



2025 Amended Constitution and Bylaws

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CONSTITUTION OF SGC INTERNATIONAL

I. ARTICLE: NAME OF THE ORGANIZATION

- A. The name of this eleemosynary corporation shall be "SGC International," abbreviated as SGCI.

II. ARTICLE: CONSTITUTION

- A. SGCI will be governed by this Constitution and its Bylaws. The Constitution of SGCI, its Bylaws and amendments thereof shall be kept on file with the Secretary of State of Maryland.

III. ARTICLE: PERIOD OF EXISTENCE

- A. The period of existence and the life of this corporation shall be perpetual.

IV. ARTICLE: MISSION STATEMENT

- A. (shortened): Southern Graphics Council International (SGCI) fosters the practice, study, research, enjoyment and advancement of printmaking and graphic arts.
- B. (longer version): Southern Graphics Council International (SGCI) fosters the practice, study, research, enjoyment and advancement of printmaking and graphic arts.

SGCI aims to encourage public interest in printmaking and graphic arts. We share professional information among artists and related individuals, organize and circulate exhibitions of prints and graphic arts in educational and arts-focused institutions, and recognize outstanding contributions to these arts through awards. Additionally, we engage and support artists and communities from diverse backgrounds including but not limited to BiPOC, LGBTQIA+ and individuals with disabilities in our programming, and keep members and the public informed about relevant activities and information through publications.

V. ARTICLE: MEMBERSHIP

- A. Membership in the organization shall be extended to all persons interested in the making of original prints in the furtherance of graphic arts. For purposes of this Constitution the geographical area covered by the organization shall include an international scope.

- B. The SGCI membership will nominate SGCI members in good standing to serve a 3-year term on the SGCI Board of Directors. Board members can serve 2 consecutive terms before rolling off the board for one term. Nominations and Elections to replace individuals will be held online in the board member's third year of service.¹

VI. DEFINITION OF TERMS:

- A. BOARD OF DIRECTORS - Members of SGCI **who have been elected** and/or ratified, by a quorum of the SGCI membership to serve as leadership of the organization.
- B. OFFICERS - Officers are Board of Directors members. Officers have full voting privileges. Officer Terms are two years, renewable.
- C. EXECUTIVE SESSION - Is a term used to describe a meeting of the SGCI Officers and may or may not include the Executive Director and/or other invited individuals (AKA Executive Committee).
- D. REPRESENTATIVES - A sub-category of Officers, Representatives and retain full voting privileges.
- E. MEMBERS-AT-LARGE - Three Members at-Large and must include someone from the Charter State
- F. COORDINATORS - Coordinators have specific duties as defined and approved by the Board of Directors. The individuals may be from the membership and serve as a non voting member of the Board of Directors or can be a position held by one of the Members-at-large.
- G. EX-OFFICIO - Ex Officio refers to a non-voting position made to immediate past board members. The Ex-officio President and Treasurer are required to serve and all other past board members are asked to be available for advice and may serve as interested.
- H. STAFF - Staff are paid administrative positions; Staff may serve as ex officio at Board of Trustee Meeting.
- I. LIAISONS - Liaisons are not members of the Board of Directors, but report to a specific member of the Board of Directors. With input from Board of Directors and/or other relevant entities (ie Affiliate Organizations), Liaisons are appointed by and serve at the discretion of the Board of Directors.
- J. COMMITTEES - The Board of Directors appoints committees for particular functions in service to the organization. Committee members may include both Board members and individuals in good standing from the membership at large. The committees follow general guidelines to achieve the outcomes as established by the Board, but may devise internal operating procedures, as logistics require.
- K. CONFERENCE STEERING COMMITTEE - Individuals who volunteer to serve the SGCI organization through the development of the biennial conference. There may be several steering committees in existence for the purpose of future planning needs.
- L. QUORUM
 - 1. For **Membership** - Quorum is defined by members of SGCI, in good standing, that choose to participate in the vote by casting their ballots.
 - 2. For the **Board of Directors** - Quorum is defined as ½ plus 1².

