. CARA officers, with the exception of the President, may represent one league or tournament member if identified as that member's alternate.
- b. Capacity of Directors: A league representative elected or appointed as an officer of CARA shall promptly arrange for the election and/or appointment of a replacement representative from the league to serve on the Board.
- c. Term of Office. Except for league representatives elected and/or appointed by their leagues, the normal term of office for members of the Board shall be one year. Elected or appointed officers shall serve until the regular Board meeting following the next CARA elections. The term of office for the Executive Board shall be June 1 – May 31.

Section 5.03. Meetings: The Board shall meet regularly every odd-numbered month. Special meetings can be called by the President or a majority of the Board provided that the President and Secretary have been notified in advance of that special meeting.

- a. Quorum: A quorum shall be a simple majority of the member leagues and tournaments, plus two officers.
- b. Composition: CARA officers and chairs of standing committees will receive one vote each. Each league and/or tournament member will have one vote.
- c. Member Attendance: Any meeting of the Board is open to all members of CARA, who shall be advised of its time and place. A CARA member desiring to bring a matter before the Board shall submit a proposed agenda item to the President or the Secretary at least one week prior to a scheduled meeting of the Board. The president may, however, waive such notice for urgent matters.
- d. Non-Member Attendance: Non-members of CARA may attend Board meetings at the invitation or with the permission of the President, who shall insure that participation is limited to the purpose of the visit.

Section 5.04. Decisions: All decisions of the Board shall be final and binding upon all members of CARA, and shall be promptly reported to the membership.

- a. Appeal by Request: Any member may request the Board to reconsider a prior decision, and may present the Board with arguments or evidence supporting a change in the decision.

Section 5.05. Compensation: Members of the Board shall receive no fees or monetary compensation for their services, but may receive reimbursement for expenses properly incurred on behalf of CARA. This section shall not prevent or limit Member Leagues in providing fees, salaries, or other compensation to officers serving the league. Receipt of such compensation shall not disqualify an officer of a league from serving as a member of the Board.

Section 5.06. Responsibilities of Board Members: Board members are expected to:

- a. Fulfill the responsibilities of their office, including any additional duties requested by the President.
- b. Be financially accountable for their actions.
- c. Keep the Board advised of the current and planned status of their leagues, committees, or tournaments.
- d. Make every effort to attend meetings of the Board.

Section 5.07. Removal for Cause: If a Board member fails to make appropriate contributions to the management and direction of CARA, misses two consecutive meetings without the approval of CARA President, financially harms CARA, or otherwise evidences unacceptable practices, participation or attendance, the Board may vote at a regular meeting to remove that member from the Board. Prior to a vote for possible removal, the Board member shall be notified by the President or the Secretary and shall be given an opportunity to explain the questionable conduct in writing, in person, or both, at the meeting where the vote may be taken. In the case of a league representative the affected league will be notified of the questionable conduct before any vote for removal.

Section 5.08. Vacancies: With the exception of league representatives, the Board has the power to fill any position or otherwise fulfill the duties of any position for the period of a temporary disability or absence of the holder of the position.

- a. In the event of a vacancy among the officers of CARA, a notice to member leagues asking prospective candidates for the vacant office to present a brief statement of their interest and intent at the next scheduled meeting of the Board. At this meeting any board member may nominate one or more candidate as suitable for the office, and the Board may, by a majority vote by a secret ballot of an attending quorum of members, confirm a nominee to fill the vacancy. If no candidate is nominated or if no nominee is confirmed, the notice and election procedure shall be repeated for the next Board meeting.
- b. In the event of a vacancy in the office of President, the Vice President shall serve as acting President until the next scheduled meeting of the Board. The President who succeeds to the office in this manner may reappoint or nominate current committee chairs who were appointed or nominated by the ex-President, and they shall continue to serve without need of confirmation.
- c. Committee Chairs: In the event of a vacancy among the chairs of standing committees, the President shall appoint a replacement, subject to confirmation by the Board.

Section 5.09. Installation: Installation of a new Board shall take place at the beginning of the next regular meeting after the outgoing Board has elected new CARA officers. It shall be the duty of outgoing Board members to counsel and advise new Board members of the status of prior activities, current programs, and future plans. All files, records, documents, equipment, supplies, and other CARA property maintained by the outgoing Board members shall be turned over to their successors within 30 days of leaving office.

