

FLORIDA STATE GUARDIANSHIP ASSOCIATION, INC.
BYLAWS - TABLE OF CONTENTS

	<u>PAGE(S)</u>
Article I – Name	
Section 1. Name	3
Article II – Purpose	
Section 1. Purpose	3
Section 2. Not For Profit	3
Article III – Membership	
Section 1. Non-Discrimination	4
Section 2. Classes of Membership	4
Section 3. Individual Membership	4
Section 4. Organizational Membership	4
Section 5. Benefits and Dues	4
Section 6. Membership Application	4
Section 7. Termination of Membership	4
Article IV – Board of Directors	
Section 1. Scope of Authority	5
Section 2. Composition of the Board	5
Section 3. Election and Term of Office	5
Section 4. Conflict of Interest	6
Section 5. Eligibility for Board Service	6
Section 6. Meetings of the Board	6
Section 7. Quorum and Voting	6
Section 8. Vacancies	7
Section 9. Resignation and Removal	7
Section 10. Compensation	7
Article V – Officers	
Section 1. Officers	8
Section 2. Eligibility	8
Section 3. Election and Term of Office	8
Section 4. Vacancies in Office	8
Section 5. Resignation and Removal	8
Section 6. Powers and Duties of Officers	8-9
Section 7. Compensation	9
Article VI – Executive Committee	
Section 1. Responsibility	9
Section 2. Members	9
Section 3. Meetings	9
Section 4. Quorum and Voting	10

Article VII – Association Committees	
Section 1. Appointment	10
Section 2. Standing Committee	10
Section 3. Other Committees	10
Article VIII – Chapters	
Section 1. Definitions	10
Section 2. Purpose	11
Section 3. Chapter Formation	11
Section 4. Chapter Obligations	11
Section 5. Dissolution	11-12
Article IX – Meetings of the Membership	
Section 1. Meetings	12
Section 2. Annual Meeting	12
Section 3. Special meetings	12-13
Article X – Election of Directors	
Section 1. Slate of Candidates for Selection	13
Section 2. Election	13
Section 3. Voting Eligibility	13
Section 4. Inspectors of Election	13
Section 5. Required Vote	14
Article XI – Dues and Fiscal Policies	
Section 1. Fiscal Year	14
Section 2. Dues	14
Section 3. Payment of Dues	14
Section 4. Refunds	14
Section 5. Financial Review	14
Article XII – Assets	
Section 1. Use of Funds	15
Section 2. Dissolution	15
Section 3. Distribution of Assets	15
Article XIII – Indemnification	
Section 1. Indemnification	16
Section 2. Liability Insurance	16
Article XIV – Interpretation and Amendment	
Section 1. Interpretation	16
Section 2. Amendment of the Bylaws	16-17
Article XV – Rules of Order	
Section 1. Rules of Order	17

FLORIDA STATE GUARDIANSHIP ASSOCIATION, INC.
BYLAWS

ARTICLE I – ORGANIZATION

Section 1. Name

- .01 The name of this Association shall be the Florida State Guardianship Association, Inc. (FSGA).

ARTICLE II – PURPOSE

Section 1. Purpose

- .01 The purpose of the Association shall be to:
- a. promote public and professional education to further the exchange of professional knowledge for the benefit of guardians and wards
 - b. advocate for policies that benefit wards and the practice of guardianship
 - c. act as a liaison with local, state and national guardianship organizations and other entities interested in guardianship services
 - d. assist in the development of FSGA Chapters
 - e. develop a state-wide guardianship network
 - f. promote professional ethics and encourage, establish and maintain high standards of professional education, competence, and performance
 - g. promote a broader understanding and acceptance of the qualified guardian as an integral part of the judicial system

Section 2. Not For Profit

- .01 This Association is formed solely and exclusively for the improvement of guardianship services and is not organized for, and shall not be operated, for pecuniary gain or profit. No part of the net earnings, if any, of this Association shall ever inure to the benefit of any member of this Association or any private individual. The properties of this Association shall not at any time be used or operated so as to benefit any officer, trustee, director, member, employee, contributor, or bond holder of this Association or any other person through the distribution of profits, payment of excessive charges or compensations or the more advantageous pursuit of the business or profession of such person or persons. The properties of this Association shall at all times be used for the improvement of guardianship services or for uses which are clearly incidental.

