

VMI KEYDET CLUB

BYLAWS

The VMI Keydet Club (the “**Corporation**”), a nonstock corporation duly formed under the provisions of the Virginia Nonstock Corporation Act, Chapter 10, Title 13.1 of the Virginia Code, as amended (the “**Code**”), hereby adopts the following amended and restated Bylaws of the Corporation, which shall govern the management and operation of the Corporation’s business and the regulation of its affairs to the extent consistent with the Corporation’s Articles of Incorporation and applicable law.

ARTICLE I

DEFINITION OF TERMS

Unless otherwise stated in these Bylaws, all the terms used in these Bylaws which are defined in Code § 13.1-803 shall be deemed to have the meaning set forth in such Code.

ARTICLE II

NONSTOCK CORPORATION

In accordance with Code § 13.1-814, the Corporation shall not issue shares of stock. No dividend shall be paid and no part of the income of the Corporation shall be distributed to its Members (except as permitted by the Code), Governors or Officers. The Corporation may pay compensation in a reasonable amount to its Members, Governors or Officers for services rendered, including pensions, and may make distributions as permitted by the Code upon dissolution or final liquidation.

ARTICLE III

MEMBERS

3.1 **Membership.** The members of the Corporation (the “**Members**”) and their voting rights shall be as set forth in the Articles of Incorporation.

3.2 **Place and Time of Meetings.** Meetings of the Members may be held at such place, either within or outside of the Commonwealth of Virginia, and at such time, as may be provided in the notice of the meeting and approved by the President or a majority of the Members.

3.3 **Annual Meeting.** The annual meeting of the Members shall be held each year in connection with the annual meeting of the Board of Directors of the VMI Alumni Association. If an annual meeting of the Members is not held on the day designated in these Bylaws, a substitute annual meeting shall be called as promptly as

is practicable in accordance with the provisions of Section 3.4. Any meeting so called shall be designated and treated for all purposes as the annual meeting.

3.4 **Special Meetings.** Special meetings of the Members may be called by the President or a majority of the Board and shall be called by the Secretary upon demand of the Members as required by law. Only business within the purpose or purposes described in the notice for a special meeting of the Members may be conducted at the meeting.

3.5 **Notice of Meetings.** Written notice stating the place, day, and hour of each annual and special Members' meeting (and in case of a special meeting, the purpose or purposes for which the meeting is called) shall be given not less than 10 nor more than 60 days before the date of the meeting except that notice of a meeting to act on an amendment of the Articles of Incorporation, a plan of merger, domestication, a proposed sale of substantially all its assets, or the dissolution of the Corporation shall be given not less than 25 nor more than 60 days before the meeting date. Notice may be delivered personally, by United States mail postage prepaid, or by electronic transmission.

3.6 **Waiver of Notice.** A Member may waive any notice required by law, the Articles of Incorporation, or these Bylaws before or after the date and time of the meeting that is the subject of such notice. Except as provided in this Section 3.6, the waiver shall be in writing, signed by the Member entitled to the notice, and delivered to the Secretary of the Corporation for inclusion in the minutes or filing with the corporate records. A Member's attendance at a meeting waives objection to (i) lack of notice or defective notice of the meeting, unless the Member at the beginning of the meeting objects to holding the meeting or transacting business at the meeting, and (ii) consideration of a matter at the meeting that is not within the purpose or purposes described in the meeting notice, unless the Member objects to considering the matter when it is presented.

3.7 **Quorum and Voting Requirements.** Except as otherwise provided in this Section 3.7, Members holding one-third of the votes entitled to be cast represented in person or by proxy shall constitute a quorum. Once a Member is represented for any purpose at a meeting, the Member is deemed present for quorum purposes for the remainder of the meeting and for any adjournment of that meeting unless a new record date is or shall be set for that adjourned meeting. The vote of a majority of the votes entitled to be cast by the Members present or represented by proxy at a meeting in which a quorum is present shall be necessary for the adoption of any matter voted upon by the Members unless a greater proportion is required by

law, the Articles of Incorporation or these Bylaws. Less than a quorum may adjourn a meeting.

3.8 Proxies. A Member entitled to vote may vote in person or by proxy. A Member may appoint a proxy to vote or otherwise act for the Member by signing an appointment form, either personally or by the Member's attorney-in-fact. An appointment of a proxy becomes effective when received by the Secretary or other Officer or agent authorized to tabulate votes and is valid for 11 months unless a longer period is expressly provided in the appointment form. An appointment of a proxy is revocable by a Member unless the appointment form conspicuously states that it is irrevocable and the appointment is coupled with an interest.