ARTICLE VI. Officers

Section 6.01. Composition: Executive Board: The officers of CARA shall consist of a President, Vice President, Secretary, and Treasurer. These four offices shall comprise the Executive Board of CARA, which shall meet as necessary on the call of any officer.

Section 6.02. Qualifications, Terms, Elections: The officers of CARA shall have been active CARA members in good standing for at least one year immediately preceding their election, with the exception of members of leagues newly joining CARA or of a league in its first year of existence.

- a. Nominations: By the March Board Meeting, the President shall designate one delegate from each member league and tournament within CARA to serve on an ad-hoc nomination committee. This committee is charged with making or obtaining nominations for officers of CARA for the following fiscal year.
- b. Nomination Committee: The Nomination Committee shall adopt appropriate structures and procedures to:
 - (1) Ascertain the interest of any member of the Board in serving as officers.
 - (2) Make or obtain additional nominations of officers, including a notice or form to each member league.
 - (3) Review all nominations in order to assure the consent and assess the qualification of nominees.
 - (4) Invite accepted nominees, and interested parties, to submit written statements of their positions, and/or to attend a meeting of the Board.
- c. Elections: Following receipt of the report of the Nomination Committee no later than the May meeting, the Board shall review procedures used and results obtained by the committee. If these are approved, the Board shall proceed to consider the nominees and any oral or written statements presented for or against them. The Board shall then elect new officers no later than May, by majority vote of secret ballots cast. A President shall be elected first, then Vice President, then Secretary, and finally a Treasurer. A nominee not elected to an office may be considered as a nominee for any subsequent election, unless that nominee has instructed otherwise.
- d. Notification: Upon completion of the elections, the Board shall provide for prompt notification of new officers, and schedule installation of the new Board at its next meeting.

Section 6.03. President: The President shall manage the affairs and activities of CARA and shall have such powers and duties as usually appropriated to the office and as may be directed by the Board. Specifically, the President shall:

- a. Preside at all meetings of the Board, but shall not vote in such meetings except to break a tie.
- b. Appoint the chairs and serve as an ex-officio member of all standing or ad-hoc committees, except the Nominations Committee.
- c. Be one of the designated counter signers for the disbursement of CARA funds.

- d. Have the power to interpret these bylaws, subject to ratification by the Board.

Section 6.04. Vice President: The Vice President shall perform the duties and exercise the powers of the President in the event of the President's temporary absence or incapacity. The Vice President shall assist the President and perform other duties and responsibilities as directed by the President. Specifically, the Vice President shall:

- a. Act as the parliamentarian for all meetings of the Board.
- b. Be one of the designated counter signers for the disbursement of CARA funds.

Section 6.05. Secretary: The Secretary shall be the custodian of all non-financial records of CARA, the Board, all officers, and established committees, tournaments, and all recognized leagues. The Secretary shall keep and/or be given timely records of all proceedings, correspondence, contracts, rules, policies, or other documents pertaining to CARA activities. Specifically, the Secretary shall:

- a. Make all arrangements for all meetings of the Board and notify all members of their time and place.
- b. Keep complete and accurate minutes of all meetings of the Board or the Executive Board, and provide copies of the minutes to each member of the Board.
- c. Submit articles and/or information to the member leagues reporting significant activities of the Board.
- d. Manage the timely receipt of incoming mail, e-mail, and telephone messages, and make timely and appropriate responses and/or distribution.
- e. Conduct appropriate correspondence with other organizations or individuals, and prepare and submit in a timely manner all necessary non-financial applications, report, or other documents to other organizations or governmental entities.
- f. Coordinate communication media.
- g. Be one of the designated counter signers for the disbursement of CARA funds.
- h. Perform other duties as directed by the President or the Board.

Section 6.06. Treasurer: The Treasurer shall manage the funds and the financial records of CARA in accordance with Article VIII. The Treasurer shall oversee the financial accountability of CARA, the Board, all officers, all established committees, tournaments, and assist any member league upon the specific request from the Executive Board of the member league. Specifically, the Treasurer shall

