

Article I - DUTIES OF OFFICERS

Section A -- The Executive Director

The Executive Director will be chief operating officer of *GIYRA* and responsible for the administration of the same. He/she will approve and monitor all appointments as required. All appointments shall be approved by the Board of *GIYRA*. The Executive Director will be responsible for the annual meeting to be held with the Officers and respective Board of Directors of all associated units. The Executive Director shall be the official spokesperson for *GIYRA* unless he/she delegates that responsibility to others, temporarily or otherwise.

Section B -- Secretary

The Secretary shall be responsible for the keeping and maintaining the records and correspondence of *GIYRA*. The Secretary will compile and transcribe all minutes of regular and special meetings, maintain and file sign in sheets for attendance, voting and other necessary functions. The Secretary will be responsible for filling and completing applications and reports, (Township, Country, State and Federal) necessary and maintain a list of the membership of the Board of Directors of *GIYRA*. The Secretary shall publish this listing as well as meeting dates, revisions or amendments when necessary. The Secretary will also perform all administrative duties designated by the Executive Director and/or Board of Directors when said duties are deemed reasonable and necessary. The Secretary may delegate responsibilities to others temporarily or other wise, with approval from the Executive Director and/or the majority vote of those present by the Board of Directors.

Section C -- Treasurer

The Treasurer will be chief financial officer of *GIYRA* and responsible for keeping and maintaining financial record and reports in connection with reasonable and necessary procedures established and/or required. The Treasurer will issue one (1) report as to financial status for each regular scheduled meeting and/or as so directed by the Board of Directors of *GIYRA*. The Treasurer will also be responsible for all accounts, receivable and payable. and will inform and advise the Board of Director as to the complete status, if possible, at each meeting. The Treasurer will also coordinate budgeting, where necessary, with Fund Raising Committee Chairperson of Fundraising Committee of *GIYRA*. The Treasurer will present to the Board of Directors of *GIYRA*, for approval by them in vote of majority of those present, the yearly budget requests of each associate unit after coordinating that request with the unit Treasurers as to present it in from required by the Board of Directors of *GIYRA*. The Treasurer shall also establish and monitor a petty cash fund for each of the associate unit not to exceed Five Hundred US Dollars (\$500.00). The Treasurer shall also be responsible to assign an audit of the books on a yearly basis, to be

completed within ninety (90) days of the end of the fiscal year. The Treasurer shall prepare and report the results of the audit to the Board of Directors at a Regular meeting upon completion of said audit.

Section D -- Haunted House Manager

The Haunted House Manager shall be responsible for the renovation, operation, and maintenance of the *GIYRA* Haunted House (the Haunted House is the primary source of income for *GIYRA*). The Haunted House Manager shall be required to submit a budget as to the estimated cost of any renovations, operation, and maintenance that said facility requires at the start of the fiscal year. The Haunted House Manager has the option to establish a committee to delegate responsibilities of said facility, in said committee the Haunted House Manager is Committee Chairman and is the official spokesperson for the Haunted House. The Haunted House Manager is required to keep records of Volunteers, Haunted House Committee Members, and people who are involved with the renovations, operation, and maintenance of said facility. The Haunted House Manager shall be responsible for which associate unit supplies volunteers for the operation of the Haunted House, by submitting a calendar of events several months (minimum 2 months) prior to the Haunted House opening for the Halloween season, Presidents and/or Haunted House Representatives from the individual units to choose nights of operation to staff said facility. The Haunted House Manager will at his discretion utilize outside sources to staff said facility. The Haunted House Manager will establish a "sign in" book that will be prepared, filed with *GIYRA* Board of Directors and available for all of the associated units registrations, one book for all to use during registration periods and returned to the *GIYRA* Board of Directors. The Haunted House Manager will report as to status of said facility at regular meetings. The Haunted House Manager will report to the *GIYRA* Board of Directors as to operation of said facility after the end of season concerning volunteers, condition of said facility, and problems that may have arisen during the fiscal year.

ARTICLE II -- DUTIES OF ASSOCIATE UNITS

Section A -- Purpose

Each associate unit shall promote the ideals and purpose of *GIYRA* as set forth in the constitution.

Section B -- Officers

The President (or a delegated Executive Board Member of the Presidents Associate Unit) shall participate on the board of *GIYRA*. Each associate unit shall provide a Chairman of fundraising to serve on the Commission of Fund Raising. If the President is unable to provide said Chairman, the President is to take position his/her self until Chairman of said units is found. Each associate

unit shall provide a register and public relations person to serve those receptive Committee Chairman. Each associate unit must provide a person responsible for finance.