¹ In 2021 the board instated staggered terms for board member elections. This is to ensure transfer of Institutional knowledge, and this practice should be maintained.

² Based on the 2025 bylaws, 6 Board of Directors must participate or be present for a vote to be valid.

VII. ARTICLE: OFFICERS

A. OFFICERS - The Officers of this organization shall be:

1. President
2. Co-Vice Presidents
3. Secretary
4. Treasurer

1. Designation of these roles will be determined by the Board of Directors currently elected to office. Determinations on positions will take place when officer positions are being vacated and need to be filled.
2. Officer roles are two year terms, but may extend as needed to support institutional knowledge of the organization and terms are limited to three years. All past officers and board positions are expected to train the incoming board member position in the first few months of the new board members service.

B. PRESIDENT - The President shall be responsible to the membership of the organization and the Board of Directors, as provided for in the Bylaws and Handbook. The President, in consultation with the Board of Directors and in collaboration with the Executive Director appoints appropriate individuals to coordinate the Archives, Awards, panels at affiliate conferences, and for other committees as needed.

1. After the President's term ends, they shall remain an ex-officio member of the SGCI Board of Directors for 1 year. As ex-officio, they hold a non-voting position.

C. CO-VICE PRESIDENTS - There will be two vice president positions. One of the Vice Presidents shall preside over any meeting of the organization in the absence of the President. Responsibilities may include but are not limited to chairing a committee, participating in outreach initiatives, leadership in conference planning, and collaborating with the Executive Director. Should one of the Vice-Presidents be unable to fulfill the duties of the office or resign, a new VP will be nominated by the Board of Directors and ratified by the membership.

D. SECRETARY - The Secretary of the organization shall keep the minutes of the organization and may preside over any meeting of the organization in the absence of the President or Vice-Presidents. Should the Secretary be unable to fulfill the duties of the office or resign, a new secretary will be nominated by the Board of Directors and ratified by the membership.

E. TREASURER - The Treasurer works with the Executive Director and Board of Directors in

strategic financial guidance and governance. The Treasurer understands nonprofit financial statements and reviews SGCI's annual 990 tax filing prior to submission. The Treasurer supports the Executive Director in creating and presenting the

annual budget. They manage the board's review of and action related to financial responsibilities and work to make financial information available to the board on a timely basis. They shall maintain all electronic financial records of the organizations, with the Executive Director and/or hired bookkeeper. Should the Treasurer be unable to fulfill the duties of the office or resign, a new treasurer will be nominated by the Board of Directors and ratified by the membership.

1. After the Treasurer's term ends, they shall remain an ex-officio member of the SGCI Board of Directors for 1 year. As ex-officio, they hold a non-voting position.

F. INDEMNITY OF OFFICERS - The Officers of the organization are indemnified from personal responsibility for debt and legal action in relation to the organization when properly acting in the name of and on behalf of the organization, in accordance with this Constitution and the Bylaws and with the laws of his/her/their state of residence, the State of Maryland in which the organization is chartered, and of the United States of America.

G. RESIGNATION, REMOVAL AND REPLACEMENTS -

1. RESIGNATION OF THE PRESIDENT

- a. Should the President of SGCI choose to resign their position by submitting a letter of resignation to the Board of Directors.
- b. Should the President of SGCI be unable to fulfill the duties of the office (or resigns), another member in this order shall succeed the President:
 - i. One of the Co-Vice President's (voted on by current Board of Directors)
 - ii. the Secretary
 - iii. the Treasurer
 - iv. Should no person remain in this order a President shall be named by the Board of Directors and ratified by the membership to complete the original unexpired term
 - v. A President shall be elected and begin serving as provided in the same year that other Officers are elected.

H. RESIGNATION OF BOARD MEMBERS

1. Any member of the board may resign their position by submitting a letter of resignation to the Board of Directors. At this time the Board of Directors will appoint an interim replacement from the current board members.
2. The Board of Directors will conduct a streamlined search for candidates by soliciting applications from the membership. The current Board will shortlist the candidates, who will then be subject to a membership vote.