- a. Receive and disburse all funds of CARA within a timely fashion upon proper authorization, and maintain accurate and appropriate records of all receipts and disbursements.
- b. Maintain appropriate and secure banking for CARA, including a checking account requiring two signatures for the disbursement of CARA funds, with at least three other current Board members designated as possible counter signers.
- c. Provide the Board a monthly financial statement, and at least quarterly a comparison of the financial records of CARA's committees and activities with their approved budgets.
- d. Provide a comprehensive annual financial statement to the Board, and a summary of such statement to each member league.
- e. Assist CARA officers, committee chairs, and tournament directors in preparation of their annual budget submissions to the Board; review and critique these budget proposals for the Board; and compile a final annual operating budget for CARA.
- f. Promptly notify the President and/or the Board of fiscal error or irresponsibility, or of any actual or potential financial imbalance, irregularity, or impropriety.
- g. Keep and/or be given timely records of all financial transactions, contracts, or contributions pertaining to CARA activities.
- h. Advise, assist, and supervise tournament steering committees, including review of monthly statements, and audit of annual or final financial statements.

- i. Conduct appropriate correspondence with other organizations or individuals, and prepare and timely submit all necessary financial reports or other documents to other organizations or governmental entities.
- j. Perform other duties as directed by the President, or the Board.

ARTICLE VII. Committees

Section 7.01. Standing Committees: The standing committees of CARA shall ordinarily include the following: IGBO tournaments, Programs Committee, Tournaments, Publicity, and Fund-raising/Volunteer Coordination Committee. At its discretion, the Board may establish or dissolve any standing committee or ad-hoc committee. The President with the advice and consent of the Executive Board may revise or realign the duties and responsibilities of the standing committees.

- a. **Committee Chairs:** Upon election or succession to office, the President, with the advice and consent of the Executive Board, shall appoint chairs of the standing committees to serve on the Board for the President's term of office. Committee chairs shall have been CARA members in good standing for at least one year prior to their appointment, with the exception of members of leagues newly joining CARA or of a league in its first year of existence. The appointments shall be confirmed by the Board.
- b. **Composition and Structure:** All committee chairs shall be responsible for forming their committees by enlisting members, and for providing a working structure for their committees. The composition and structure of each standing committee shall be reported to the Board.
- c. **Accountability:** All committee chairs shall attend meetings of the Board unless excused by the President, and shall report monthly to the Executive Board, in person, or in writing, regarding their completed, current, and planned activities. Committee reports shall be submitted to the Secretary in writing or electronically prior to the meeting. Committees shall be financially accountable in accordance with Article VIII.

Section 7.02. Committee Responsibility:

- a. **Programs:** The Programs Committee shall be charged with organizing and supervising the Incentive Awards Program, Roll-offs, and Skill Enhancement Clinics.
 - (1) **Incentive Awards:** The committee shall devise means of recognizing and rewarding extraordinary bowling achievements, and shall administer the certification and distribution of appropriate awards.
 - (2) **Roll-offs:** The committee shall have the responsibility for organizing and managing competitive roll-offs for tournament entry fees and/or other prizes.
 - (3) **Skill Enhancement:** The committee shall develop, organize, publicize, and manage programs of instruction and coaching for bowlers at all levels to improve their bowling proficiency.
- b. **Tournament:** The Tournament committee shall be responsible for recommending to the Board proposed dates, director(s), locations, eligibility, entry fees, and formats for local tournaments sponsored by CARA, such as singles, doubles, triples tournaments, as well as any tournaments established by CARA. The Tournament committee shall supervise the conduct of such tournaments.
- c. **IGBO Tournament:** The Board shall determine whenever affiliated tournament(s) will be sponsored.
- d. **Publicity:** The Publicity committee shall be responsible for publicizing CARA activities, league recruitment ads, tournaments, tournament results, promoting and reporting league activities, Pride festivals, and various social events. The committee shall be responsible for publishing a newsletter and/or fliers to member leagues on a periodic schedule if warranted, advertising the annual Welcome Back party(ies), and maintaining a web site. The Board will determine guidelines, budget, and frequency of the newsletter and/or fliers.
- e. **Fund-raising/Volunteer Coordination:** The duties of the Fund-raising/Volunteer Coordination Committee shall include:
 - (1) Developing and conducting an active Fund-raising program for CARA.
 - (2) Scheduling and supervising all Fund-raising events and activities in which CARA is a sponsor or participant.
 - (3) Ensuring sound financial planning, competent financial management, and accurate financial reporting for all Fund-raising activities.
 - (4) Recruiting and scheduling volunteers to assist with Fund-raising activities.

- (5) Submitting timely information, articles, and advertisement for publication or for use by the Publicity committee.
- (6) Compiling a list of volunteer opportunities and circulate the list among Member Leagues to secure volunteers for CARA events.

