



GK Booster Meeting Agenda

March 27th, 2025 | 7:30 PM via Zoom

Zoom Meeting Information

Meeting ID: 850 447 8402 | Passcode: 669458

Call to Order (Melissa)

- Welcome
- Review Mission Statement / Review Booster Guidelines
- Guidelines for the meeting / Forum at the end

Board Report (Melissa)

- Scholarship Updates – Motions Required
- Nominating Updates
- Concessions Updates
- Board Updates

Secretary's Report (Amanda)

- Review of the minutes
- Grant Requests
- Correspondence

Booster Activities (Amber)

- Fundraising Proposals
- Merchandise Updates

Treasurer's Report (Amy)

- Notable income / expenses
- Notable anticipated income / expenses
- Booster moving forward

Administrative Report (Yarkowsky / Admin)

- Upcoming school events

Forum

- Melissa will start

Monthly capture of Booster Funds
FY 2024-2025

	Total	July	August	September	October	November	December	January	February	March	April	May	June
Income													
Donations													
Amazon Smile	0.00												
Benevity	0.00												
Fred Meyer/Kroger	385.20		203.66				181.54						
PayPal Giving Fund	200.00			200.00									
Other	0.00												
Memberships													
Annual	10.00			10.00									
Lifetime	495.00		40.00	430.00			25.00						
Sales of Inventory	0.00												
All GK merchandise items	22,758.00			17,321.00	4,897.00	505.00	35.00						
Concession income	43,126.80			5,975.00	20,066.10	5,955.00	11,130.70						
Annual Club Dues	0.00												
Totals	66,975.00	0.00	243.66	23,936.00	24,963.10	6,460.00	11,372.24	0.00	0.00	0.00	0.00	0.00	0.00

	Total	July	August	September	October	November	December	January	February	March	April	May	June
Expenses													
Grants													
Link Crew	1,190.27				1,190.27								
Sunshine Club/Staff meals	0.00												
VIE	351.58			351.58									
Senior Breakfast	0.00												
Scholarships	4,000.00		2,250.00	1,250.00			500.00						
Inventory													
Spiritwear	16,497.00	2,628.00	2,980.00	9,057.00	1,832.00								
Blankets	0.00												
Bags, stickers, hats, tumblers	2,370.00		2,370.00										
Concession purchases	20,997.07			6,500.65	9,036.15	2,159.33	3,300.94						
Concession Labor to club/tea	0.00												
Operating													
WSBCA annual fee	0.00												
State renewal	0.00												
GoDaddy	1,050.34			1,050.34									
Software - Accounting	221.63	32.43	37.84	37.84	37.84	37.84	37.84						
Software - Mail Chimp	219.00				219.00								
Software - Zoom	170.29					170.29							
PO Box	0.00												
Insurance	0.00												
Bank Fees - BOA	8.10					2.10	6.00						
Misc/Office Supplies	167.51		85.32	77.82	4.37								
Hauler trailer tabs/insurance	0.00												
Totals	47,242.79	2,660.43	7,723.16	18,325.23	12,319.63	2,369.56	3,844.78	0.00	0.00	0.00	0.00	0.00	0.00

Greater Tacoma Community Foundation													
Gains	2,611.75			2,611.75									
Losses/Fees	0.00												
Scholarships paid	0.00												

Merchant Fees	1,271.67		1.04	414.08	556.68	113.58	186.29						
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Summary capture of Booster Funds