I. REMOVAL FROM THE BOARD

1. Any member of the board may be removed from their position if they become unable to fulfill the duties of the office, the Board of Directors shall appoint an interim replacement.
2. The board will determine what it means to "be unable to fulfill the duties of the office" by evaluating the circumstances and coming to a majority conclusion. This decision of the board to remove a member the board must provide a letter of removal to the individual. This decision does not affect the individual's membership within the organization.
3. Upon the removal of a board member, the Board of Directors will conduct an expedited search for candidates by soliciting applications from the membership. The current Board will then shortlist the candidates, who will be voted on by the membership. The selected individual will serve for the remainder of the term of the resigned board member. If this individual wishes to serve an additional term, they must be elected by the membership in the next round of elections.

J. TEMPORARY LEAVE OF ABSENCE

1. Any member of the board may request a leave of absence for one to three months during the term of office. The individual making the request must outline this leave of absence in detail, and a plan for the duties of the office should already be set up with other board members to assist with responsibilities. This leave of absence must be submitted in writing to the members of the Executive Committee.

VIII. ARTICLE: *BOARD OF DIRECTORS*

A. AUTHORITY -

1. The Board of Directors shall not have any authority normally reserved to the entire membership of the organization. **A majority of the membership has the right to remove a member of the Board of Directors.*

B. COMPOSITION -

1. The voting members of the Board of Directors of the organization shall consist of all current officers together with three Members-at-Large. Terms of members of the Board of Directors who are not current Officers of the organization end at the close of the biennial conference in the third year following their sitting on the Board of Directors.

C. DESCRIPTION OF THE BOARD OF DIRECTORS -

1. OFFICERS – *See descriptions above.*
2. MEMBERS-AT-LARGE - Three Members-at-Large shall be elected from the

membership in good standing: one representing the charter state³; and two other members representing any other US state, territory and/or country. They will serve to broaden the voices of the Board of Directors. The term served is three years. Should a Member-at-Large be unable to fulfill his/her/their office or resign, the Board of Directors will nominate a replacement Member-at-Large to be ratified by the membership. Members-at-large are voting members of the Board of Directors.

3. INTERNATIONAL REPRESENTATIVE - The International Representative shall be elected from among the active members in good standing. The representative may reside in or out of the United States, and serves the interests of international membership to the Board of Directors. Should the International Representative be unable to fulfill the duties of the office or resign, a new International Representative will be nominated by the Board of Directors and ratified by the membership.
4. STUDENT REPRESENTATIVES – Up to two student representatives shall be elected from among the active student or recently graduated members in good standing. To ensure perspectives consistent with the interests of current student members, preference will be given toward one undergraduate—or graduated within the last two years—representative, and one current MA or MFA student representative. The Student Representatives serves a 2-year term⁴.
 - a. The Student Representatives represent all student members. The Student Representatives help facilitate social media; and proposes additional student activities beyond the conference student panel to the Board of Directors.
 - b. The elected student representative works with the student liaison for the conference to enhance the student experience at the conference. If the Student Representative is unable to fulfill the duties of the office or resign, a new student representative will be nominated by the Board of Directors and ratified by the membership
5. ARCHIVES Liaison (or Representative) – The Board of Directors will appoint one Archives Representative, and this position has no fixed term. This is a non-voting member of the Board of Directors and individuals may hold other positions on the Board.
 - a. As the SGCI archives are located at Kennesaw, it is recommended that the Archives Representative be either associated with Kennesaw State University's Art & Design Department or local to the Atlanta GA area, but separate from the Zuckerman Museum.
6. AWARDS COORDINATOR - The Board of Directors may appoint one Awards Coordinator and have no fixed term. The individuals may be from the membership

³ As of 2014, the Charter State is Maryland

⁴ The two year term is different from the other positions because of the length of the education process.

and serve as a non voting member of the Board of Directors or can be a position held by one of the Members-at-large.