The death or incapacity of the Member appointing a proxy does not affect the right of the Corporation to accept the proxy's authority unless notice of the death or incapacity is received by the Secretary or other Officer or agent authorized to tabulate votes before the proxy exercises his or her authority under the appointment. An appointment made irrevocable under this Section 3.8 is revoked when the interest with which it is coupled is extinguished. Subject to any legal limitations on the right of the Corporation to accept the vote or other action of a proxy and to any express limitation on the proxy's authority appearing on the face of the appointment form, the Corporation is entitled to accept the proxy's vote or other action as that of the Member making the appointment.

3.9 Action Without Meeting. Action required or permitted to be taken at a Members' meeting may be taken without a meeting and without action by the Board of Governors if the action is taken by all the Members entitled to vote on the action, in which case no prior notice shall be required. The action shall be evidenced by one or more written consents describing the action taken, signed by all the Members entitled to vote on the action, and delivered to the Secretary of the Corporation for inclusion in the minutes or filing with the corporate records. Any action taken by unanimous written consent shall be effective when all consents are in the possession of the Corporation, unless the consent specifies a different effective date and states the date of execution by each Member, in which event it shall be effective according to the terms of the consent. A Member may withdraw the consent only by delivering a written notice of withdrawal to the Corporation before the time that all consents are in the possession of the Corporation. The record date for determining Members entitled to take action without a meeting is the date the first Member signs the consent described in this Section 3.9.

**ARTICLE IV
BOARD OF GOVERNORS**

General Powers. The Corporation shall have a Board of Governors (the “**Board,**” or a “**Governor**” or the “**Governors**” of the Board as the context implies). Except for the powers reserved to the Members as set forth in the Articles of Incorporation, all corporate powers shall be exercised by or under the authority of, and the business and affairs of the Corporation managed under, the direction of the Board, subject to any limitation set forth in the Articles of Incorporation or these Bylaws. Other matters concerning the Board’s election, meetings, and vacancies, as well as Governors terms, resignation, and removal are set forth in Exhibit A.

**ARTICLE V
BOARD COMMITTEES**

5.1 **Creation of Committees.** In addition to the Standing Committees set forth in Section 5.4 of these Bylaws, the Board may create one or more committees and appoint members of the Board to serve on them. Unless otherwise provided in these Bylaws, each committee shall have three or more members who serve at the pleasure of the Board. The creation of a committee and appointment of members to it shall be approved by a majority of Governors in office when the action is taken.

5.2 **Authority of Committees.** Each committee may exercise the authority specified by the Board, except that a committee may not (a) fill vacancies on any of the Board committees; (b) adopt, amend, or repeal these Bylaws; or (c) approve revocation of voluntary dissolution proceedings.

5.3 **Committee Meetings; Miscellaneous.** To the extent not otherwise provided in these Bylaws or by direction of the Board, the provisions of these Bylaws that govern meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements of the Board shall also apply to Board committees and their members.

5.4 **Standing Committees.** The Corporation shall have the Standing Committees listed and described on Exhibit B attached to these Bylaws, as it may be amended from time to time.

5.5 **Term of Office.** Members of any committee shall hold office for a term beginning July 1 of the year in which they are elected or appointed and continuing until their successors are elected or appointed and take office or until such committee is dissolved by the Board.

5.6 **Resignation and Removal.** Any member of a committee may resign at any time by giving written notice to the President, CEO or Secretary of the Corporation. The committee member may be removed, without cause, at any time by such vote of the Board as would suffice for the committee member's election, or if the member is an appointed committee member, by the President unless Board approval was required for the committee member's appointment.

5.7 **Vacancies.** An appointment to any Board committee resulting from a vacancy on the committee shall require the Board's approval following a recommendation by the President.

ARTICLE VI OFFICERS

The officers of the Corporation shall be those listed and described on Exhibit C attached to these Bylaws, as it may be amended from time to time by the Board (collectively, the "**Officers**"). Other matters concerning the Officers' election, term, resignation, removal, and duties are also set forth in Exhibit C.

ARTICLE VII MISCELLANEOUS PROVISIONS

7.1 **Fiscal Year.** The fiscal year of the Corporation shall be determined in the discretion of the Board, but in the absence of any such determination, it shall be the year beginning on July 1 and ending on June 30.

