

NAIFA



BYLAWS

Adopted January 1, 2008

Amended October 25, 2008

TABLE OF CONTENTS

ARTICLE I	3
AUTHORITY AND PRECEDENCE	
ARTICLE II	4
MEMBERS	
ARTICLE III	8
CHAPTER	
ARTICLE IV	10
GOVERNING BOARD	
ARTICLE V	11
DIRECTORS	
ARTICLE VI	12
OFFICERS	
ARTICLE VII	14
EXECUTIVE VICE PRESIDENT	
ARTICLE VIII	15
ELECTIONS	
ARTICLE IX	16
BOARD MEETINGS	
ARTICLE X	17
MEMBERSHIP MEETINGS	
ARTICLE XI	18
NATIONAL STANDING COMMITTEES	
ARTICLE XII	19
MISCELLANEOUS	
ARTICLE XIII	20
PARLIAMENTARY AUTHORITY	
ARTICLE XIV	21
AMENDMENT TO BYLAWS	

1 **NATIONAL ASSOCIATION OF INDEPENDENT FEE APPRAISERS, INC.**

2

3 **BYLAWS**

4

5 **ARTICLE I**

6 **AUTHORITY AND PRECEDENCE**

7

8 **1.1 Authority.** These Bylaws of the National Association of Independent Fee Appraisers, Inc. ("Association")

9 are adopted and promulgated by the Governing Board ("Board") of the Association pursuant to Arizona

10 Revised Statutes Title 10, and the authority granted in the Articles of Incorporation of the Association on file

11 with the Arizona Corporation Commission, as the same may be amended from time to time.

12

13 **1.2 Precedence.** In the event a conflict arises over the power and authority of the Association or one of its

14 members, directors, officers, employees or agents to act or refrain from acting in a particular fashion, or any

15 other conflict regarding the Association, the same shall be resolved according to the definitive provision, if

16 any, of the governing document of the Association with the highest precedence. The precedence of such

17 documents, from highest to lowest, is:

- 18 **A.** Articles of Incorporation
- 19 **B.** Bylaws
- 20 **C.** Special Rules of Order
- 21 **D.** Standing Rules
- 22 **E.** Resolutions of the members assembled at the Annual Membership meeting, duly adopted and
- 23 entered in the Minutes
- 24 **F.** Resolutions of the Board duly adopted and entered in the Minutes
- 25 **G.** The current edition of Robert's Rules of Order, Newly Revised.

26

27 **1.3 National Office.** The principal place of business of the Association shall be determined by the Board, and

28 shall be referred to in these Bylaws as the national office.

29

30 **1.4 Definitions.** All references in these Bylaws, unless otherwise specified, refer to national Officers,

31 Directors, committees, and elections rather than those of the chapters.

32

33 **1.5 Interpretation.** The Board shall be the final authority on the interpretation or intent of these Bylaws.

34 **ARTICLE II**
35 **MEMBERS**

36
37 **2.1 Membership.** Membership may be granted to any individual who: (i) meets the criteria set forth below
38 for each category of membership in the Association; (ii) shares interest in and supports the purposes of the
39 Association; (iii) abides by these Bylaws, the Standing Rules of the Association, the principles of ethics of the
40 Association, and such other rules and regulations as the Association may adopt; and (iv) meets such
41 additional criteria for each category of membership in the Association as the Board may from time to time
42 establish:

43
44 **A. Designated Members:** Designated membership may be granted to any individual who is an
45 appraiser and has attained a Board approved designation. Designated membership categories
46 include the following: IFA; IFAA; IFAS; IFAC.

47
48 **B. Associate Members:** Associate membership may be granted to any individual who has not
49 achieved a designation. Associate membership categories include the following: Candidate
50 Membership; Associate-Appraiser Membership; Associate-Affiliate Membership; and Associate-
51 Professional Business Partner Corporate Membership.

52
53 **C. Candidate Members:** An Associate-Appraiser Member may, at a time of his/her determination,
54 opt to declare his/her candidacy to seek a designation. Such Candidates will have two years from
55 the date of declaration to complete all requirements for the designation.

