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**“Albany NY AIDA, Inc.”**

Name adoption 8/17/20

Previously known as

The Albany Upstate NYChapter

of the

United States Imperial Society of Teachers of Dancing, Inc.

**BY LAWS**

**Originally created: August 8, 2018**

**First Revision: June 26, 2020**

**Edits: April 1, 2022**

**DEFINITIONS**

1. **Structure of the Chapter Leadership**
2. The Board will include the members of the Executive Committee, and may include other full or adjunct members.

2. Board members will elect from their group the Executive Committee, which is the

highest level of leadership, consisting of the Chair, Vice Chair, Secretary, and

Treasurer. Vice Chair position may remain vacant, or be filled as needed.

3.  Standing or ad-hoc committees will each have a Committee Director chosen from the membership, who may or may not be on the Board, and may be invited to attend Board meetings.

B. **Membership Levels** (see Article VI for details)

1. Full members

2. Adjunct members

3. Auxiliary members

**ARTICLE 1 - NAME AND SEAT**

A.  The chapter will be called **“Albany NY AIDA, Inc.”,** and herein be referred to as the “Albany Chapter.”

B.  The seat of the Albany Chapter shall be the address of the corporation owner 48 Huron Street Albany, NY 12203 unless otherwise directed by the Executive Committee.

C.  There are no geographical restrictions on our membership as long as it does not infringe on another local AIDA chapter.

**ARTICLE II - PURPOSES AND GOALS**

A.  The goal of the Albany Chapter is twofold: to educate its members and the public in the art of dancing, and to promote knowledge of the proper and professionally accepted technique of all types of couples dancing.

B.  The chapter must have at least five (5) members in good standing, and it must meet the conditions required by the AIDA Constitution and/or ByLaws.

C.  All income generated and expenses paid are administered by the chapter itself, in accordance with the rules and bylaws of the AIDA.

D.  Except for compliance with the rules and bylaws of AIDA, the Chapter shall be autonomous in the governance of its affairs and may not delegate determination or control of matters central to such governance.  Nor shall the chapter maintain any affiliations with any organization(s) except National AIDA, which would bind it to the other's authorization, rules or decisions.  Autonomy from the AIDA includes self-determination of locations, dates, rules of conduct of Chapter planned dance events, and such other items as shall periodically be required and/or considered.

**ARTICLE III** - **RESPONSIBILITIES TO AIDA**

1. This chapter will inform the National Committee if the full member steps down and there are no other full members. The chapter has 6 months to fill this vacancy by appointment if necessary.

B. Copies of minutes of all Board meetings will be sent to the AIDA National Committee.

C. Quarterly financial reports will also be submitted to the National Committee.

**ARTICLE IV - EXECUTIVE COMMITTEE AND BOARD**

A.  AUTHORITY:  The management and administration of the Albany Chapter shall be vested in a Board which shall be comprised of up to eleven members. The Executive Committee of 3 to 4 members will be chosen from within the Board.

B.  QUALIFICATIONS:  At least one Executive Committee member must be a current member of AIDA and hold an Associate or higher degree disciplines.

Board Members must be Adjunct or Full AIDA Members and be in good standing with their dues. There is no requirement of length of membership preceding selection to the Board or Executive Committee.

C. GENERAL ELECTIONS:

1. **Term**: Board members shall serve one year and elections for the new term shall be held during the late fall of the year. Chapter terms will be from January 1 through December 31 annually, understanding that there will be overlap to ensure continuity between old and new members during the first quarter.
2. **Requests for** **nominations to the Board** shall be emailed to all voting members at least one month in advance of the general election.  The Chapter has the option of disseminating requests for nominations via other means in addition to email.
3. **Ballots:** If the number of nominations exceeds the number of positions to be filled, ballots shall be transmitted to all voting members and shall clearly indicate the return address and the deadline for receipt of ballots.  If the nominations do not exceed the positions to be filled, no ballots need be sent, and the positions will be filled with the members who had been nominated.
4. **General Election:** The Board shall hold a general election within two months following the receipt of a petition signed by twenty-five percent or more of the voting members of the Albany Chapter and calling for a general election.

D.  EXECUTIVE COMMITTEE: Once elected, the Board shall vote for an Executive Committee by written ballot at its first meeting.   The Executive Committee shall consist of Chair, Vice Chair, Secretary, and Treasurer. The Vice Chair position may remain vacant, or be filled as needed.