ARTICLE III – MEMBERSHIP

Section 1. Non-Discrimination

- .01 All persons and organizations shall be eligible for membership in the Association without regard to race, age, religion, ethnicity, national origin, sex, sexual orientation or disability.

Section 2. Classes of membership

- .01 There shall be two (2) classes of members: individual and organizational.

Section 3. Individual Membership

- .01 Individual Membership includes the Individual Professional Guardian, the Individual Family/Volunteer Guardian and the Affiliated Individual.

Section 4. Organizational Membership

- .01 Organizational Membership shall include organizations that serve as guardians or participate in activities that enhance the role of a guardian.
- .02 Each Organizational Membership shall be entitled to two (2) members.

Section 5. Benefits and Dues

- .01 The Board of Directors shall determine the benefits for members, as well as the annual membership dues.

Section 6. Membership Application

- .01 Applications for membership shall provide information that establishes eligibility for membership, includes payment of the appropriate dues, and submission to the executive staff for approval. Applications for membership will include a statement, affirming the Guardian Member has read and will comply with the NGA Model Code of Ethics, adopted by the Florida State Guardianship Association as a guideline for appropriate practice.

Section 7. Termination of Membership

- .01 Any membership may be cancelled for non-payment of dues.
- .02 Any member who ceases to qualify for continued membership, as defined by Board policy, shall be dropped from the membership roll of this Association.
- .03 Any member proposed for membership cancellation for any other reason shall be given written notice including the reason for the proposed cancellation, the opportunity to contest the proposed cancellation in writing or in person before the Board of Directors, a final written notice of the Board's decision, and the opportunity to appeal a decision by the Board to a three-person review panel appointed by the Board who are not current members of the Board. The decision of that panel is final and may not be challenged in any other forum within the Association.

ARTICLE IV -- BOARD OF DIRECTORS

Section 1. Scope of Authority

- .01 The business affairs of the Association shall be managed by a Board of Directors, including but not limited to all matters affecting the Association. The Board of Directors develops and directs the policies and operations of the Association and is ultimately responsible for their implementation. The Board carries all the legal and fiduciary responsibility for the Association.
- .02 The Board of Directors shall have the power to act for, and on behalf of, the Association. The Board of Directors will establish policies and procedures for operation of the Association.
- .03 The Board of Directors may engage one or more individual employees or contracted agents to serve as executive staff, to manage the activities and operations of the Association as directed by the Board, and to implement the policies of the Association. The Board shall delegate to such individuals the authority to sign documents and act on behalf of the Association within the policies and directives of the Board.

Section 2. Composition of the Board

- .01 The Board of Directors shall consist of the Officers, Directors, and liaisons of the Association.
- .02 The total number of Officers shall be six (6): the President, President-Elect, Vice President, Secretary, Treasurer, and Immediate Past President.
- .03 The total number of Directors shall include the following members: one (1) to be elected from each of the eight (8) areas dividing the state (“Area Directors), five (5) At-Large (“At-Large Directors”), and the Chapter President or designee from each chapter (“Chapter Directors”).
- .04 The Board of Directors may appoint a representative (Liaison) from any organization to serve as an ex-officio, nonvoting member of the Board of Directors. Their attendance does not contribute to a meeting quorum requirement.
- .05 No revision to these bylaws shall impact a currently serving elected or appointed Director. If the number of serving Directors exceeds the requirement of paragraph .03 of this Section, those serving will continue in their respective terms.