7. AFFILIATE LIAISONS COORDINATOR – The Board of Directors may appoint one volunteer Affiliate Liaisons Coordinator, subject to approval by the Board of Directors, and have no fixed term. The individuals may be from the membership and serve as a non voting member of the Board of Directors or can be a position held by one of the Members-at-large.
 - a. Affiliate Organization Liaisons - Affiliate organizations may be invited to have a liaison to the SGCI Board. Affiliate Liaisons are not board members, but report to the Affiliate Liaisons Coordinator.
8. CONFERENCE STEERING COMMITTEE LIAISON – The Board of Directors and Chair of the Conference Steering Committee will appoint an individual to serve as a liaison to the Board of the Directors to enhance communication between the groups. This is a non-voting position and the individual is invited to join regular Board Meetings when the relevant conference is being discussed.
9. STUDENT CONFERENCE LIAISON – The student conference liaison shall be appointed by the Conference Steering Committee Chair. This student should be a member in good standing, and would serve for a 1-year term prior to the conference date.

IX. ARTICLE: CATEGORIES OF SERVICE

A. STAFF -

1. EXECUTIVE DIRECTOR - The Executive Director is a paid staff position that provides leadership to the Board of Directors and oversees staff in the identification and realization of the values, vision and mission of SGCI.
 - a. The Executive Director reports to the Board of Directors and is responsible for providing overall leadership to the organization, daily operational oversight, and coordination of its core programs: a biennial conference, the publication of the Graphic Impressions journal, and developing member programming: exhibitions, print exchanges, member show and tell, etc.
 - b. The Executive Director works with the Board of Directors to coordinate volunteer and internship assistance as needed to support SGCI programming & operations.
 - c. The Executive Director reports to the full SGCI Board of Directors, who are responsible for providing annual performance reviews. The Executive Director works with the Board Chair and Executive Committee to coordinate meetings to support the work of the organization as needed.
2. FORTHCOMING POSITIONS - As SGCI grows, the Board of Directors reserves the

opportunity to add paid staff positions such as part-time administrative roles and/or volunteer opportunities.

B. VOLUNTEER & CONTRACT SUPPORT

1. GRAPHIC IMPRESSIONS EDITOR IN CHIEF - This is an optional, volunteer staff position held by a member of SGCI. The EIC reports to and works in coordination with the Executive Director, in their role as GI Coordinator. The appointee is invited to attend regular Board of Directors meetings when Graphic Impressions is on the agenda. Finances permitting, SGCI supports this position with a waived conference fee and, finances permitting, an honorarium based on need.

2. INTERNS

- a. This position is pending the annual budget and would last a 90 day period that follows an academic calendar:
 - i. Summer - May, June, July
 - ii. Fall - September, October, November
 - iii. Winter - January, February, March
- b. 100 hours of remote work or the expected number of hours indicated by a university to receive college credit. This internship is NOT limited to students.
- c. A stipend will be provided and a waived registration fee for the biennial conference.
- d. The Internship Supervisor position will be assigned to a Vice President, pending the needs of the organization at the time of the internship.

3. BOOKKEEPER/HIRED CPA -

- a. SGCI works with a bookkeeper/hired CPA to review financial statements and prepare the annual 990 tax filing. The bookkeeper or treasurer will track revenue and expenses (with corresponding receipts) in Quickbooks and ensure that reconciliations are completed in a timely manner. They may be hired to work with the Executive Director and Treasurer to help guide the annual budget as needed. helps guide the organization with the planning of the annual budget.