Section C -- Fund Raising

Each associate unit must participate fully in fund raising activities of *GIYRA*.

ARTICLE III -- STANDING AND SPECIAL COMMITTEES

Section A -- Committee Appointments

Committee Chairmen are appointed by vote of *GIYRA* Board of Directors of a majority of those present. Nominees for Committee Chairman are made by members of the *GIYRA* Board of Directors. If no nominations are presented at an appropriate time the positions will be filled by a member of the *GIYRA* Board of Directors until Chairman (of a particular Committee) position is taken by a selected nominee by majority vote of those present.

Section B -- Recruitment Committee

The Committee of Recruitment shall be responsible for planning and overall implementation for requirement activities. The Committee Chairman shall serve in the leadership capacity interacting with the various associate unit Presidents and/or representatives of requirement and registers to promote expanded youth and parent participation in *GIYRA*. The Chairman, together with the associate unit President and/or representative shall be required to submit to the Board an annual plan and budget for approval by vote of majority of those present. The Committee Chairman and/or President and/or representative shall thereby be required to implement and meet such plans. The Committee Chairman may appoint various parents or township citizens to serve on the committee as deemed necessary for effective operation, and said members shall not receive any compensation other than approved operation expenses. The Committee Chairman shall issue reports to the Board of Directors of *GIYRA* at all regularly scheduled meetings and an annual report at the scheduled annual meeting. The Chairman of a particular committee is to establish a quorum for that particular committee for which the Chairman presides. Members of said committees appointed by the Chairman as deemed necessary for the effective operation of said committee.

Section C -- Publicity Committee

The Committee Chairman of Publicity shall be responsible for planning and implementing public relations activities as well as securing proper publicity for the activities of all associate units and the *GIYRA* Board of Directors. Committee Chairman of Publicity shall serve in leadership capacity, interacting with the various associated units representatives (called publicity officers), registers and/or Presidents to promote the highest quality image to the community at large. The Committee Chairman of Publicity, together with associated units representatives (called publicity officers), registrar and/or Presidents, shall be required annually to submit to the board an annual plan and budget for approval from which point they shall be required to implement such plans. The Committee Chairman may appoint various parents or township citizens to serve on the committee as deemed necessary for effective operation, and said members shall not receive any compensation other than approved operation expenses. The Committee Chairman of Publicity shall issue reports to the Board of Directors of *GIYRA* at all regularly scheduled meetings and an annual report at the scheduled annual meeting. The Chairman of a particular committee is to establish a quorum for that particular committee for which the Chairman presides. Members of said committees appointed by the Chairman as deemed necessary for the effective operation of said committee.

Section D -- Fundraising Committee

The Chairman of the Committee of Fundraising shall be responsible for initiation of viable fundraising programs and the operation of and maintenance of all fund raising for GIYRA and it's associated unit operation and/or any other purpose designated by the Board of Directors as necessary. Any and all primary fund raising shall be in compliance with acceptable procedures as may be set forth with any associate unit franchise requirements and practices. The Chairman of the Committee of Fundraising shall serve in the planning and implementing the fund raising efforts of *GIYRA*, and each representative shall participate in the fund raising efforts of *GIYRA*. Chairman of the Committee of Fundraising, together with the fund raising chairman and/or President of each associated unit shall be required annually to submit to the *GIYRA* Board of Directors an annual plan and budget for approval. Chairman of the Committee of Fundraising will establish, operate and maintain all programs and advise the *GIYRA* Board of directors to the status of the same. All fund raising operations must be approved by majority of those present at time of vote. All monies received under the Committee of Fundraising will be recorded and accounted for as particular operation requires and then turned over to the *GIYRA* Treasurer agreed and coordinated by the Treasurer and Chairman of the Committee of Fundraising. Copies of all records should accompany monies and receipts obtained for the same. Chairman of the Committee of Fundraising will issue reports to the *GIYRA* Board of Directors at regular scheduled meetings and when requested by the same or by the *GIYRA* Treasurer, providing said requests are reasonable and necessary. An annual report should be compiled and submitted to the Treasures and to the *GIYRA* Board of Directors by the Chairman of the Committee of Fundraising as soon as possible after the completion of the fiscal year and no later than the date of the designated General Meeting. Chairman of the Committee of Fundraising shall appoint any committee members necessary for the effective operation and said Chairman and/or other committee members shall not receive any compensation other than approved for operational expenses. The Chairman of a particular committee is to establish a quorum for that particular committee for which the Chairman presides. Members of said committees appointed by the Chairman as deemed necessary for the effective operation of said committee.