ARTICLE VIII. Financial Practices

Section 8.01. Cash Management:

- a. Checking Account: Except as provided hereafter in this section, all funds of CARA shall be maintained in a checking account in a federally insured bank or financial institution. The account terms and location shall be recommended by the Treasurer and approved by the Board.
 - (1) Disbursements: All disbursements of CARA funds shall be by check bearing the signature of at least two officers or other counter signers designated by the Board. Each check shall be supported by a written payment request and/or other appropriate documentation showing the purpose and authorization of the expenditure.
 - (2) Receipts: All funds accruing to CARA shall be remitted to the Treasurer or other recipient designed by the Treasurer or the Board along with any relevant receipts within 14 calendar days of receipt. Recipient shall deposit the funds in CARA bank account within 14 calendar days. Consistent failure to remit CARA funds on a timely basis will be grounds for Removal for Cause in accordance with Article V, Section 5.07.
- b. Investments: If funds in excess of the needs of current CARA operations accumulate in CARA bank account, the Treasurer may recommend to the Board that the excess funds be invested in a manner which provides a return to CARA superior to CARA bank account, does not increase risks for CARA funds, and does not compromise the financial stability of CARA. The Board shall approve any such investment, and may modify or revoke its approval at any time.

Section 8.02. Examination and Audits:

- a. Access: The financial accounts and records of CARA shall be open to examination upon request by any member, and they shall be audited at least once each calendar year. The Board may request or authorize more frequent audits or examinations of all or part of the accounts and records.
- b. Audits: Audits of member leagues may be conducted upon specific request of the Board of the member leagues. Audits of tournaments with separate accounts shall be conducted by the Treasurer and the Treasurer shall report audit results to the Board. Audits of all other CARA accounts and records shall be conducted by an ad-hoc Audit Committee appointed by the President, which shall report its findings to the Board.

Section 8.03. Budget:

- a. Proposed Budgets: The Treasurer shall provide guidelines and formats for the proposed CARA budget for the following fiscal year. The Board shall review the proposed budget and, as appropriate, suggest modifications to reflect the policies, objectives, and financial status of CARA. The Board shall examine the reasonableness of estimated expenditures and revenues, determine if the budget is comprehensive and sufficiently detailed, and ensure that assumptions and other explanations are provided to support income and expense estimates.
- b. Final Budget: The Board at its July meeting shall review and approve the budget. This over-all budget shall include income and expense summaries and other necessary or appropriate explanatory information. The Board may approve the annual CARA budget as submitted or with specified amendments. Upon approval by the Board, the annual CARA budget shall become effective retroactively to July 1 for the fiscal year through June 30.
- c. Budgetary Compliance:
 - (1) Disbursements: Disbursements for itemized expenditures included in the CARA budget may be funded without further action by the Board. Upon submission of a proper payment request, the Treasurer shall pay such expenses in accordance with Article VIII, Section 8.01. No other expenditures shall be made except as authorized by an amendment of CARA budget.
 - (2) Amendments: If a league representative, tournament director, or committee chair wishes to incur an expense not included in CARA budget, a proposed budget amendment shall be submitted to the Treasurer

for review and submission to the Board at its next scheduled meeting. A proposed amendment shall include justification for the additional expense, and the league representative, tournament director, or committee chair may present justification to the Board. If amendment is approved, the amended budget shall have the force of the original CARA budget.

- (3) Nonpayment for Cause: Notwithstanding any provision to the contrary, the Treasurer shall refuse payment of any approved expenditure if it appears that sufficient funds are not or will not be available in the specific budget of the tournament, committee or in the composite CARA accounts. The Treasurer may advise or assist the tournament director or committee chair in a budget amendment or other resolution of the problem. The Treasurer shall promptly notify the Board of such problems.
- (4) Supervision: In conjunction with monthly financial statements and quarterly budget comparisons, the Treasurer shall advise the Board of actual and potential financial problems in general or in specific accounts. Any Board member may recommend budget amendments to the Board.
- (5) Incentive Awards: CARA Incentive Awards must be applied for within 21 days they were earned. If applications are received after the 21-day deadline, the CARA officers may decide not to fulfill the awards and/or take other actions they deem appropriate.