C. COMMITTEES -

1. This section outlines the regular working committees that report to the board. Often, but not always, the chair of these working committees is an active board member. All committee makeup and details are included in the handbook.
 - a. Required Committees
 - i. Diversity, Equity, Inclusion, and Accessibility Committee
 - ii. Conference Development
 - iii. Development, Membership, and Outreach
 - iv. Executive Committee (comprised of President, VPs, Secretary, Treasurer)
 - b. Optional Committees (Not Limited To)
 - i. Financial
 - ii. Social Media
 - iii. Awards Review
 - iv. Exhibitions

X. ARTICLE: DISSOLUTION

- A. In the event of the dissolution of the organization, the residual assets of the organization will be turned over to another organization which is itself exempt from Federal Income Tax as an organization as described in Section 501 (C) 3 of the Internal Revenue Code, or the corresponding provisions of any prior or future Internal Revenue Service Code which organization appears most likely to carry out the purposes of this corporation, to the Federal, State, or local government for exclusively public purposes.

XI. ARTICLE: AMENDMENTS

- A. The Constitution of SGCI may be amended by the Board of Directors and/or the membership of the organization. The proposed amendments should be circulated to the full SGCI membership by email and a vote will be initiated.
- B. Any amendment, correction, change, or addition to the published form of the said amendment must also be approved by a two-thirds majority vote from a quorum of the membership.
- C. A quorum of the membership is defined by members in good standing who choose to participate in the vote by casting their ballots.

BY-LAWS OF SGC INTERNATIONAL

I. MEMBERSHIP & AWARDS -

- A. Any regular member of the organization shall pay annual dues as established by the Board of Directors and approved by the membership. Any member who is not current with SGCI dues shall not be permitted to vote on any business coming before SGCI until such dues are paid or waived.
- B. Any member who is delinquent of dues may be dropped from the roll of the organization.
- C. The board of directors establishes categories of membership and their corresponding fees and benefits and may make changes to membership categories periodically as needed.
- D. Recipients of the Printmaker Emeritus Award, Excellence in Teaching Award, Lifetime Achievement Award, and Honorary Membership on the Council are granted a Lifetime Membership in the organization. Recipients of the Printmaker Emeritus Award additionally receive the privilege of attending any future conferences hosted by the organization without the obligation to pay conference fees.

II. ANNUAL OPERATING PROCEDURES -

- A. The Treasurer maintains the current, accurate chart of accounts for SGCI. Working with a Bookkeeper/hired CPA, the Treasurer shall file the organization's Federal 990 return on or before November 15 of each year with a CPA⁵. The fiscal reporting period for SGCI is July 1st - June 30th. The Treasurer in conjunction with the SGCI President and Executive Director creates the annual budget.
- B. The President, Treasurer, and Executive Director deliver an annual report to the Board of Directors, which is subsequently presented to the membership. In a conference year the report shall be presented in person to the membership attending the conference. In off years the report will be presented in a virtual meeting all members will be invited to attend.
- C. The Executive Director shall maintain Insurance policies for the organization. Regular policies include Liability, D&O and Employment Insurance in each state where SGCI has employees listed on payroll. Each Conference site host may require additional insurance compliance. The Executive Director will work with insurance providers to insure certificates for these special events and locations.
- D. The Executive Director will file an annual report with the Charter State in order to maintain SGCI's status as a Charitable or Non Profit organization.
- E. The organization was originally chartered in South Carolina, and it is currently chartered in Maryland. To obtain a Maryland Sales and Use Tax exemption, there must be a mailing address in DC, PA, WV, VA, or DE, and official's name, whose attention mailing should be addressed Maryland will not mail a Maryland Sales and Use Tax certificate to any other state.

III. BOARD OF DIRECTORS -

- A. The approval of the Board of Directors shall be required for citing and scheduling of any conference or regular meetings of the organization; any action which may endanger the charitable or other legal status of the organization; any appointment by the Board of Directors of a member to act on behalf of the organization in conducting business, which shall be construed to mean the commitment of the organization to the payment of bills or the fulfillment of contracts; and their advice and approval may be sought at any other time deemed necessary by the Board of Directors. Expenditures exceeding over one thousand dollars (\$1,000.00) must be approved by the Executive Committee of the Board of Directors,

⁵As of 2024 the CPA is Lee Schwarzbach CPA at Walter J Newton Co., PO Box 4349 Oak Park, IL 60304 (708)771-4000