FY 2024-2025

THROUGH December 31 2024

	Opening	Income	Expenses	Ending
	bank balance	this FY	this FY	bank balance
Art	25.00	0.00	0.00	25.00
Athletic Dept	311.55	0.00	0.00	311.55
Band	19.09	0.00	0.00	19.09
Baseball	3,152.06	7,740.00	5,290.85	5,601.21
Basketball - boys	121.61	65.00	1.58	185.03
Basketball - girls	337.45	0.00	0.00	337.45
Boom Squad	9.56	0.00	0.00	9.56
Bowling	24.26	0.00	0.00	24.26
Cheerleading	3,107.63	13,780.00	7,160.42	9,727.21
Choir	605.40	1,655.00	314.08	1,946.32
Cross Country	158.59	0.00	0.00	158.59
DECA	115.00	0.00	0.00	115.00
Fastpitch	4,895.03	1,450.00	0.00	6,345.03
Flag Football - Girls	252.87	0.00	0.00	252.87
Football	1,335.96	0.00	0.00	1,335.96
Golf-Boys	373.09	0.00	0.00	373.09
Golf-Girls	633.47	0.00	0.00	633.47
JROTC	6,860.00	12,921.25	5,987.40	13,793.85
Lacrosse- Girls	2,436.12	0.00	0.00	2,436.12
Leadership	1,367.68	0.00	126.00	1,241.68
Orchestra	851.95	0.00	0.00	851.95
Renaissance	239.83	0.00	0.00	239.83
Robotics	473.82	0.00	0.00	473.82
Soccer -Boys	4,140.25	20.00	0.48	4,159.77
Soccer -Girls	4,475.66	20.00	0.48	4,495.18
Spanish Club	15.55	25.00	0.62	39.93
Swim-Girls	95.00	40.00	0.96	134.04
Teachers & Staff	365.99	0.00	0.00	365.99
Track	4,225.44	0.00	0.00	4,225.44
Unify One	2,900.35	0.00	0.00	2,900.35
Volleyball	744.56	4,732.90	5,427.46	50.00
Wrestling - boys	961.42	0.00	0.00	961.42
Wrestling - girls	(25.57)	25.00	0.62	(1.19)
General Fund	17,125.53	66,975.00	48,514.46	35,586.07
Accounts with 0.00				
Dance	0.00	0.00	0.00	0.00
Sports Medicine	0.00	0.00	0.00	0.00
Tennis - Boys	0.00	0.00	0.00	0.00
Tennis - Girls	0.00	0.00	0.00	0.00
Total in booster	62,731.20	109,449.15	72,825.41	99,354.94
GTCF-fund	47,975.89	2,611.75	0.00	50,587.64
Total Assets	110,707.09	112,060.90	72,825.41	149,942.58

149,942.58

Monthly capture of Booster Funds
FY 2024-2025

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Benevity	0.00												
Fred Meyer/Kroger	385.20		203.66				181.54						
PayPal Giving Fund	200.00			200.00									
Other	0.00												
Memberships													
Annual	10.00			10.00									
Lifetime	595.00		40.00	430.00			25.00		100.00				
Sales of Inventory	0.00												
All GK merchandise items	24,096.00			17,321.00	4,897.00	505.00	35.00	185.00	1,153.00				
Concession income	56,812.80			5,975.00	20,066.10	5,955.00	11,130.70	6,838.00	6,848.00				
Annual Club Dues	0.00												
Totals	82,099.00	0.00	243.66	23,936.00	24,963.10	6,460.00	11,372.24	7,023.00	8,101.00	0.00	0.00	0.00	0.00

Expenses	Total	July	August	September	October	November	December	January	February	March	April	May	June
Grants													
Link Crew	1,190.27				1,190.27								
Sunshine Club/Staff meals	0.00												
VIE	886.49			351.58				534.91					
Senior Breakfast	0.00												
Scholarships	4,000.00		2,250.00	1,250.00			500.00						
Inventory													
Spiritwear	16,497.00	2,628.00	2,980.00	9,057.00	1,832.00								
Blankets	0.00												
Bags, stickers, hats, tumbler	2,370.00		2,370.00										
Concession purchases	25,561.08			6,500.65	9,036.15	2,159.33	3,589.47	4,275.48					
Concession Labor to club/tea	0.00												
Operating													
WSBCA annual fee	0.00												
State renewal	0.00												
GoDaddy	1,050.34			1,050.34									
Software - Accounting	259.47	32.43	37.84	37.84	37.84	37.84	37.84	37.84					
Software - Mail Chimp	219.00				219.00								
Software - Zoom	170.29					170.29							
PO Box	0.00												
Insurance	0.00												
Bank Fees - BOA	7.50					2.10	6.00	(6.00)	5.40				
Misc/Office Supplies	167.51		85.32	77.82	4.37								
Hauler trailer tabs/insurance	0.00												
Totals	52,378.95	2,660.43	7,723.16	18,325.23	12,319.63	2,369.56	4,133.31	4,842.23	5.40	0.00	0.00	0.00	0.00