Section 3. Election and Term of Office

- .01 The Area and At-Large Directors shall be elected by the voting membership of the Association on an annual basis with staggered terms. These elected members of the Board of Directors shall hold office for a term of three (3) years. At the first election of Directors for Areas VI, VII, and VIII, the terms of office shall be for one year to establish a balanced staggering of term
- .02 At-Large Directors shall be elected by statewide vote.
- .03 Area Directors shall be elected by vote of the members of the Association in the corresponding Area as determined by their address of record with the Association.

- .04 The Chapter Directors are elected by their respective chapters. These members of the Board of Directors shall hold office for the term of their elected Chapter position.
- .05 The Officers shall be elected by the Board of Directors as specified in Article V, Section 3.

Section 4. Conflict of Interest

- .01 The Association's staff, Officers and Directors shall avoid any conflict between their respective personal, professional or business interests and the interests of the Association in all actions taken by them on behalf of the Association.

Section 5. Eligibility for Board Service

- .01 All Directors must be either an Individual Member or a designated voting representative of an Organizational Member in good standing. No more than one (1) owner, Officer, Director, or employee of the same business entity may serve at the same time on this Association's Board of Directors. Members of the Board by virtue of their election as a Chapter President are exempt from this limitation.
- .02 Area Directors must serve in the Area corresponding to the address recorded for their membership in the Association.
- .03 No person may hold more than one (1) office at a time.

Section 6. Meetings of the Board

- .01 Meetings of the Board of Directors shall be called by the President.
- .02 The Board shall have no less than four (4) meetings during each Board year.
- .03 Special meetings of the Board of Directors may be called by: the President, or by vote of any three (3) Officers, or upon written request by forty (40%) percent of current members of the Board of Directors. Any call for a special meeting shall result in the meeting occurring within twenty-five (25) days. Any special meeting called shall provide a minimum of fifteen (15) days notice to members of the Board.
- .04 At meetings of the Board of Directors, business may be conducted via telephone conference call or other electronic means and actions taken at that meeting, provided a quorum is participating, are as valid as business conducted in a physical meeting of the Board. In addition, any action that may be taken at a meeting of the Board of Directors may be taken through alternative voting procedures provided a quorum participates in the alternative voting process.
- .05 The Board of Directors may make such rules and regulations covering its meetings as it deems necessary.

Section 7. Quorum and Voting

- .01 The presence of forty (40%) percent of current members of the Board of Directors constitutes a quorum to transact business, except as otherwise provided in these Bylaws.
- .02 The vote of a majority of the members of the Board of Directors present at a meeting, on a telephone conference call, or through any alternative voting process,

at which a quorum is confirmed, shall be the action of the Board, except as otherwise provided in these Bylaws.

- .03 A Director may vote by proxy at any meeting of the Board of Directors. A proxy constitutes an appearance by the absent Director and is counted toward the meeting quorum.
- .04 Directors are limited to holding one (1) proxy at each meeting.

Section 8. Vacancies

- .01 Vacancies on the Board of Directors for Area and At-Large Directors shall be filled by a majority vote of the remaining members of the Board at a meeting called by the President or by an alternative voting process as provided for in Section 7 of this Article. Each person so elected shall be a Director for the unexpired term of the predecessor or until a successor is elected by the membership in accordance with these bylaws, or at any special meeting duly called for such purpose.
- .02 Before filling a vacancy, the Board shall consider the benefit to the Association in naming a successor, with due consideration to the wishes of the membership, as expressed in the last Board election.
- .03 Only those members whose membership is in good standing shall be eligible to fill a vacancy on the Board of Directors.

Section 9. Resignation and Removal

- .01 A Director may terminate directorship at any time by written notice of resignation to the Association President, with such termination being effective upon receipt.
- .02 Nonattendance, without notice of a proxy designation, at any two (2) regular meetings of the Board of Directors in the Board year may be considered by the Board of Directors as a resignation of that Director. When this occurs, the Board may, at a subsequent meeting, vote to accept the resignation of the Director, and may act to fill the vacancy.
- .03 A Director may be recommended for removal for material violations of the Board of Directors Ethics Policy or conduct detrimental to the Association by a two-thirds (2/3) majority vote of the Board of Directors as determined by the Board after diligent inquiry, and with due process. The Director shall be removed upon a two-thirds (2/3) majority vote of the general membership present at a meeting of the Association. The vote shall be conducted by written ballot.

