

advance payment.

- D. Written requests for advance payment for expenses can be submitted beforehand as needed by an Officer, Coordinator, their Alternates, Committee Chairperson, and/or designated representative; and
- E. the Treasurer or DR or in their absence their Alternates can consent to payment of these from the respective accounts.

Section 4: Bank Accounts

- A. DISTRICT 12 bank accounts shall be maintained by the Treasurer and/or the Alternate Treasurer. Requested changes in accounts, banks, locations, etc. are to be discussed and determined by a majority of voting members the Finance Committee.
- B. The DR, Treasurer, Secretary, LDC Chairperson and/or their Alternates are authorized to sign checks
- C. Only one (1) signature shall be required on a check.

ARTICLE X - Records

Section 1: Maintenance of DISTRICT 12 Records.

The following records are to be included in the DISTRICT 12 Archives:

- A. Minutes and related materials of all DISTRICT 12 General Meetings shall be retained permanently, and those of Special Meetings, and Committee Meetings shall be retained 5 years.
- B. All financial documents shall be retained 5 years.
- C. Information pertaining to Officers, Coordinators, GRs and groups shall be retained 10 years.
- D. Past and present Bylaws and Guidelines shall be retained permanently.

ARTICLE XI - Amendment of Bylaws

Section 1: These bylaws may be amended/repealed, in part or in whole, at any DISTRICT 12 business meeting with no less than four (4) weeks written notice accompanied with copies of the topics or