7.2 **Interpretation.** For construing these Bylaws, unless the context indicates otherwise, words in the singular number shall be deemed to include words in the plural and vice versa, and words in one gender shall be deemed to include words in other genders.

7.3 **Amendments.** These Bylaws may be amended or repealed, and new Bylaws may be made, at any meeting of the Board or the Members.

7.4 **Seal.** The corporate seal shall be in such form as shall be approved by the Board.

7.5 **Checks, Notes and Drafts.** Checks, notes, drafts and other orders for the payment of money shall be signed by such persons as the Board may from time to time authorize. When the Board has authorized, the signature of any such person may be a facsimile.

Bylaws and exhibits adopted on June 1, 2019, and Exhibits A-C amended on February 18, 2023

EXHIBIT A

TO

VMI KEYDET CLUB

AMENDED AND RESTATED BYLAWS

BOARD OF GOVERNORS

*This Exhibit A was adopted on June 1, 2019,
and amended on February 18, 2023*

1. Number and Term of Governors.

(a) The total number of Governors shall generally be 34, consisting of 28 Governors elected by the Members, four voting ex officio Governors, and two nonvoting ex officio Governors. The Articles of Incorporation designate the ex officio Governors and their voting rights. From time to time, the number of Governors elected by the Members may be less than 28 due to death, resignation, or removal of a Governor, but in no event, shall the number of Governors with voting rights be less than 20 (including voting ex officio Governors).

(b) Governors elected by the Members shall consist of four classes, as nearly equal as possible. When the number of Governors to be elected by the Members of the Corporation is changed, any increase or decrease in the elected Governors shall be apportioned among the classes of the Board of Governors as to make all the classes as nearly equal as possible. Each class of Governors shall serve for a term expiring on June 30 on the fourth year following the year in which that class of Governors is elected and shall be identified as being the same class of Governors it succeeds, except that the terms of the Governors in the first, second, third and fourth classes shall initially expire in June 30, 2020, June 30, 2021, June 30, 2022, and June 30, 2023. The aforementioned terms do not apply to ex officio Governors.

2. Successive Terms Limitation and Limited Exception. No Governor elected by the Members may serve more than two full consecutive four-year terms nor be reelected if the Governor has served more than eight years as an elected Governor, absent at least a one-year break in service as an elected Governor, except in accordance with this Section 2. For the avoidance of doubt, a Governor may serve to completion an unexpired term plus two full consecutive four-year terms. If necessary for the President or First Vice President to complete his or her respective term as President or Vice President, his or her respective term as a Governor shall be extended accordingly. In extraordinary circumstances, such as the conduct of a major capital campaign, the

limitation on serving two consecutive terms as a Governor may be waived by the Board to permit an incumbent Governor to serve as the President, thus permitting a third four-year consecutive term. For the avoidance of doubt, such waiver shall not increase the number of years a Governor may serve as the President of the Corporation.

3. **Executive Sessions.** At the call of the President, the Board may go into executive session for deliberations and actions of the Governors with voting rights to the exclusion of the nonvoting ex officio Governors.

4. **Limitations.** No individual shall be appointed as a Governor without his or her prior consent. In no event shall the Board consist of a majority of voting Governors who are “disqualified persons” with respect to the Corporation. For purposes of these Bylaws, the term “**disqualified persons**” shall have the same meaning as in §§ 509(a)(3) and 4946 of the Internal Revenue Code of 1986, as amended.

5. **Alternate Governors; Vacancies.** The Members may elect Governors to serve only in the event of a vacancy on the Board (“**Alternate Governors**”), including a vacancy resulting from an increase in the number of Governors. Alternate Governors shall fill vacancies, in the order of the Alternate Governor elected with the greatest number of Member votes, without Board approval. An Alternate Governor may then be elected to serve for the vacancy’s remaining unexpired term at the next annual meeting of the Members. If no Alternate Governors are available to fill a vacancy occurring between annual meetings of the Members, the vacancy may be filled by the affirmative vote of a majority of the remaining Governors, even though less than a quorum of the Board.

6. **Removal.** An elected Governor may be removed, with or without cause, upon a majority vote of the then-serving Members.

7. **Annual and Regular Meetings.** An annual meeting of the Board (for electing Officers and carrying on such other business as may properly come before the meeting) shall be held on such date in the Spring of each year or such other date as shall be determined by the President or the Board. The Board shall also have a schedule of one or more additional meetings that shall be considered regular meetings to be held on such dates as shall be determined by the President or the Board. The annual and regular meetings shall be held at such places, either within or outside of the Commonwealth of Virginia, as the President or the Board shall designate from time to time. If no location is designated in the notice of the meeting, it shall be held at the principal office of the Corporation.