Section 10. Compensation

- .01 Members of the Board of Directors do not receive compensation for their services, but may be reimbursed for reasonable expenses incurred in connection with Association business according to policies and procedures established by the Board of Directors.

ARTICLE V – OFFICERS

Section 1. Officers

- .01 The Officers of the Association shall be the following:
- President
 - President-Elect
 - Vice President
 - Secretary
 - Treasurer
 - Immediate Past President

Section 2. Eligibility

- .01 All Officers must be either an Individual Member or a designated voting representative of an Organizational Member in good standing and satisfy the requirements of Article IV, Section 5.
- .02 No person may hold more than one (1) office at a time.

Section 3. Election and Term of Office

- .01 Officers shall be current Board Members and have served for one year in addition to having actively participated on a minimum of two committees.
- .02 Officers with the exception of the Immediate Past President, shall be elected by the Board of Directors at the last meeting of the Board occurring before the Annual Meeting.
- .03 In order for the Board of Directors to appropriately consider the Slate of Officers, the nominating committee should provide the Board of Directors a slate no later than 60 days prior to the Annual Meeting
- .04 The term of office for all Officers shall be one (1) year and shall commence at the Annual Meeting and shall continue until the designated term expires or until a successor is named.
- .05 The Immediate Past President shall serve until that position is filled by the most immediate president finishing the current term of office.

Section 4. Vacancies in Office

- .01 Except as otherwise provided herein, vacancies in an office may be filled by a majority vote of the Board of Directors in a meeting at which a quorum is present, and as provided for in Article IV, Section 7. Officers so elected shall serve the remaining term of that vacated position.

Section 5. Resignation and Removal

- .01 An Officer may terminate the position at any time by written notice to the Association President, with such termination being effective upon receipt.
- .02 An Officer may be recommended for removal for material violations of the Board of Directors Ethics Policy or conduct detrimental to the Association by a two-thirds (2/3) majority vote of the Board of Directors as determined by the Board after diligent inquiry, and with due process. The Officer shall be removed upon a two-

thirds (2/3) majority vote of the general membership present at a meeting of the Association. The vote shall be conducted by written ballot.

Section 6. Powers and Duties of Officers

- .01 The President shall be the chief officer of the Association and shall preside at all Association meetings; shall perform all duties as are provided for in the Bylaws; and shall implement the policies of the Board of Directors and such other duties as usually are incidental to this office. The President may sign, on behalf of the Association, all instruments which the Board of Directors has authorized to be executed. The President shall consult either verbally or in writing with the Association's attorney as he or she deems necessary. The President becomes the Immediate Past President at the completion of the term of office as President.
- .02 The President-Elect, during the absence or inability of the President to act, shall exercise all the powers and discharge all the duties of the President until the President shall return or a successor is chosen. The President-Elect will succeed to the office of President upon the completion of the term of office as President-Elect.
- .03 The Vice President shall serve as a Sergeant at Arms as well as Chair of Bylaws Policy and Procedures Committee. This position is a non-voting Officer executive unless needed for tie-breaker or quorum.
- .04 The Treasurer or representative authorized by the Board shall maintain membership records, including dues payments, as well as other financial records of the Association, and shall be responsible for the financial affairs of the Association in accordance with the policies of the Board of Directors.
- .05 The Secretary shall attend all meetings of the membership, Board of Directors, and Executive Committee and shall record the minutes and votes of those meetings as official records of the Association.
- .06 The Immediate Past President shall provide counsel and historical perspective to the leadership of the Association.