E.  RESIGNATION:  An Officer or Board Member may resign at any time.  Resignations shall be submitted by written document to the Chair (or first in line of succession in case of vacancy) and will become effective at the time specified therein.  If no time is specified, then upon receipt. After resignation as an Officer or Board Member, the individual may continue to be a chapter member.

F.  RESIGNATION BY ABSENCE:  A Board Member who is absent from more than three consecutive Board meetings or absent for more than sixty percent of the total meetings of the Board of Directors during any nine month period, may, upon the approval of two Executive Committee members, be considered to have *Resigned by Absence*. Resignation under these circumstances is not mandatory, rather a decision made by the officers.  Furthermore, “presence” at a meeting may include electronic means such as video chat or conference call.

G.  REMOVAL:  Any Board Member may be removed by a vote of two-thirds of the general voting membership, with or without cause.  The number of individuals favoring removal must be at least double the number against removal.

H.  VACANCY:  Vacancy on the Executive Committee shall be filled by appointment by the Chair (or first in line of succession in case of vacancy), subject to confirmation by a simple majority vote of the Board.  The new officer will serve until the next General Election.  The minimum number of Board members shall be five. In the event that there are fewer than five, positions will be filled by appointment by the Executive Committee.

**ARTICLE V – EXECUTIVE OFFICERS**

A. EXECUTIVE COMMITTEE OFFICER POSITIONS:  The following positions shall exist.  The persons shall be called “Executive Officers” and the order of succession is as follows:

1. Chair

2. Vice Chair (Position may remain vacant, or be filled as needed.)

3. Secretary

4. Treasurer

B. QUALIFICATIONS:  At least one Executive Officer must hold an Associate or higher degree in any one of the AIDA disciplines.  The other Executive Officers must be Adjunct Members or Full members.

C. ELECTIONS:

1. All Executive Officer positions shall simultaneously be filled or ratified by written ballot with a simple majority vote of the Board. See Article IV C and H for details.

2. In the event that more than two candidates are nominated for the same Executive Officer position, a runoff election will be held between the two nominees who receive the largest number of votes.

D. CHAIR’S AUTHORITY AND RESPONSIBILITIES:

1. Preside at all General Membership meetings and all Board and Executive Committee meetings.

2. See that orders and resolutions of the Board and Executive Committee are carried out.

3. Be an ex-officio member of Albany Chapter standing or ad-hoc committees.

4. Oversee the Directors of all standing or ad-hoc committees.

5. Correspond with AIDA National Committee representatives as needed.

6. Have other authorities and responsibilities as designated by the Executive Committee or AIDA National Committee.

E. VICE CHAIR’S AUTHORITY AND RESPONSIBILITIES:

1. Act in place of any officer in his or her absence or incapacity.

2. Succeed the Chair in the event of a vacancy in the office of the Chair until a new Chair is elected.

3. Be an ex-officio member of Albany Chapter standing or ad-hoc committees.

4. Assist Committee Director in coordinating Student Medal tests and Professional Examinations with AIDA Examiners, for both chapter members and non-members.

5. Assist Committee Director in coordinating workshops with certified AIDA instructors, for both chapter members and non-members.

6. Assist Committee Director in coordinating individual lessons for members and non-members with AIDA teachers when those teachers are available in conjunction with events such as Examination Sessions, Dance Camps, and/or Competitions.

7. Assist Board members in coordinating with AIDA by acting as a liaison between the National Committee and the Chapter.

8. Have other authorities and responsibilities as designated by the Chair, Executive Committee, or AIDA National Committee.

F. SECRETARY’S AUTHORITY AND RESPONSIBILITIES:

1. If the Vice Chair is not available, act in place of any officer in his or her absence or incapacity.

2. Keep the minutes of all meetings of “Albany NY AIDA, Inc.” Executive Committee or Board. In the Secretary’s absence from a meeting, the Chair will appoint a replacement for that meeting.

3. Record all votes at Executive Committee and Board meetings and any Board actions taken between those meetings.

4. Provide the AIDA National Committee with minutes of all Chapter meetings.

5. Distribute the minutes to all Board Members before the next regular meeting.

6. Correspond with other individuals and organizations on behalf of the Albany Chapter.

7. Maintain the Albany Chapter Bylaws and distribute copies to all Chapter Members.

8. Maintain copies of correspondence and contracts.

9. Have other authorities and responsibilities as designated by the Chair, Executive Committee, or AIDA National Committee.