56
57 **D. Honorary Members:** Honorary membership may be granted to any individual who has
58 performed outstanding notable service recognized by the Association. Honorary membership
59 shall be awarded by a two-thirds (2/3) vote of the Directors at a regular meeting, or by the
60 membership at the Annual Meeting.

61
62 **E. Life Members:** Life membership may be granted to any individual who qualifies with the
63 requirements prescribed in the Standing Rules. **(Amended 10/25/08)**

64
65 **2.2 Application and Approval.** Individuals seeking membership in the Association must complete a Board-
66 approved application. All Designated Members and Associate Members must be assigned to a Board-
67 approved chapter. The Board shall from time to time adopt an application form and procedures to facilitate
68 the consideration of applicants for membership in the Association. The Board, or a committee designated
69 thereby, shall evaluate the credentials of all applicants and determine, based on the criteria set forth in these
70 Bylaws and such other guidelines as the Board may prescribe, whether individual applicants meet the
71 qualifications necessary for membership.

72 **2.3 Rights and Duties.** All members shall be entitled to serve on committees and to attend the educational
73 meetings and social functions of the Association, but only Designated Members in good standing may hold
74 office, and vote to elect Officers and Directors. Designated Members may be referred to herein as the “voting
75 members.” The voting members only shall have the right to vote on the election of Officers and Directors,
76 and such other matters as the Board shall determine from time to time, and any and all matters as provided
77 by the Bylaws. Each voting member shall have one (1) vote on matters submitted to a vote of the
78 membership. Additional rights of each membership category shall be established by the Board.

79 **2.4 Qualifications for Designations.** Qualification requirements for all membership designations and
80 continuing education shall be established by the Board; however, at a minimum the requirements for
81 education and experience must comply with the prerequisites of the Appraiser Qualification Board (AQB), or
82 otherwise provided for in the Standing Rules of the Association.
83

84 **2.5 Use of Designation.** Only Designated Members in good standing who have been awarded the IFA, IFAA,
85 IFAS or IFAC shall be permitted to use the designation of the Association following their individual names on
86 their letterheads, business cards, in directories and such other media of expression to denote the degree of
87 proficiency attained. No non-designated member may refer to or use the membership category in any manner
88 except in oral testimony in court in the course of their business. All acknowledgments of membership must be
89 on an individual basis only. Letterhead and other stationery shall not imply or infer that a firm, organization or
90 agency is a Member of the Association. Nor shall it imply that all members of a firm, organization or agency
91 are Members of the Association. A Member is restricted to a statement or acknowledgment in a qualifications
92 sheet which may show the category of membership attained.
93

94 **2.6 Professional Standards.** All members of the Association when engaged in appraisal practice shall
95 practice in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP) as developed
96 by the Appraisal Foundation; the Bylaws of the National Association of Independent Fee Appraisers; lawful
97 directives of its Officers and Directors. All actions of members shall be in compliance with all laws applicable
98 to the appraisal practice, federal and state.
99

100 **2.7 Membership Dues.** Dues shall be as established by the Board. Different dues may be set for different
101 categories of membership. All dues shall become payable on January 1 of each year and are delinquent after
102 February 1. Membership shall be forfeited if dues are not paid by March 31.
103

104 **2.8 Examination Fees.** The Board is empowered to set fees to offset the cost of the administration of
105 examinations.

106 **2.9 Re-certification.** Designated, Associate-Appraiser, and Candidate members of the Association must
107 maintain a continuous program of professional education for membership in the Association. The Association
108 will recognize a broad range of educational subject matter, including state approved courses for satisfying the
109 continuing education requirements, and they must comply with the Appraisal Foundation re-certification
110 requirements. The cycle of continuing education requirements shall begin for each member on January 1 of
111 the year following the year in which membership was granted. If a state licensed or certified appraiser is in
112 good standing with his/her state, this fulfills the Association's re-certification requirements. There shall be no
113 examination requirements in the continuing education program. Members shall include the following
114 statement in each appraisal report:

115 ***"The National Association of Independent Fee Appraisers has a mandatory***
116 ***program of continuing education for its Members. I am presently in compliance***
117 ***with this program."***
118