Section 7. Compensation

- .01 The President, President-Elect, Vice President, Secretary, Treasurer, and Immediate Past President shall serve without pay. Said Officers may be reimbursed for their reasonable expenses incurred in connection with Association business according to policies and procedures established by the Board of Directors.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1. Responsibility

- .01 The Executive Committee shall have general supervision of the affairs of the Association between the meetings of the Board of Directors. The Executive Committee shall act for the Board of Directors only to the extent specifically directed by the Board of Directors. In no case shall the actions of the Executive Committee conflict with the actions taken by the Board of Directors.

Section 2. Members

- .01 The Executive Committee shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, and Immediate Past President.

Section 3. Meetings

- .01 The Executive Committee shall meet between meetings of the Board of Directors at the discretion of the President, and in lieu of a physical meeting, may meet for official action via a telephone conference call. It shall fix the hour and place of its own meetings and those of the Board of Directors.

Section 4. Quorum and Voting

- .01 At least three (3) members of the Executive Committee must be present at a meeting or on a conference call to conduct business. A simple majority vote of those present is sufficient to be considered the action of the Executive Committee.

ARTICLE VII – ASSOCIATION COMMITTEES

Section 1. Appointment

- .01 The President, with the approval of the Board of Directors, shall establish committees, task forces, and other groups as needed to carry out the operations of the Association. The President shall appoint the chairs of all committees, who shall then appoint their own committee members, except as noted otherwise in these bylaws.
- .02 All committees shall report directly to the Board of Directors.
- .03 The President-Elect shall be an ex-officio member of all committees.
- .04 The Chair of each committee shall be a member of the Association in good standing.
- .05 Membership on committees shall not be limited solely to members of the Association.

Section 2. Standing Committee

- .01 The Nominating Committee shall be a standing committee, with responsibility to develop a slate of candidates for the Officers elected by the Board, open positions of Area Directors and At-Large Directors for election to the Board. The chair shall be the Immediate Past President of the Association. In the event the Immediate Past President is unable to serve in that capacity, the President shall appoint a Chair. The members of the committee should include the President, the President Elect, two members of the Board and two members from the general membership of the Association who are not members of the same Chapter. Policies and procedures for nominations and elections, as approved by the Board of Directors, will guide the Nominating Committee members in carrying out their responsibilities.

Section 3. Other Committees

- .01 Other committees and task forces may be appointed by the President as needed, with the Board's approval, and will continue until the purpose for which they were created has been accomplished, or until they are disbanded by the Board.

ARTICLE VIII -- CHAPTERS

Section 1. Definitions

- .01 A Chapter is an organized group defined by a particular geographic area of Florida, consisting of ten (10) or more current members, which has been approved by the Association's Board of Directors
- .02 There are two types of chapters. The first are those that operate as branches of this Association's incorporation. The financial operations of those branches is merged with those of this Association. They enjoy not-for-profit status and state sales tax exemption by virtue of being part of this Association. The second type of chapter is a separate operating entity and is responsible for compliance with all applicable federal, state and local regulations or requirements.

Section 2. Purpose

- .01 It is the intent of this Association to facilitate and support participation of all its members in activities consistent with the Association's Purpose. To this end, the Association will establish Chapters in various geographic areas of the state. These Chapters will have representation on this Association's Board of Directors.

Section 3. Chapter Formation

- .01 A Chapter may be established within a particular geographic area of Florida upon petition to this Association's Board of Directors by ten (10) or more current or prospective members of this Association.
- .02 The Board of Directors of this Association may approve, upon majority vote of the Board of Directors, such Chapter at this Association's Board of Directors next regularly scheduled meeting.