G.  TREASURER'S AUTHORITY AND RESPONSIBILITIES:

1. Account for all financial transactions of the Albany Chapter, maintaining complete and accurate financial records.

2. Provide the AIDA National Committee with quarterly financial statements.

3. Present financial report at the chapter’s Board Meetings.

4. Transmit appropriate payments and applications to the AIDA National Director of Membership, upon receipt of membership fees and copies of new and renewed member’s applications from the chapter’s Director of Membership.

5. Ensure compliance with NY State and federal income tax requirements.

6.  Upon leaving office, the Treasurer must transfer all financial records and property in a timely manner to the succeeding Treasurer or Vice Chair until a new Treasurer is named.

7. Have other authorities and responsibilities as designated by the Chair, Executive Committee, or AIDA National Committee.

H. DELEGATION:  Officers may delegate specific tasks to other individuals, but shall retain responsibility for those tasks.

**ARTICLE VI - MEMBERSHIP**

A.  Membership Categories:

1) Full:

\* Is open to anyone who holds an Associate or higher degree in any one of the

AIDA disciplines and is in good standing with respect to National dues.

\* Receives Topline Magazine and discounts at chapter events.

\* Has voting rights at national and chapter levels.

2) Adjunct

\* Is open to anyone who has passed a AIDA Medal Test in any dance at any

level offered by the AIDA (including Dance 2 or 3 Achievement and Pre-

Bronze) and is in good standing with respect to National dues.

\* Receives Topline Magazine and discounts at chapter events.

\* Has voting rights at the chapter level.

\* In the event that an adjunct member obtains an Associate or higher degree from

AIDA, s/he will be considered Full members at the chapter level, upon

payment of professional dues to AIDA.

3) Auxiliary:

\* Is open to any dance enthusiast with a desire to have an association with the

AIDA.

\* Receives Topline Magazine and discounts at chapter events.

\* May not hold office in the chapter nor hold voting rights.

\* In the event that an auxiliary member passes an AIDA Medal Test, s/he will

immediately be considered an Adjunct member at the chapter level. The

Membership Director will update the member’s status and communicate to

National.

B. The Albany Chapter shall not discriminate on the basis of race, color, religion, age, sex or national origin.

C. All members must agree to uphold the traditions and bylaws of AIDA.

D.  The active members of this chapter shall be those persons who are members of the Albany Chapter in good standing with respect to their dues.  Inactive members may be reinstated by paying their chapter dues.

E. Annual memberships are on a calendar year renewal basis.  Memberships will be adjusted so that if one is joining in the last quarter of the year, the membership extends through the subsequent year.

^ For example: applications received October 1, 2019 through September 30,

2020, membership will end on December 31, 2020.

^ The first year a member joins, s/he may join for less than one year. In that case,

Memberships paid for after July 1 will extend to the end of that year.

^ The Albany Chapter may set a lower membership rate for the partial

year membership.

^ Subsequent years for that member will be charged at the full annual rate.

F. Any paid member who chooses to end their membership prior to the end of a given year will forfeit the balance of that year’s membership dues.

**ARTICLE VII – COMMITTEES**

A.  AUTHORITY:  Standing or ad-hoc committees may be created or dissolved, and given specific authorities, responsibilities and/or tasks by the Board.

B.  DIRECTOR:  The Director of each committee shall be appointed by the Chair and approved by the Board for a one-year term, and can be reappointed and ratified annually. Each committee shall consist of a Director and no less than one additional member, making a total of two or more serving on each committee. The exception will be the Nominating Committee, which may consist solely of one Board member, who will be considered the Director of Nominations.

C. COMMITTEE DIRECTOR’S RESPONSIBILITIES;

1. Preside over committee meetings.

2. Recruit, appoint, and dismiss committee members.

3. Implement the authorities, responsibilities and/or tasks assigned to the committee by the Board.

4. Report on the committee’s actions to the Board in writing or in person at intervals determined by the Board of Directors.

5. Negotiate contracts on behalf of Albany Chapter with regard to his or her committee.  Contracts must be submitted to the Board for final approval.

6. See that the committee abides by the AIDA Bylaws and Rules, the Albany Chapter Bylaws, and the policies of the Chapter Board.