Section 8.04. Special Policies and Rules:

a. Contracts:

- (1) Authority: All contracts or instruments of financial obligation entered into in the name of CARA must have the approval of the Board. The Board may authorize any officer, director, or other CARA member to act in behalf of CARA and enter into a contract or execute an instrument in the name of CARA. Such authority may be general or confined to specific instance. Unless so authorized by the Board, no officer, director or other member shall have any power or authority to bind CARA by any contract or agreement, or to pledge its credits, or to render it liable for any purpose or any amount.
- (2) Party: All contracts, agreements, or orders pertaining to the conduct of administrative, social, tournament, or league activities sponsored or funded by CARA shall be entered into in the name of CARA.

b. Event Fees: Unless specifically waived by the Board, the following rules shall apply to fees supported or paid by CARA.

- (1) Internal: All complimentary, free or reduced entry or participation fees for CARA functions or activities, including tournaments, shall have prior approval of the Board, preferably in the appropriate budget.
- (2) External: All CARA members whose entry or participation fees, dues, and/or travel expenses, for an administrative, social, or sports meeting or event, have been wholly or partially paid by CARA, are responsible for participating in the meeting or event or reimbursing CARA within thirty days after the meeting or event.

c. Fund-raising:

- (1) Internal: All solicitations of funds, donations, discounts, rebates, services, or sponsorship for CARA functions or activities, including tournament, and all participation of CARA members in Fund-raising activities to benefit such functions or activities, shall have prior approval of the Board, preferably in the appropriate budget.
- (2) External: No solicitations of funds or other Fund-raising to benefit organizations, individuals, campaigns, or causes outside of CARA shall be conducted in conjunction or in association with CARA functions or activities, or with the use of CARA's name, without prior approval of the Board.
- (3) Identification: Any approved fund-raising activity shall be publicized and conducted in a manner, which clearly identifies the intended beneficiary, inside, or outside CARA.
- (4) Expenditure Restriction: All funds raised for CARA or any of its components, after deduction of any expenses of the fund-raising activity, shall be expended only in accordance with the announced purpose(s) of the fund-raising. Funds raised shall be remitted to the Treasurer or other recipient designated by the Treasurer or the Board within 14 calendar days, with a report specifying the purpose(s) for which they are to be used.

d. Loans and Prepayments.

- (1) Loans: Funds of CARA shall not be used for personal loans to members or non-members of CARA, and shall not be used for loans to other organizations or enterprises without specific approval by the Board.

- (2) Prepayments: Nothing in the aforesaid prohibition of loans shall prevent advance or prepayments to CARA leagues, members, tournaments, or committees towards expenditures included in approved budgets or otherwise approved by the Board.

Section 8.05. President Discretionary Fund:

The Board shall budget a fund to be used at the discretion of the President. The President will report to the board, in the President's Report, any actions taken with this fund.

ARTICLE IX. IGBO-Affiliated Tournament

Section 9.01. Tournament: The director(s) and steering committee of an IGBO tournament sponsored, supported, or funded wholly or partially by CARA shall comply with the rules, policies, and procedures of the bylaws, except as hereafter provided in this section.

- a. Directors: Tournament director(s) shall be nominated by a Board member with the advice of the President. A nominated director must be an CARA member in good standing, and must be approved by the Board. An approved director may be requested to make periodic progress reports to the Board.
- b. Steering Committee: Tournament director(s) may appoint a tournament steering committee with the advice of the President. All committee members shall be CARA members in good standing, unless specifically exempted by the President. The President shall be an ex officio member of any tournament committee or subcommittee.
- c. Finances: The director(s) or a tournament may choose to manage a tournament's finances either through CARA's regular budgetary, banking, and accounting procedures, or through the tournament's separate budget and financial account. Under the former option, if the tournament has not been included in CARA budget, a tournament budget shall be presented for review and approval as an amendment to CARA budget. Under the latter option, a tournament budget shall be presented to the Treasurer for review and to the Board for approval. Once the separate budget is approved, the tournament committee shall maintain proper accounting records subject to audit by the Treasurer, and shall comply with Article VIII of these bylaws.

ARTICLE X. Amendment of Bylaws

These Bylaws may be amended by the Board at its regularly scheduled meeting(s), at least ten days after notice of a proposed amendment and the time and place of the meeting(s) by unanimous vote of the entire Board or by two-thirds vote of a quorum at two consecutive regular meetings.

ARTICLE XI. Effectuation of Bylaws

Upon their adoption, these Bylaws supersede and replace any and all previous Bylaws of CARA, which shall have no further effect.