Section 4. Chapter Obligations

- .01 A Chapter will recognize as members only those who have paid both this Association's dues and the Chapter's dues.
- .02 The Chapter shall incorporate using this Association's skeletal Chapter Bylaws as its own. At any time, the Chapter may then revise its Bylaws to conform to its particular needs, provided each revision is reviewed and approved by this Association's Board of Directors. The proposed revisions would first be voted on by the Chapter membership and upon passage be presented to this Association's Board of Directors for review and approval. The effective date would then be the date approved by this Association's Board of Directors.
- .03 A minimum of ten (10) current members shall comprise a Chapter. When a Chapter's membership falls below ten (10) members, it shall be placed in a provisional status until the Chapter achieves the minimum membership. That provisional status will not abridge any of the Chapter's rights nor impact the Chapter's representation on the Board of Directors of this Association.

- .04 The Chapter shall designate a representative in accordance with Article IV to serve on this Association's Board of Directors.
- .05 The Chapter must hold meetings or other activities at least quarterly.
- .06 The Chapter may adopt and promote positions on local issues provided that such positions are in conformance with the mission and purpose of this Association. Concerns and questions about the Chapter's position in comparison to this Association's position shall be addressed by the Chapter's Board of Directors to this Association's Board of Directors as promptly as possible, but not later than sixty (60) days after the concern or question has been submitted in writing to this Association's Board of Directors or to the Chapter's President. A majority vote of this Association's Board of Directors shall decide if the Chapter shall or shall not be permitted to pursue its position.

Section 5. Dissolution

- .01 The authorized representative of this Association's Board of Directors who manages membership information shall notify the Board of this Association and the President of the Chapter when the membership of that Chapter falls below ten (10) current members for more than a three (3) month period.
- .02 This Association's President, at the next regularly scheduled meeting of the Board of Directors, may initiate or may entertain a motion by any voting Board Member to disestablish a Chapter not meeting the standards as stated in Section 4 of this Article. Notice of such action shall be given to the Chapter in accordance with these Bylaws. Upon the disestablishment of a Chapter, such Chapter shall deliver all of its funds and assets remaining in Chapter accounts or in other locations, to this Association's Treasurer for deposit into this Association's general account. Any dues paid to the disestablished Chapter shall be transferred to the general fund of this Association. Former Chapter members will not be entitled to a refund of any dues paid in this circumstance. Disestablishment of the Chapter does not impact the membership of any individual in the Association.
- .03 Whenever possible, this Association's Board of Directors shall resolve the issue of maintaining the Chapter in that Chapter's favor.
- .04 If a chapter operating as a branch under the umbrella of the FSGA is disestablished, such Chapter shall deliver all of its funds and assets remaining in Chapter accounts or in other locations, to this Association's Treasurer for deposit into this Association's general account. If an independent (incorporated) Chapter is disestablished, it shall take action to dissolve any corporation formed pursuant to Section 4 of this Article.

ARTICLE IX – MEETINGS OF THE MEMBERSHIP

Section 1. Meetings

- .01 Meetings of the membership may be held as often as the Board of Directors deems necessary. There shall be one (1) general meeting each year designated as the Annual Meeting. Special Meetings shall be called as necessary.

- .02 Members shall be sent a notice in writing telling the time and place of such general meeting at least thirty (30) days in advance of the meeting.
- .03 The presence of not less than fifteen (15) percent of the membership shall constitute a quorum and shall be necessary to conduct the business of this Association. No member may vote by proxy.

Section 2. Annual Meeting

- .01 The Annual Meeting of the membership of this Association shall be held at a time and date fixed by the Board of Directors.
- .02 Members shall be provided a notice in writing telling the time and place of such Annual Meeting at least thirty (30) days in advance of the meeting.
- .03 Provided that a quorum is present at the Annual Meeting or participating in an alternative voting process, a majority of the members voting shall be required to approve any action.

Section 3. Special Meetings

- .01 A Special Meeting of the membership shall be called at the written request of the President, or a majority of the Board of Directors, or fifteen (15) percent of the Membership.
- .02 The date for the Special Meeting shall be determined within seven (7) days of the receipt of a request. Notice of such Special Meeting shall be sent in writing to all members at least fifteen (15) days before the scheduled date set for such Special Meeting. Such notice shall state the reason(s) for the call of the meeting, the business to be transacted and by whom the meeting was called. In any case, the Special Meeting shall occur not later than thirty (30) days after receipt of the request.
- .03 No other business but that specified in the notice may be transacted at such Special Meeting without the unanimous consent of all present at such meeting.
- .04 Provided that a quorum is present at the Special Meeting or participating in an alternative voting process, a majority of the members voting shall be required to approve any action.