Greater Tacoma Community Foundation													
Gains	2,611.75			2,611.75									
Losses/Fees	913.44						913.44						
Scholarships paid	0.00												

Merchant Fees	1,556.71		1.04	414.08	556.68	113.58	186.29	136.45	148.59				
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THROUGH February 9 2025

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Baseball	3,152.06	11,840.00	12,755.09	2,236.97
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Basketball - girls	337.45	0.00	0.00	337.45
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DECA	115.00	0.00	0.00	115.00
Fastpitch	4,895.03	1,450.00	0.00	6,345.03
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Golf-Girls	633.47	0.00	0.00	633.47
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Volleyball	744.56	4,732.90	5,427.46	50.00
Wrestling - boys	961.42	0.00	453.78	507.64
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General Fund	17,125.53	82,099.00	53,935.66	45,288.87
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Tennis - Girls	0.00	0.00	0.00	0.00
Total in booster	62,731.20	141,618.35	101,585.99	102,763.56
GTCF-fund	47,975.89	2,611.75	913.44	49,674.20
Total Assets	110,707.09	144,230.10	102,499.43	152,437.76

152,437.76



AGENDA
GK Booster Club Meeting
January 13, 2025
7:00 PM In Person and Virtual Meeting

Zoom

Meeting ID: 850 447 8402

Passcode: 669458

Call to Order

- Welcome – Meeting called to order by Melissa at 7:00pm
- Attendee Introductions

Zoom Attendees

Amanda Oboy - Analaura Arias – Diego - Amy Benum - Shannon Scacciotti - Matt Yarkosky

In Person Attendees

Jerett Bishop – Steven Lovee – John Finkbiner – Analaura Arias – Michael Stallman

State of the Booster

Booster Activities

- Concessions Updates
- Fundraising Guidelines

Secretary's Report

- Review of the minutes

- Grants
- Correspondence
- Membership

Spirit Wear Update

- Inventory Update / Trailer Update
- Merchandise for 2024 – 2025

Treasurer's Report

- Notable income/expenses
- Notable anticipated income/expenses

Administrative Report

- Upcoming school events
 - Winter Formal 1/31
 - Incoming Night 2/4 6:30pm-8:00pm
 - Returning Night 2/11 6:30pm-8:00pm
 - Spring Sports



GK Booster Concession Volunteer Award

In the Fall of 2023, GK Booster took over Home Game concessions at GK and Art Crate for GK Athletic events. Booster and ASB each get a portion of the profit after expenses. One of the goals with taking over Concessions is to be able to offer more Scholarships.

In order to be considered, the following criteria must be met:

- Plan on attending a college, technical school, or entering the military.
- Must be a GK Senior / GK Running Start participant who is graduating in the Spring of the current year.
- Applicant with a Family Member of the GK Booster Club will be preferred.
- Applicant or Family Member who participated in working a minimum of 20 hours in the Concession Stand during Senior year or 40 hours during their high school career. This is a per student requirement.
- Each student is eligible once for this award with payment made after graduation.
- This award doesn't not come from the GTCF Endowed Fund. If the Concession Stand is not profitable or GK Booster Club no longer runs Concessions, this award will not be given.
- Complete online application. No letters of recommendation or essay needed.
- For all scholarships under \$600, a check will be given to the student and not sent to the school.

The Board will determine an amount each year to be given away. The amount will be divided evenly between all eligible applicants.



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GK Booster Scholarship History and Changes

Years ago, a GK Supporter donated a box truck full of purses that were then sold to the community. That money was used to create an Endowed Fund at the Greater Tacoma Community Foundation (GTCF)

Based on the paperwork, we reviewed recently. BEST was the “owner” of the Fund and GK Booster Club was an “Interested Party”

There is some wording in the document that references the Booster Club being involved in the Scholarship process, but it sounds like that was up to BEST in the end but hopefully we can get a member on the committee next year.

A few years ago, GTCF realized they were not equipped to be in the Scholarship distribution business and have been updating and changing their processes. They reverted the GK Booster Scholarship back to BEST per the legal paperwork.