8. **Special Meetings.** Special meetings of the Board may be called by the President, the CEO, or any two Governors. Special meetings shall be held at such places, within or outside of the Commonwealth of Virginia, as the person or persons calling the meeting shall designate. If no such place is designated in the notice of a meeting, it shall be held at the principal office of the Corporation.

9. **Notice of Meetings.** Notice of annual and regular meetings of the Board shall be given to each Governor not less than five days before the meeting. Notice of special meetings of the Board shall be given to each Governor not less than 48 hours before the meeting. Notice may be given orally or in writing. Notice may be delivered either personally, by United States mail postage prepaid, or by electronic transmission. If delivery is by United States mail, notice is effective five days after it is deposited in the mail.

10. **Waiver of Notice.** A Governor may waive any notice required by law, the Articles of Incorporation, or these Bylaws before or after the date and time stated in the notice, and such waiver shall be equivalent to the giving of such notice. Except as provided in this Section, the waiver shall be in writing, signed by the Governor entitled to the notice, and filed with the minutes or corporate records. A Governor's attendance at a meeting waives objection to (i) lack of notice or defective notice of the meeting, unless the Governor at the beginning of the meeting, or promptly upon arrival, objects to holding the meeting or transacting business at the meeting and (ii) consideration of a matter at the meeting that is not within the purpose or purposes described in the meeting notice, unless the Governor objects to considering the matter when it is presented.

11. **Quorum; Voting.** A majority of the number of voting Governors shall constitute a quorum for the transaction of business at a meeting of the Board. If a quorum is present when a vote is taken, the affirmative vote of a majority of the Governors present is the act of the Board. A Governor who is present at a meeting of the Board when corporate action is taken is deemed to have assented to the action taken unless the Governor (i) objects at the beginning of the meeting, or promptly upon arrival, to holding it or transacting specified business at the meeting or (ii) votes against, or abstains from, the action taken.

12. **Participation by Phone or Electronic Conference.** The Board may permit any or all Governors to participate in a regular or special meeting by or conduct the meeting through the use of any means of communication by which all Governors participating may simultaneously hear each other during the meeting. A Governor participating in a meeting by this means is deemed to be present in person at the meeting.

13. **Action Without Meeting.** Action required or permitted to be taken at a Board meeting may be taken without a meeting if the action is taken by all Governors of the Board. The action shall be evidenced by one or more written consents stating the action taken, signed by each Governor either before or after the action is taken, and included in the minutes or filed with the corporate records reflecting the action taken. Action taken under this Section shall be effective when the last Governor signs the consent unless the consent specifies a different effective date and states the date of execution by each Governor, in which event it shall be effective according to the terms of the consent.

14. **Compensation.** No Governor shall be entitled to any direct or indirect compensation related to that person's services as a Governor of the Board.

15. **Good Standing Required.** Any Governor who is an alumnus of VMI must be a member of the VMI Alumni Association in good standing.

EXHIBIT B

TO

VMI KEYDET CLUB

AMENDED AND RESTATED BYLAWS

STANDING COMMITTEES

*This Exhibit B was adopted on June 1, 2019,
and amended on February 18, 2023*

1. **Executive Committee.** The Executive Committee shall be a Committee of the Board, and shall consist of the President, who shall serve as Chair, the First Vice President, the Vice President for Nominating and Awards, the Vice President for Fundraising and Stewardship, the Vice President for Finance, the Historian (if any is serving), the Immediate Past President (if any is serving as an elected or ex officio Governor), and at least two other elected members of the Board who shall be appointed by the President, subject to approval by the Board. To the extent permitted by law, the Executive Committee may exercise the authority of the Board.

2. **The Fundraising and Stewardship Committee.** The Fundraising and Stewardship Committee shall be chaired by the Vice President for Fundraising and Stewardship and be comprised of at least three additional Governors, who shall be appointed by the President, in each instance subject to approval by the Board. The Fundraising and Stewardship Committee shall be responsible for helping the staff of the Alumni Agencies (as defined in Exhibit C) maintain its annual gifts program, adding new donations to athletic endowments, strategically reviewing the Corporation's goals for both participation and dollars, and reviewing an appropriate schedule of donor courtesies/benefits.