D.  LIMITATION: Committees shall not:

1. Incur indebtedness or otherwise commit the Albany Chapter without the prior approval of the Board.

2. Circumvent or alter the rules, policies or procedures of AIDA or the Albany Chapter.

3. Exceed their prescribed duties or functions.

E.  Materials generated by volunteers for the Albany Chapter are the property of the Albany Chapter and should be labeled as such. Ownership of materials prepared by professionals who offer services (unpaid) to the Chapter will be considered on a case-by-case basis.

**ARTICLE VIII - MEETINGS**

A.  REGULAR MEETINGS: Regular meetings of the Board may be held as needed to conduct the business required of it, but no less than three times a year. All Executive Committee Members, Committee Directors, and any other Board Members shall be notified at least two weeks in advance of the date of the meeting.

B.  QUORUM: A simple majority of current Board members must be present in order to vote at any Board Meeting.  “Presence” at a meeting may include electronic means such video chat or conference call.  In the absence of a quorum, the Board may hear reports and hold discussions.  However, any decisions must be approved by the required number of Board Members at a later time before taking effect – see Article IX, Parliamentary Procedure.

C.  SPECIAL MEETINGS:  Special Executive Committee or Board meetings may be called for any purpose at the order of the Chair, Vice Chair, Secretary, or any three Board members. Notice of special meetings must be communicated to all Board members at least two days in advance.

D.  GENERAL MEETINGS:  A general membership meeting shall be held at least once each calendar year for the entire Albany Chapter.  This meeting will be held in the Fall, prior to nominations.  Notice of the meeting shall be made via email and/or other effective means to all Albany Chapter members at least two weeks in advance.

E.  VOTES:  Unless otherwise specified in these bylaws, all decisions of the Board shall be reached by a simple majority of the Board.

F.  VOTES BETWEEN MEETINGS:  In between meetings, decisions which cannot or should not be delayed until the next meeting may be made with the agreement of a simple majority of Board members. The vote shall be called by the Chair, with the Secretary collecting the results.  These decisions shall be documented by the Secretary and presented to the full Board at the next meeting.  In the event a discussion is needed, a special Board meeting shall be called.

G.  MEETING ATTENDANCE:  Board meetings shall be open to the following individuals, unless the Board votes to hold a closed session:

1. All Albany Chapter members without invitation.

2. Officers or Committee Members of AIDA without invitation.

3. Other interested individuals upon invitation by any Board Member and concurrence of the Executive Committee.

H.  ABSENCE FROM MEETINGS:  If an Executive Committee member will be absent from a scheduled Executive Committee or Board meeting, s/he must inform the Secretary in writing or by email.  The member is to include the date of the scheduled meeting as well as the reason for not attending.

If the Secretary is going to be absent, s/he must inform the Chair, and make arrangements for another Board member to record minutes of the meeting.

**ARTICLE IX - PARLIAMENTARY PROCEDURE –**

A.  THE STANDARD CODE of Parliamentary Procedure shall be used as the Parliamentary Procedure of the Albany Chapter except wherein its use is inconsistent with the AIDA bylaws or rules.

^ The voting process required at Board meetings to pass motions consists of agreement of a simple majority of all current Board members.

^ The quorum requirement for Board meetings is simple majority of the current Board members.

B.  AMENDMENTS:

1. These bylaws may be amended or repealed by the Board by distributing the proposed change(s) to the AIDA National Committee & its Board of Trustees.

^ Following approval by National, the proposed change(s) shall be distributed

to all Chapter voting members via email with the question: Approve?

Disapprove?

^ Responses to the above changes must be received via email by the Secretary

within 2 weeks of the distribution of the amended ByLaws.

^ Changes will be approved with a simple majority of ‘Approve’ responses from

voting members. No response will be considered as ‘Approve’.

2. Amendments may be proposed by the Board or upon petition by twenty-five percent of the voting members of the Albany Chapter. Ballots shall be mailed, either via the US Postal Service or e-mail, within one month from the receipt of such a petition.

3. Bylaws will be reviewed periodically, as needed.

C.  DUTIES for Executive Committee positions as well as sub-committee Directors will be reviewed periodically (and after each election) by all Board members to ensure all are aware and informed.