Next steps:

- Booster Club has submitted a list of eligible recipients to Ms. Pettit.
 - GTCF amount is \$2,000
 - We are asking the membership to release \$3,000 more for the scholarship
- Next year - We have a few options
 - BEST will determine the amounts for those who apply to BEST using GTCF funds
 - Booster can either give more to them divide out
 - Booster can get a list of eligible students from Ms. Pettit and we can augment the amounts given based on our criteria.

This doesn't impact the Concessions scholarship because no GTCF funds are used.



Mission Statement

The purpose of the Club is to support and promote academics, arts, activities and athletics by engaging in activities that generate funds or resources for items and support for the acquisitions, maintenance, and/or operation of any student program. The Club will give fair and equitable consideration to all Graham Kapowsin High School (GKHS) sanctioned clubs, sports, activities and programs.

We had 30 events between 12/02/2024 and 2/24/2025

- 18 Basketball games and 5 Unified Basketball games
- 5 Wrestling meets
- JROTC Drill Meet
- Junior Class Dance

We sold almost 7,000 items for over \$19,000 in sales including:

1544 Laffy Taffy's	979 Candy Bars	932 Popcorns	233 Cookies
1041 Pops	530 Water	495 Gatorade	48 Hot Drinks
470 Hot Dogs	Nachos 296	150 Pretzels	88 Cup of Noodles

The following groups are being granted the following amounts including tips for a total of \$3,045.

A donation will be made to ASB as well:

Band / Choir	\$200
Baseball	\$900
Cheer	\$235
JROTC	\$215
Junior Class	\$300
Swim	\$250
Unified Basketball / Leadership	\$525
Wrestling	\$220



Mission Statement

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We had 21 events between 09/09/2024 and 12/01/2024

- 6 JV / C Team Football games
- 4 Varsity Football games
- 5 Girl's Soccer games
- 5 Volleyball games
- Cheer Competition

We sold over 11,400 items for over \$37,000 in sales including:

1,774 Laffy Taffy's	1,882 Candy Bars	1,364 Popcorns	283 Cookies
1,665 Pops	996 Water	854 Gatorade	544 Hot Drinks
992 Hot Dogs	541 Nachos*	41 Pretzels**	357 Cup of Noodles

*Didn't have at every Varsity Football Game

**Not sold at Varsity Football Games

At Varsity Football games, we have a Pizza Hut Special and sold 436 of those.

The following groups are being granted the following amounts including tips for a total of \$4,840. A donation will be made to ASB as well:

Analaura's Clubs	\$940
Band / Choir	\$300
Baseball	\$700
Cheer	\$600
Swim	\$200
Leadership	\$500
Undetermined	\$1,600

2025 - 2026
GK BOOSTER BOARD
NOMINATIONS

THE FOLLOWING ROLES ARE AVAILABLE:

PRESIDENT
SECRETARY
TREASURER
VICE PRESIDENT

CONTACT US BY 04.09.2025
IF YOU ARE INTERESTED
IN TAKING A ROLE

GKBOOSTER.ORG

**BY-LAWS OF THE
GRAHAM-KAPOWSIN
BOOSTER CLUB**

Approved: September 14, 2015

***Reviewed March 2018**

TABLE OF CONTENTS

- I. Name, Purpose and Objectives**
- II. Membership and Fees**
- III. Executive Board**
- IV. Officers**
- V. Standing Committees**
- VI. Meetings**
- VII. Funding Procedures**
- VIII. Finances**
- IX. Amendments of These By-Laws**

ARTICLE I – Name, Purpose and Objectives

Section 1.01 Name The name of this organization shall be GK Booster Club (hereinafter “the Club”.)

Section 1.02 Purpose The purpose of the Club is to support and promote academics, arts, activities and athletics by engaging in activities that generate funds or resources for items and support for the acquisitions, maintenance, and/or operation of any student program. The Club will give fair and equitable consideration to all Graham Kapowsin High School (GKHS) sanctioned clubs, sports, activities and programs.

Section 1.03 Objectives The objectives of the Club are as follows:

- (a) Develop an organization with an active and involved membership that is concerned with all GKHS programs and all of its participants regardless of sex, race, socio-economic status or chosen activity.
- (b) Promote school spirit and sportsmanship and encourage attendance at all GK events.
- (c) Provide supplementary financial support for various activities at GK.
- (d) Aid the staff in organizing and staging special events and projects.
- (e) Provide resources and support to encourage community involvement.