3. **The Nominating and Awards Committee.** The Nominating and Awards Committee shall be chaired by the Vice President for Nominating and Awards and be comprised of at least three additional Governors, who shall be appointed by the President, in each instance subject to approval by the Board. The Nominating and Awards Committee shall solicit and consider nominations for Board membership and officer elections and make recommendations to the Board for its consideration and vote. The Nominating and Awards Committee will track each Governor's term of service, strive to build a broadly diverse board, and conduct both orientation and exit interviews. The Nominating and Awards Committee will also solicit and consider nominations for all awards sponsored by the Corporation and then make recommendations to the Board for its further consideration and final vote.

4. **The Finance Committee.** The Finance Committee shall be chaired by the Vice President for Finance and at least three other Governors, who shall be appointed by the President, in each instance subject to approval by the Board of Governors. The Finance Committee shall be responsible for overseeing the financial affairs of the Corporation, considering new projects to receive Corporation support, reviewing and recommending policies and procedures for the Corporation's financial operations, and all other financial matters concerning the operation of the Corporation.

5. **Joint Audit Committee.** The Joint Audit Committee is composed of one representative from each of the Alumni Agencies. The Joint Audit Committee serves as the independent committee charged with the oversight and review of and response to the combined financial audit of the Alumni Agencies and their applicable tax filings. The President shall appoint the Corporation's representative to the Joint Audit Committee subject to approval by the Board.

EXHIBIT C

TO

VMI KEYDET CLUB

AMENDED AND RESTATED BYLAWS

OFFICERS

*This Exhibit C was adopted on June 1, 2019,
and amended on February 18, 2023*

1. **Officers.** The Officers of the Corporation shall be a President, a First Vice President (also known as the President Elect), a Vice President for Nominating and Awards, a Vice President for Fundraising and Stewardship, a Vice President for Finance, a Historian (if any is elected in the Board’s sole discretion), a Chief Executive Officer (“CEO”), a Chief Operating Officer (“COO”), a Chief Financial Officer (“CFO”), a Financial Controller, a Secretary, an Assistant Secretary, an Assistant Treasurer, and such other officers as may be deemed necessary or advisable by the Board to carry on the business of the Corporation. Any two or more offices may be held by the same person. Officers other than the President, First Vice President, Vice President for Nominating and Awards, Vice President for Fundraising and Stewardship, and the Vice President for Finance need not be members of the Board.

2. **Election; Term.** Unless otherwise specified herein, Officers shall be elected at the annual meeting of the Board and may be elected at such other time or times as the Board shall determine. They shall hold office for a term beginning July 1 of the year in which they are elected and continuing until their successors are elected and take office or until they are removed by the Board.

3. **Term Limits.** No person shall serve as President, First Vice President, Vice President for Nominating and Awards, Vice President for Fundraising and Stewardship, or Vice President for Finance for more than two consecutive years, extended for any partial year of service in such office.

4. **Resignation; Removals.** The President, the CEO, and the Secretary may resign at any time upon written notice to the President, the Secretary, or the Board. The CEO shall be deemed to have resigned when such Officer no longer serves as the CEO of the V.M.I. Alumni Agencies Board, Incorporated (the “**Agencies Board**”). Any other compensated Officer may resign at any time upon written notice to the CEO. Any such resignation shall be effective when notice is delivered unless the

notice specifies a later effective date. The Board may remove any Officer at any time, with or without cause. Until such a vacancy is filled by the Board, interim appointments may be made by the Executive Committee or, in the case of a compensated Officer, by the CEO.

5. **Duties.** The Officers shall have such duties as generally pertain to their respective offices as well as such powers and duties as are prescribed by law or hereinafter provided or as from time to time shall be conferred by the Board. The Board may require any officer to give such bond for the faithful performance of his duties as the Board may see fit.

6. **President.** The President shall appoint the members and required officers of the Corporation's Standing Committees and such other committees established by the Board, in each case subject other approval of the Board. The President shall chair all meetings of the Board. The President may execute all contracts and other obligations of the Corporation and shall perform such other duties as may be assigned to him or her from time to time by the Board. The President shall be elected from the Board. The President shall serve as one of the Corporation's designated directors on the Board of the Directors for the Agencies Board.

7. **Immediate Past President.** The Immediate Past President shall be a voting member of the Board whether serving an elected term or as a voting ex officio member of the Board. In the event a President does not complete their maximum term of two years, the Board will decide if such President is to become an Immediate Past President. If the Board does not make such a decision, the then-serving Immediate Past President shall continue in that role until the succeeding President leaves office and becomes the Immediate Past President.