119 **2.10 Resignation.** Any member may resign by filing a written resignation with the chapter president and the
120 Association's Executive Vice President. Resignation shall not relieve the member of the obligation to pay
121 dues, assessments, or other charges not paid. A member may resign in order to abate any expulsion or
122 suspension action. When a member resigns while expulsion or suspension charges are pending, the
123 proceedings associated with the expulsion or suspension shall cease and abate immediately.
124

125 **2.11 Complaints against Members.** Any complaint by any member or the general public must be in writing
126 and outline in detail the nature of the complaint, including documentation and exhibits, if any. All complaints
127 must follow Board-prescribed procedures for filing ethics and grievance complaints.
128

129 **2.12 Basis for Suspension or Expulsion.** A member may be suspended or expelled if:

- 130 **A.** The member does not follow the Bylaws, rules of professional ethics, or standing rules of the
131 Association.
- 132 **B.** The member refuses or neglects to act in accordance with or abide by the decisions of the
133 Association.
- 134 **C.** The member is found and/or determined by the Board to be guilty of any act of discreditable
135 nature to the profession.
- 136 **D.** The member is adjudicated by any court of law to be an incompetent.
- 137 **E.** The member has been convicted of a felony involving moral turpitude.
- 138 **F.** A member will be expelled if the member is convicted by a court of competent jurisdiction of any
139 fraud or felony. A member so convicted shall be immediately suspended from the Association
140 upon receipt of confirmation of said conviction by the Executive Vice President. The details of said
141 conviction shall be presented to the Board at the next meeting for its action on expulsion if the
142 member is still in a state of suspension.
- 143 **G.** Members in any category have the right to appeal. The decision of the Board is final.

144 **2.13 Return of Evidence of Membership.** Any member who resigns, is suspended, expelled, or has
145 forfeited membership for non-payment of dues, shall immediately return his/her certificate. If a member fails
146 to return his/her certificate, the Board may give public notice of such resignation, suspension or expulsion.
147

148 **2.14 Reinstatement.** Any person whose membership in the Association has been terminated by resignation,
149 except to avoid disciplinary action, or who has been suspended or dropped for nonpayment of dues, or for
150 any reason other than one of a disciplinary character, may be reinstated by directly applying to the
151 Association.
152

153 **2.15 Transfer of Membership.** Membership in this Association cannot be transferred or assigned to another
154 individual. A member in good standing may transfer his/her membership from one chapter to another within
155 the Association.
156

157 **2.16 Leave of Absence.** A member in good standing desiring to attend school full time, enter the military
158 service, take a job in conflict with his/her membership in the Association, or for a similar reason, may request
159 a leave of absence from the Association. Members in such status may use a professional designation
160 awarded to them by the Association for any purpose other than in connection with any appraisal assignment.
161

162 **2.17 Suits by Members.** No member shall file suit against the Association, the Board, any committees,
163 chapters, Directors, national, regional, state or chapter Officers or members, relating to the appraisal
164 profession or to the administration of the Association, without first exhausting fully the remedies provided
165 under these Bylaws, Standing Rules, and Procedures. The rights and remedies that must first be exhausted
166 are pursuing a claim with such local Professional Standards Committee as may exist in the principal place of
167 business or place of residence of such member, and if the matter is not resolved to the satisfaction of the
168 member, with the National Professional Standards Committee, and with the Board. Violation of the prohibition
169 stated herein shall result in expulsion of such member upon a determination by the National Professional
170 Standards Committee, and concurrence by the Board that such violation was committed in bad faith.
171

172 **2.18 Special Membership Procedures.** Notwithstanding any other provisions of these Bylaws, the Board is
173 empowered to authorize membership and designations to persons in connection with an agreement between
174 the Association and another entity or entities, under such terms as the Board may establish or agree to.
175

176 **2.19 Member Voting.** Each designated member in good standing, excluding retired members, shall be
177 entitled to vote to elect Officers and Directors, and on such other matters as the Board shall determine
178 pursuant to procedures adopted by the Board.

ARTICLE III

CHAPTER

179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213

3.1 Inquiries. All inquiries concerning the Association should be directed to the national office and will be responded to by the Executive Vice President or his/her designee.

3.2 Process of Formation of Chapter. The formation of a chapter shall be shall be provided for in the Standing Rules of the Association.