Section 1.04 Nonprofit Status Notwithstanding any other provisions of these bylaws, the Club shall carry out activities permitted by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or the corresponding provisions of any future Internal Revenue Law. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE II – Membership and Fees

Section 2.01 Membership Adults (parents, school district employees, patrons, alumni and community members) interested in the stated objectives of the organization are eligible for membership.

Section 2.02 Membership Fee A membership fee, established by the Executive Board, shall accompany each application for membership and shall become the property of the Club. Those members who have paid their fees are eligible to vote. The membership fee will be determined by the Executive Board. Changes will be voted on by the general membership.

Section 2.03 Other Fees Affiliated organizations will be assessed an annual membership fee at the discretion of the Executive Board.

ARTICLE III – Officers

Section 3.01 Officers The officers shall consist of the President, Vice-President, Secretary and Treasurer.

(a) Election. The officers shall be elected by a majority of the voting membership.

(b) Nominations. The Executive Board shall appoint a nominating committee of at least (3) members annually during the month of April. The nominating committee shall present a slate of nominees (who have agreed to serve) for positions of officers. Additional candidates may be nominated from the floor at the general membership meeting when voting occurs.

(c) Term of Office. A term is one fiscal year, July 1 through June 30. An individual may not serve in the same elective capacity for more than two consecutive terms unless another individual to serve cannot be found.

(d) Vacancy. The Executive Board shall appoint any officer vacancy, other than the presidency. A vacancy in the office of the president shall be filled by a majority vote of the general membership at the first meeting after the vacancy occurs.

(e) Voting. Voting may take place at any general membership meeting or via email at the discretion of the Executive Board.

(f) Removal. Any officer may be removed by a two-thirds vote of the members present at a membership meeting if said removal has been listed in advance as an agenda item for that meeting. A quorum shall be required.

Section 3.02 Duties of Officers

(a) President – The President shall:

- (1) Preside at all meetings;
- (2) Appoint standing committee chairpersons with the concurrence of the Executive Board;
- (3) Appoint and/or dissolve all other committees;
- (4) Serve as ex-officio member of all committees;
- (5) Serve as primary spokesperson for the Club, except as otherwise specified;
- (6) Direct goals and budget performance.

(b) Vice-President – the Vice-President shall perform all duties of the President in his/her absence and shall be responsible for an annual review of the By-Laws, recommending revisions as deemed appropriate.

(c) Secretary – The Secretary shall keep a record of all proceedings of the general membership meetings of the Club. All minutes shall be kept in a binder. A record of the decisions of the Executive Board shall be kept separate from the general membership meeting minutes. A summary of the decisions made in Executive Board meetings should go out to the general membership at the next membership meeting.

(d) Treasurer – The Treasurer shall maintain a complete set of books of the account in accordance with generally accepted accounting principles and practices. The Treasurer shall make disbursements from the organization's encumbered funds and the general fund, and shall pay expenses approved by the Executive Board and shall secure proper vouchers thereof and shall receive and deposit monies of the Club in the Club's checking and/or savings account. The treasurer shall report the amount of money available in the general fund and encumbered funds at each general membership meeting. At least two of the elected officers shall be approved by the bank to endorse checks. Any disbursement over \$5,000 will require two signatures.

ARTICLE IV – Executive Board

Section 4.01 The Executive Board (the Board) shall be responsible to act on behalf of the Club in the management of the business affairs of the organization, except for matters decided by a vote of the general membership. The Executive Board shall consist of the President, Vice-President, Secretary and Treasurer.

Section 4.02 The Executive Board shall:

- (a) Approve the recommendations of all committees and shall have ultimate responsibility for the actions of these committees;
- (b) Set the time and date of general membership meetings and give members timely notification;
- (c) Approve goals and budget targets annually, to be proposed to and approved by the general membership.

Section 4.03 If action on behalf of the Club is necessary before it is reasonable to convene the general membership meeting, the President shall call a meeting of the Board. A report of any action taken shall be made at the next general membership meeting.

ARTICLE V – Standing Committees

Section 5.01 Standing Committees Standing Committees are those required to function throughout the year. Chairpersons shall be appointed by the President, subject to the approval of the Board. Standing Committees and their primary functions follow.