ARTICLE X – ELECTION OF DIRECTORS

Section 1. Slate of Candidates for Selection

- .01 The Nominating Committee, as defined in Article VII, Section 2, shall prepare the widest possible list of candidates for open positions of Area Directors, At-Large Directors and Officers.

Section 2. Election

- .01 Elections of members of the Board of Directors shall be conducted by a process determined by the Board of Directors. A quorum for election of Directors shall be the same as that required for a general meeting of the Membership in Article IX, Section 1. Elections of members of the Board of Directors may also, at the discretion of the Board, be conducted at the Annual Meeting.

- .02 The Board of Directors shall elect the Officers at the Board Meeting prior to the Annual Meeting.

Section 3. Voting Eligibility

- .01 Only members who have paid dues for the current membership year and are in good standing shall be entitled to vote.
- .02 Each member may cast one (1) vote for each open position.
- .03 Each Individual Member shall be entitled to one (1) vote and each Organizational Member shall be entitled to two (2) votes through their designated representatives.
- .04 Votes may be cast by absentee ballot in accordance with procedures established by this Association's Board of Directors.

Section 4. Inspectors of Election

- .01 At all votes by ballot, the President shall, prior to the commencement of balloting, appoint a committee of three (3) persons who shall act as "Inspectors of Election" and who shall, at the conclusion of such balloting, report the results in writing to the President.
- .02 No Inspector of Election shall be a candidate for office or shall be personally interested in the voted question.

Section 5. Required Vote

- .01 Provided that a quorum is present at the Annual Meeting, as defined in Article IX, a simple majority of the members voting shall be required to elect a member of the Board of Directors if a single slate is offered. In the case of a slate of multiple candidates for open positions, votes will be tallied and those with the highest number of votes will be considered elected to the positions that are open.

ARTICLE XI – DUES AND FISCAL POLICIES

Section 1. Fiscal Year

- .01 The Association shall operate under a fiscal year as established by the Board of Directors.

Section 2. Dues

- .01 The Board of Directors shall set membership dues for each year, with any changes requiring an explanation in writing to the general membership prior to the beginning of the dues year.

Section 3. Payment of Dues

- .01 The Board of Directors shall set procedures for the payment of dues.
- .02 Any amount due the Association becomes delinquent at the start of the membership year if not renewed.
- .03 If a member is delinquent sixty (60) days after the start of the membership year, membership may be terminated by the Board of Directors.

Section 4. Refunds

.01 No dues shall be refunded.

Section 5. Financial Review

.01 The Board of Directors shall, in coordination with the Treasurer, obtain an independent review of the financial records of the Association.

.02 This review will be: accomplished annually, completed within one hundred twenty (120) days of the close of the fiscal year, and reported to the Board of Directors at its next scheduled meeting.

.03 The intent of this review is to assure that:

- a. the Association activities are consistent with the non-profit status;
- b. it appears that the financial records accurately reflect transactions and the financial status of the Association; and
- c. sufficient internal controls are present and practiced to safeguard the Association.

ARTICLE XII – ASSETS

Section 1. Use of Funds

.01 The Association shall use its funds only to accomplish the purposes specified in these Bylaws, and no part of said funds shall accrue, or be distributed to the members, Directors, officers, staff, or any other authorized agent of the Association.

Section 2. Dissolution

.01 The Board of Directors may recommend to the membership the dissolution of the Association if the purpose can no longer be sustained.

.02 Such a recommendation requires an affirmative vote of three-quarters (3/4) of the Board of Directors present and voting.