IV. GENERAL, SPECIAL, AND ANNUAL MEETINGS -

- A. **REGULAR BOARD MEETINGS.** Annually, the board will determine the number, date and time of board meetings to conduct the organization's business. Meetings are to be held via Zoom with the exception of the Membership Meeting (during the conference).
1. The Board of Directors shall approve the date, and time of such meetings.
 2. A quorum for a meeting of the Board of Directors shall be ½ the number of Board of Director members plus 1.
 3. The Secretary shall provide for the taking of minutes and attendance, which shall be delivered as soon as possible to the Board of Directors. These minutes shall be reviewed, regularly approved by the Board and saved in the SGCI document drive.
 4. Major action taken by this meeting shall be communicated to the membership and may be subject to their approval.
- B. A MEMBERSHIP MEETING⁶ to conduct the business of the organization shall be held as a prominent event of each conference. In non-conference years this meeting will be held virtually where all members will be invited to attend.
1. The Board of Directors and the Conference Liaison shall approve the date, time and place of such meetings. The meeting time and place will be clearly stated in all schedules and announcements of the conference, such announcements are to be sent to the membership at least six weeks in advance of the conference.
 2. Those attending this meeting shall constitute a quorum for the conduct of business.
- C. A MID-YEAR BOARD OF DIRECTORS MEETING will be held annually via Zoom.
1. The Board of Directors and the Conference Liaison shall approve the date and time of such meetings.
 2. A quorum of this meeting shall be those in attendance at this meeting. The Secretary shall provide for the taking of minutes, which shall be delivered as soon as possible to the Board of Directors.
- D. **THE BOARD OF DIRECTORS BIENNIAL CONFERENCE ATTENDANCE -**
1. The SGCI board of directors is expected to attend and work at the conference⁷.
 - a. The roles and responsibilities of the Board of Directors at the conference will be predetermined in advance of the conference in consultation with the members of the Board, the Executive Director, the President, and the Conference Chair.
 2. The Board of Directors and Steering Committee shall meet the Sunday of the conference or a Sunday shortly after the conference to debrief. Minutes should be taken during this meeting and a post-conference report should be created. Details to be included in this report can be found in the Conference Handbook and the report will be made in collaboration between the Steering Committee and Board of Directors.

⁶ The annual business meeting is now referred to as the "Membership Meeting." In 2014, it was decided that this meeting should be referred to as the "Membership Meeting" in the conference programming to clarify and encourage attendance.

⁷ It is suggested that the Board of Directors meet in person prior to the start of the conference.

E. SPECIAL MEETINGS OF THE EXECUTIVE BOARD AND/OR BOARD OF DIRECTORS -

1. The President, Executive Director or Board of Directors can call special meetings to conduct specific business of the organization.
2. In the case of a special Executive Board meeting, no votes are binding unless a full quorum of the Board of Directors is present.

F. SPECIAL MEETINGS CALLED BY THE MEMBERSHIP

1. A meeting of the organization may be called at any time by a simple majority of its members.
 - a. A letter/email indicating the topic, date, time, and place of such meetings is sent to the Board of Directors and Executive Director.
 - b. The full membership should be notified of the meeting in unambiguous form via the organization's email distribution.
 - c. No meeting called by the membership may conduct business binding upon the organization unless it is attended by a simple majority of the membership in good standing. Signatures of membership or attendance taken via a virtual platform will be required.
 - d. Should no officer be present, such a meeting shall elect a chairperson by simple majority. The chairperson shall provide for the taking of minutes and a roll by signature of such meeting and shall duly submit these minutes to the Secretary.

G. REGULAR DISTRIBUTION OF INFORMATION AND VOTES REQUIRING MEMBERSHIP

1. The primary form of communication for the Membership of SGCI shall be via email.
2. Some voting items may be conducted at the Annual Membership Meeting, however, the majority of the work of the organization shall be managed via email and virtual voting ballot. Votes that may take place throughout the year for the membership of the organization may include but are not limited to:
 - a. Elections for members to the Board of Directors
 - b. Voting for SGCI Membership Awards
 - c. Changes or Amendments to the Bylaws, Constitution, and/or Annual Budget
3. Quorum for membership votes is defined by members of SGCI, in good standing, who choose to participate in the vote by casting their ballots.