8. **First Vice President.** The First Vice President, who may be known as the President Elect, shall serve as an officer for the purpose of preparing to become President at the conclusion of the President's terms of office if he or she is so elected to do so. The First Vice President shall be a member of the Executive Committee, and have such powers and perform additional duties as may be assigned to him or her from time to time by the Board. The First Vice President shall serve as one of the Corporation's designated directors on the Board of the Directors for the Agencies Board.

9. **Vice President for Nominating and Awards.** The Vice President for Nominating and Awards shall chair the Nominating and Awards Committee, and have such powers and perform additional duties as may be assigned to him or her from time to time by the Board.

10. **Vice President for Fundraising and Stewardship.** The Vice President for Fundraising and Stewardship shall chair the Fundraising and Stewardship Committee, and have such powers and perform additional duties as may be assigned to him or her from time to time by the Board.

11. **Vice President for Finance.** The Vice President for Finance shall serve as the chairman of the Finance Committee, and have such powers and perform additional duties as may be assigned to him or her from time to time by the Board.

12. **Historian.** The Historian shall be a voting member of the Board whether serving an elected term or as a voting ex officio member of the Board, and shall provide the Board and the Corporation with an in-depth knowledge of the history and historical perspective of the operation of the Corporation.

13. **Chief Executive Officer.** Pursuant to the operating agreement (“**Operating Agreement**”) by and among the VMI Alumni Association, the VMI Foundation, the Agencies Board, and the Corporation (collectively, the “**Alumni Agencies**”) the CEO of the Agencies Board shall be the chief executive officer of the Corporation. If the Agencies Board fails to elect a CEO, then the Board shall elect a CEO for the Corporation. The CEO shall be responsible for its supervision and operation under the direction and control of the Agencies Board in coordination with the President and Board, all in accordance with the Articles of Incorporation, the Bylaws, and the Operating Agreement. In addition, the CEO shall (a) ensure proper communication with the Office of VMI's Superintendent to achieve, support, and follow VMI's approved strategic plan and coordinate for support of the Corporation's and the Alumni Agencies' functions, meetings, and other scheduled activities impacting VMI resources as well as the personal involvement of VMI's Superintendent in support of these functions, meetings, and activities and (b) manage the business affairs, functions, and operations of the Alumni Agencies under the oversight of the Boards of Directors, Trustees or Governors, as applicable, of each of the Alumni Agencies and serve as the chief liaison between each of the Alumni Agencies and VMI.

14. **Chief Operating Officer.** The COO shall be responsible to the CEO and follow the CEO's instructions for the daily business affairs of the Corporation. The COO shall organize the Corporation's staff and manage its affairs, including all fundraising efforts, the investment and expenditure of funds, and the approval of new funds.

15. **Chief Financial Officer.** The CFO shall be the chief financial officer, treasurer, and administrative officer of the Corporation in charge of the business and financial affairs of the Corporation. The CFO shall be responsible to the CEO and shall keep the CEO informed of all material matters pertaining to the business and financial affairs of the Corporation. The CFO shall be the officer charged with the supervision of the activities of all other staff members in the area of business, administrative support, information technology, human relations and financial management.

16. **Financial Controller.** The Financial Controller shall have and shall exercise such powers and duties incident to the office as may be assigned to such Officer by the CFO.

17. **Secretary.** The Secretary shall keep a faithful record of all meetings of the Board or the Members, give notice of the time and place for holding each meeting of the Board or the Members as specified in Articles III and IV of the Bylaws, and file and safely keep all documents entrusted to the Secretary's care. The books and papers kept by the Secretary shall be subject at all times to inspection by the Board, the President, or any duly authorized committee of the Board.

18. **Assistant Secretary and Assistant Treasurer.** These assistants shall exercise the duties of the Secretary and CFO, respectively, in their absence or in the case of their disability and shall have and shall exercise such powers incident to the office as may be from time to time be assigned to such Officers by the Secretary or CFO (as applicable), the CEO, or the Board.

19. **Absence or Disability of the President.** In the case of the absence or disability of the President, the duties of the President shall be performed by the First Vice President, or in his or her absence the following officers in the following order or succession: Vice President for Fundraising and Stewardship, Vice President for Nominating and Awards, , Vice President for Finance, and, finally, such other member of the Board as may be designated by the Board.