.03 Notice must be submitted to the membership at least ninety (90) days in advance of the meeting called for the purpose of approving the recommendation to dissolve the Association and an affirmative vote of two-thirds (2/3) of the membership present and voting is required for dissolution.

Section 3. Distribution of Assets

.01 In the event of action to dissolve the Association, any assets of the Association will be transferred in whole to one or more non-profit organizations or foundations that meet requirements as a 501(c)(3) or a 501(c)(6) organization as defined in the Internal Revenue Code, and have purposes and objectives similar to the entities being supported by the Association, to be selected by the Board of Directors.

ARTICLE XIII – INDEMNIFICATION

Section 1. Indemnification

- .01 The Association hereby indemnifies any Officer, Director, or employee or other such person, who was, or is, a party, or is threatened to be made a party, to any threatened, pending or completed action, suit or proceeding whether civil, criminal, administrative or investigative, (other than an action by or in the right of the Association) by reason of the fact that the person is, or was, a Director, Officer or employee, or was serving at the request of the Association, against expenses (including attorneys fees) judgments, fines and amounts paid in settlement actually and reasonably incurred by that person in connection with such suit, action or proceeding, if the person acted in good faith and in a manner the person reasonably believed to be in, or not opposed to the best interest of the Association, and with respect to any criminal action or proceeding, had no reasonable cause to believe the person's conduct to be unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction or upon pleas of nolo contendere, or its equivalent, shall not of itself create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be, or not opposed to, the best interest of this Association, and with respect to any criminal action or proceeding, had reasonable cause to believe that the person's conduct was unlawful.
- .02 No indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for gross negligence or misconduct in the performance of his duty to the Association.

Section 2. Liability Insurance

- .01 The Association may purchase and maintain liability insurance for defense of liability claims against any person who is or was a Director, Officer, employee, or contracted staff of the Association or who is or was serving at the request of the Association.

ARTICLE XIV – INTERPRETATION AND AMENDMENTS

Section 1. Interpretation

- .01 The vote of two-thirds (2/3) of the members of the Board of Directors shall interpret the meaning and intent of these Bylaws. When warranted, the Board of Directors by majority vote may request a written opinion from legal counsel on the proper interpretation thereof.

Section 2. Amendment of the Bylaws

- .01 The Bylaws of this Association may be altered, amended or repealed by a two-thirds (2/3) majority vote of the Members participating, provided that due notice of the intent to change the Bylaws and the proposed change in wording be mailed to each member not less than thirty (30) days prior to the date a vote on the change is to be taken.
- .02 The Board of Directors may adopt policies and procedures to implement and supplement these Bylaws. The Board of Directors shall not adopt any policies or procedures which conflict with these Bylaws. In the event there is a question about

the interpretation of these Bylaws and any policies and procedures, these Bylaws shall govern.

ARTICLE XV - RULES OF ORDER

Section 1. Rules of Order

.01 Robert's Rules of Order shall be applicable at all times when not in conflict with the Bylaws of this Association.

Bylaws of the Association first adopted November 15, 1988

Amendments to first Bylaws: 1/19/1992; 1/29/95; 4/27/96; 8/6/99; 2/5/00; 6/7/01; 8/1/03; 8/1/04; 10/17/05;

Complete Revision 7/1/2009

Amendments: 2/9/2012 Article III Section 6 ,
7/31/2012 Article IV Section 2.03 and 3.01

Adjustments: 1/2013 Scriveners error discovered on the bylaws revision of 2/09/2012 and 7/31/2012. On 1/19/2013 board approved removal of error (Article III Section 7.04) from the bylaws. Corrected on 2/7/2013 to reflect bylaw membership adoption on 2/9/2012. Bylaws change Area Director, Member Vote Complete 4/30/2013, Bylaws change published 5/30/2013, Bylaws Change Chapter Language, Member Vote Complete 12/20/2013, Bylaws change published 1/20/2014, Bylaws changes regarding addition of Vice President Position, Member Vote Complete July 13, 2016 Bylaws changes published August X, 2016.