

**NORTH STAR CIRCUIT, INCORPORATED**  
**BYLAWS**

**RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

The Board of Directors will bear sole responsibility for the strict enforcement of all rules and regulations of this Circuit and will initiate and enforce such rules and regulations as it deems necessary. The Board of Directors is responsible to the General Membership for all actions taken on its behalf.

The Board of Directors shall be in charge of auditing the financial books and records of this Circuit before the quarterly meeting, and upon demand of the majority of the General Membership.

Outgoing board members at the end of their term, and incoming board members at the start of their term, will “overlap” by one month, with all outgoing and incoming board members present at a Board Meeting in order to facilitate a smooth transition from one year to the next. This “overlap” board meeting will be the last meeting of the current fiscal year. Only the current/outgoing board members will be eligible to vote at this “overlap” meeting.

The Board of Directors shall be in charge of the following and make known any changes:

1. Proposing changes in the rules for sponsoring competitions and presenting those changes to the General Membership for voting.
2. Reviewing yearly and proposing revisions of the Constitution and presenting those changes to the General Membership for voting.
3. All meetings and committees.
4. All workshops, clinics, and schools.
5. The Circuit championship competition.
6. Securing and disbursing scholarship moneys.
7. The Premiere Show.



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**DUTIES OF PERSONNEL**

**TREASURER:** Elected by the membership to a 2-year term. (Elected at the second half of the year general membership meeting, in odd numbered years).

Job Description: Shall have responsibility for maintaining all funds, checking accounts, savings accounts, scholarship accounts, escrow accounts, etc. of the Circuit.

Shall sign all checks.

Shall receive and give receipts for all moneys due and payable to the circuit as well as all moneys paid.

Shall deposit all funds in the name of the circuit in banks as selected by the Board of Directors

Shall maintain a current accounting of all income, bonds, dues, and expenditures.

Shall prepare budget documents for the board of directors for review and preparation for general membership approval.

Shall prepare budget documents for board audit review monthly/ quarterly.

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**DUTIES OF PERSONNEL**

**MEMBERS AT LARGE:** Elected to a 2-year term by the membership. (Elected yearly at the second half of the year general membership meeting).

Job Descriptions:            Shall contribute to all responsibilities of the Board of Directors, as listed earlier.

   Shall serve on all committees as appointed by the President or on a volunteer basis.