D.  CONFLICTS:  In the event of conflicts, the order of priority shall be:

1. AIDA Bylaws

2. Albany Chapter Bylaws

3. Policies adopted by the Albany Chapter Board.

**ARTICLE X - ATTACHMENTS**

**A) National AIDA Indemnity Statement:**

* The chapter accepts the terms and conditions for recognition of any AIDA Chapter Event, such as a dance, training session, practice session, competition, etc., as specified in the AIDA Constitution and Bylaws, including amendments thereto adopted by the National Committee.
* The chapter also agrees to abide by all the rules and regulations established for AIDA Chapter-sanctioned Events as stated in the AIDA Constitution and Bylaws, and to conduct any AIDA Chapter-sanctioned Event run by the chapter, or any Event run at the same location immediately before or after the AIDA Chapter-sanctioned Event, in full compliance with all applicable federal, state, and local laws, statutes, ordinances, rules, regulations or orders, including, without limitation, those relating to health, sanitation, and safety.
* By running this AIDA Chapter-sanctioned Event, the chapter agrees to indemnify and hold the National Committee and its officers, directors, and agents, as well as the Board of Trustees (collectively “Indemnities”) harmless from all claims, actions, demands, losses, damages, liabilities or judgments (collectively “Claims”) arising out of or relating to the conduct of the Event for which the sanction is given or implied or any event run by the Organizers at the same location immediately before or after the Event for which the sanction is given or implied, and to pay any and all legal expenses incurred by any Indemnities, including reasonable attorneys’ fees, any Indemnities incurs in defending against any Claims related to any AIDA Chapter activities.
* For all Chapter-sanctioned Events, participants will be required to sign a form, thereby agreeing to the following (or words to this effect):
  + "I understand and agree to these conditions for participation in Albany Chapter events: Dance is a physical activity that includes close physical contact with other participants. Like all such physical activities, dance carries some degree of risk. The local AIDA Chapter, the National AIDA Committee, event organizers, instructors, the venue, and any agents of those individuals or organizations cannot be held liable for injuries, illnesses, other health-related issues, or for any loss, damage, or theft of articles from event facilities during events. Persons attending the event do so at their own risk."
* In the event of a dispute with the AIDA, its rules or decisions, any chapter member (or agent or representative of any member chapter), any registrant, competitor, or other person who agrees to be bound by these rules, agrees that any dispute, controversy or claim which cannot be amicably resolved through the avenues of appeal made available within the National Committee, shall be submitted to binding arbitration before a single arbitrator under the Commercial Arbitration Rules of the American Arbitration Association at a location selected by the National Committee.

**B) Albany Chapter Board of Director’s Policies:**

[General Decisions Made by the Board of Directors Through Motions Passed]

*Revised and adopted August 28, 2018.*

*Updated 5/28/19.*

*Updated 4/28/20.*

*Name of Chapter changed to* “Albany NY AIDA, Inc.” *to reflect the change in the National organization’s name of AIDA as of September 1, 2020.*

*Updated 11/29/21*

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| --- | --- |
| **Date** | **Decisions:** |
| 10/14/18 | Events Committee was formed. |
| 1/4/19 | Committees formed: Membership, Public Relations, Camps and Comps. |
| 5/5/19 | Proposed a change to bylaws to AIDA (formerly USISTD), to add a Vice Chair to the leadership structure. Position may remain vacant, or be filled as needed. |
| 5/5/19    VOID | Add language to bylaws to specify chapter’s checks should be signed by two members of the Executive Committee.  Void 5/5/19. When bank account was opened, the bank stated it would only allow one signature because it is not a business account. |
| 5/5/19    VOID | Request National approve ongoing monthly expenditures of $250 for the venue for the Learn and Practice workshops, and general approval to write checks of $50 or less.  Void entry 5/5/19 |

9/22/2019 – Director of Nominations was named.

9/22/2019 – Dues increase from $25 to $35 with $25 going to National & $10 remaining

in Albany Chapter, in order to subsidize our local chapter’s treasury.

11/26/2019 – National Committee approved half year memberships for our chapter for

new members for July 1 through end of year. $20 dues ($15 to National & $5

to Albany Chapter).

1/19/2020 – Website initiated by remote vote (9 yes) of Board of Directors.

3/12/2020 – Regarding the Albany Chapter’s bank account, the register shall be shared by

three board members, and checks can be signed by any one of the three. Names

of the three people are to be reviewed yearly: after an election; or anytime one

of the three signers leaves the board. (See revision 4/1/2022).