H. TRAVEL & LODGING FOR BOARD⁸

1. Each board member will use alternate funds (such as academic budgets, professional development funds, grants, etc.) to cover travel expenses for the mid-year meeting and the biennial conference. If alternate funds are not available, and in light of equity and accessibility, SGCI (analyzing need, the budget and with permission of the president) will attempt to cover any reasonable costs and will notify members asap.
2. Lodging expenses for the biennial conference for the SGCI Board will cover the cost of a shared room in the hotel where the conference is held, pending budget

⁸ Alternate funds and cost effective measures should be considered as to be good stewards for the money of the membership.

approval. The member may share a room and pay nothing, or opt to pay the other half of the lodging to have a room to themselves.

- a. In light of equity and accessibility, SGCI will offer single occupancy or ADA-fitted rooms as needed.
 - b. If the situation warrants, a single room may be covered for propriety, health and equity.
3. Pending budget approval, full airfare costs and hotel expenses are paid for the Student Representative and Executive Director for the biennial conference
 4. If travel is required to support the organization's business, agreed upon expenses will be covered by SGCI (pending budget and Presidential approval).

V. EXAMINATION OF RECORDS -

- A. Any member in good standing may make a written request for information from the organization's records. Personal information may be redacted to ensure personal privacy.

VI. BUDGET, FINANCES AND BOOKKEEPING -

A. ANNUAL BUDGET -

1. The Board of Directors shall approve and present a budget for each fiscal year to the membership at the annual membership meeting prior to that fiscal year.
2. This budget presentation should include the data from the current fiscal year and projections for the next fiscal year.
3. Line items in the budget shall include ceilings on spending for any purpose, proportionate amounts or minimum and maximum balances to be held in accounts, and known expenses for supporting the organization's activities.
4. The Board of Directors may approve the raising of any ceiling of any line item at a board meeting.

B. BANK ACCOUNT -

1. The Executive Director and President will be signers on SGCI's bank account. The Executive Director will file and maintain signatory cards with the bank and will maintain current contact information for each signer.
2. Signatory duties and check card access can be extended to employees. It is the Treasurer's duty to provide oversight for expenditures to ensure that all spending falls within the scope of board approval. The Executive Director will maintain electronic receipts for all expenditures which should be accessible to the Treasurer.
3. The Immediate Past President will be on the bank account for the time they serve the organization in an ex-officio capacity, this role is limited to one year.

C. CD & SAVINGS ACCOUNT -

1. The SGCI Reserve Fund was established to protect the organization against unforeseen conditions that may result in a loss of expected annual revenue. The Reserve should strive to maintain a sum equivalent to six months' worth of operating costs. This sum may diminish when the Reserve must be called into service to compensate for unexpected losses.
2. Where revenue allows, a minimum deposit of \$2,000 will be included in the annual budget to be deposited into the Reserve Fund each year. In years where SGCI

revenue allows, the treasurer will recommend larger deposits, which will be made with the board's approval.

3. The Reserve Fund can be used to pay operating, programming or fundraising costs in the event of an unanticipated budget shortfall. Use of money from the Reserve Fund requires a vote from the Board of Directors.

VII. CHANGES IN THE BYLAWS

- A. The SGCI Constitution may be amended by the Board of Directors and/or the organization's membership. The proposed amendments should be circulated to the full SGCI membership by email, and a vote will be initiated.
- B. Any amendment, correction, change, or addition to the published form of the said amendment must also be approved by a two-thirds majority vote from a quorum of the membership.
- C. A quorum of the membership is defined by members in good standing who choose to participate in the vote by casting their ballots.

(End of Bylaws and Constitution section)