Section 5.02 Membership Committee The Membership Committee shall maintain a complete and current list of all members, collect dues, and conduct ongoing efforts to recruit new members.

Section 5.03 Standing Committee chairpersons shall recruit as many members as necessary to discharge the responsibility of the Committee. The Chairperson shall also keep a file of the year's proceedings, for turnover to his/her successor.

ARTICLE VI – Meetings

Section 6.01 General Membership Meetings General Membership Meetings shall be held as needed but at least once a year. Meetings shall be open to all interested persons.

Section 6.02 Executive Board Meetings Executive Board meetings shall be held as determined necessary by the Executive Board.

Section 6.03 Voting All members who have paid a membership fee for the current year may vote.

Section 6.04 Quorum A quorum for the transaction of business for general membership meetings shall be ten (10) members or more from the current membership. A quorum for Executive Board meetings shall be 50% + 1 of the Board members.

ARTICLE VII – Funding Procedures

Section 7.01 Purpose. The purpose of fundraising will be to support and promote academics, arts, activities and athletics by engaging in activities that generate funds or resources for items and support for the acquisitions, maintenance, and/or operation of any student program. The Club will give fair and equitable consideration to all GKHS sanctioned clubs, sports, activities and programs in terms of raising and distributing funds.

Section 7.02 Raising of Funds

(a) General: The General Fund will involve the entire membership actively raising resources throughout the year in major events to provide funds for scholarships, approved grant requests and general operating expenses.

(b) Specific: A Specific fund will involve a smaller group of members who are raising resources for a project or group that may be limited to a specific need, dollar amount, or time of year. A Specific Fund may be used for but not limited to, supporting the following examples: Boys Basketball, Volleyball, Renaissance, etc.

(c) Special Cabinet Requests: The Board may grant a special request for funds without presenting the request to the general membership at a general membership meeting. This can only be done upon a verbal approval of the quorum of the Board. The intent of this section is to allow the Board to act on short notice or unanticipated requirements. The President will provide a summary and justification for these actions at the next general membership meeting.

Section 7.03 Allocation of Funds

(a) The Club will accept requests for funds in support of any GKHS sanctioned club, sport, activity or program. Requests must be presented on a properly completed Grant Request Form to be considered.

(b) Requests for funds will be reviewed at the first general membership meeting after the request is received. At this reading, the organization and/or individuals requesting support must be represented to provide additional discussion and/or clarification as needed by the general membership. On receiving a motion and seconding, the request shall be acted upon by majority vote of the general membership.

(c) Special consideration will be given to requests requiring partial funding thus promoting self-sufficiency. Example: matching funds, where a group earns half and the Club donates half.

(d) The Board is authorized to allocate/disburse funds for the management and administration of the GK Booster organization.

Section 7.04 Fundraising Guidelines

(a) All fundraising guidelines and procedures will be in compliance with the section 501(c)(3) of the Internal Revenue guidelines and applicable Washington State codes and guidelines.

(b) Specific guidelines and/or procedures for fundraising will be established and modified as required by the Board.

ARTICLE VIII – Finances

Section 8.01 All monies received by the Club for any purpose shall be deposited to the credit of the Club in a financial institution selected by resolution of the Board.

Section 8.02 Funds raised by and/or allocated to specific sports teams, although deposited in the Club’s account, shall be separately tracked as “encumbered funds” for each organization.

- (a) All monies to be deposited must be accompanied by a properly completed cash count sheet.
- (b) Each member organization must maintain complete bookkeeping records for their group.
- (c) Expenditures from these encumbered funds will require a properly completed check request form.
- (d) Organizations are requested to send a representative to every general membership meeting.

Section 8.03 Funds raised by projects that have a specific advertised purpose shall be deposited (and separately tracked) in the Club’s general fund to ensure that they are disbursed for the advertised purpose and to safeguard the integrity of the Club and the School.

Section 8.04 The Executive Board will appoint a committee annually to complete a financial review after the conclusion of the fiscal year. Additionally, a review will be performed any time there is a change of personnel in the Treasurer position.

ARTICLE IX – Amendment of These By-Laws

Section 9.01 Any proposed change to the constitution or By-Laws shall be submitted in writing to the Executive Board. After review by the Board and a majority consensus it will be presented and approved by a majority vote at the general membership meeting.