4/28/2020 – In the event that the Albany Chapter dissolves, the disposition of any

monetary balance will revert to the National AIDA (formerly USISTD), per

Nationals’ bylaws.

8/18/2020 Name of the Albany Chapter changed to “Albany NY AIDA, Inc.” to reflect

the change in the National organization’s name of AIDA effective as of

September 1, 2020.

7/29/2021 Everyone who attends a Learn & Practice Workshop (except teachers and DJ)

and participates in the workshop and/or dance will pay admission (regardless of

donations or work during the event).

9/8/2021 Conflict of Interest Policy, Albany NY AIDA, Inc. Adopted

**Article I – Purpose**

The purpose of this policy is to protect the interests of Albany NY AIDA by: (a) preventing the personal interest of the board, committee directors, committee members, major donors, and other key persons from interfering with their duties to the organization and (b) avoiding any unethical financial, professional, or political gain on the part of such individuals. The intent of this policy is to supplement, not replace, any applicable federal, state, or local laws regarding conflicts of interest.

Conflict of Interest (continued) **Article II – Persons Concerned**

This statement applies to board members, committee directors, committee members, major donors, and any other key persons who can influence the governance and actions of Albany NY AIDA. This includes anyone who makes financial decisions, might be referred to as “management,” or have proprietary information regarding Albany NY AIDA.

Conflict of Interest (continued) **Article III – Procedures**

1. Duty to Disclose  
Each officer, board member, director, committee member, major donor, and any other key person is under an obligation to disclose the existence or potential existence of a conflict of interest as it arises. The same holds true in the case of a conflict of interest with a related party.

2. Investigating Conflicts  
When a potential conflict of interest is disclosed, the board will then provide the individual with an opportunity to disclose all material facts. The board will collect all pertinent information and question involved parties. If it turns out that a conflict does not exist, the inquiry will be documented but no further action will be taken.

3. Addressing a Conflict of Interest  
If the board determines that a conflict of interest exists, it will take appropriate action to address the conflict. This will include (but not be limited to): a) the party with the conflict of interest may be prohibited from being present during deliberations or voting on the matter giving rise to such conflict, b) any interested party will be prohibited from deliberating or voting on any matter related to said conflict of interest. However, the party with the conflict may be present at meetings to address any questions prior to deliberations.

Any party with a conflict of interest is furthermore prohibited from making any attempt to improperly influence deliberations or a vote on the matter giving rise to such conflict.

The existence of any conflict of interest will be documented in the minutes of any meeting in which the conflict was discussed or voted upon.

4. Disciplinary Action  
All conflicts of interest will be reviewed on a case-by-case basis. The board has full discretion to deem what disciplinary action is appropriate and necessary for disclosed conflicts of interest.

If the governing officers reasonably believe a member or key person failed to disclose an existing or possible conflict of interest, it shall inform the individual of the rationale for such belief and grant the individual an opportunity to explain the alleged failure to disclose the conflict of interest.

After hearing the individual’s response and investigating further as warranted by the circumstances, the governing officers may take appropriate disciplinary action, including removal from the position at the organization.

5. Notice of Annual Statements  
Every member, director, officer, major donor, and any other key person must sign a Conflict of Interest Disclosure Statement upon said individual’s term of office or other relationship with Albany NY AIDA and must do so annually. Failure to sign does not nullify the policy. Conflict of Interest Disclosure Statements will be submitted to the board Secretary, who will keep a record of all such Disclosure Statements. The Secretary will also share an electronic or written copy of all disclosure Statements with the board Chair.

(Conflict of interest continued) **Article IV – Acknowledgment**

By signing, the individual named below understands what constitutes a conflict of interest and understands the procedure for addressing them with Albany NY AIDA, including their duty to disclose any known or potential conflicts of interest.

The signee agrees to abide by the procedures set forth by this policy for the duration of their relationship with Albany NY AIDA.

Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Date: \_\_\_/\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DECISIONS Continued:**

4/01/2022 (Revision of entry dated 3/12/20 Motion by Louise, 2nd by Ruth L)

Regarding the Albany Chapter’s bank account, the register shall be shared by

up to three board members or members approved by the Board, and checks

can be signed by any one of the three. Names of the three people are to be

reviewed yearly: after an election; or anytime one of the three signers

leaves the board.