3.3 Limit. Chapters may be formed in cities, counties, or parishes of the United States or foreign countries. Within the United States there shall be no more than one (1) chapter in any one county or parish without Board approval. In foreign countries the Board shall establish the number of chapters in any area.

3.4 Chapter Bylaws. Each Chapter shall adopt bylaws in the form provided by the Association.

3.5 Chapter Incorporation. Chapters shall not incorporate.

3.6 Officers. A chapter with ten (10) or more Designated Members may elect at least the following four (4) Officers: a President, Vice President, Secretary and Treasurer. A chapter, with the approval of the chapter President and/or majority of Designated Members may elect an Associate to serve as chapter Secretary and/or Treasurer under the direction of the Chapter President until a designated replacement member is found. Said Associate shall not vote on any national issues. The Associate shall not promote himself/herself as a chapter officer.

3.7 Chapter Elections. The nominations and election of Officers of each chapter will be conducted within ninety (90) days prior to January 1st of each year and said elected Officers shall take office by January 1st. Proxy votes are not permitted. A report of the election results must be submitted to the national office by the outgoing secretary.

3.8 Dues. In addition to Association dues as may from time to time be assessed by the Board, a chapter may assess dues.

3.9 Removal. A chapter charter may be removed for cause by a two-thirds (2/3) vote of the Board after an appropriate hearing. Upon removal of a chapter's charter, all funds held by the chapter shall promptly be remitted to the Association.

214 **3.10 State Directors.**

215 **A. Election of State Directors:** The voting members of chapters organized within a state may elect
216 a State Director. The members of that state shall have the sole authority to hold an election within
217 that state and elect a State Director. The election will be conducted in accordance with provisions
218 in the Standing Rules. Said elections shall be conducted within ninety (90) days prior to January
219 1st of each year and the newly elected State Director shall take office on January 1st of the year
220 following the election until the following December 31st or until such time a successor is elected. A
221 copy of the election results must be submitted to the national office.

222 **B. Appointment of State Directors:** The President is empowered to appoint a State Director as
223 needed.

224
225 **3.11 State Director's Fund.** The duties of a State Director shall be those of the presiding officer within
226 his/her state. The Director shall organize, encourage, and promote the formation of new chapters and/or
227 consolidation of chapters within their state. A State Director's fund may be established by majority vote of
228 chapter Presidents with direction from their members. The State Director's fund shall be used to carry out the
229 State Director's duties. They shall not use these funds for personal expenses of any kind. The funds shall be
230 held in checking accounts and all checks will bear the signature of the State Director. Accounting of such
231 funds must be made to the Association's Treasurer and be submitted by January 30th for the preceding year.
232 All funds are the property of the Association.

233 **ARTICLE IV**
234 **GOVERNING BOARD**

235
236 **4.1 The Governing Board.** The Board shall be comprised of the Officers, Directors, and the most immediate
237 Past National President. The affairs of the Association shall be managed by the Governing Board. The Board
238 shall have supervision, control and direction of the affairs of the Association, shall determine its policies or
239 changes therein within the limits of these Bylaws, shall actively promote its purposes and have discretion in
240 the disbursement of its funds. The Board may adopt such rules and regulations for the conduct of its
241 business as shall be deemed advisable and may, in the execution of the powers granted, appoint such
242 agents as it may consider necessary.

243
244 **4.2 Professional Conduct.** Officers, Directors and those appointed to professional positions representing the
245 Association shall adhere to a professional code of conduct as provided in the Standing Rules.

246
247 **4.3 Miscellaneous.** The Board may authorize any Officer or Officers, agent or agents of the Association, in
248 addition to the Officers so authorized by these Bylaws, to enter into any contract or to execute and deliver any
249 instrument in the name of and on behalf of the Association; and such authority may be general or confined to
250 specific instances. All checks, drafts, or orders for the payment of money, notes, or other evidences of
251 indebtedness issued in the name of the Association shall be signed by such Officer or Officers, agent or
252 agents of the Association who shall from time to time be determined by resolution of the Board. All funds of
253 the Association shall be deposited, from time to time, to the credit of the Association in such banks, trust
254 companies or other depositories as the Board may select. The Board may accept, on behalf of the
255 Association, any contribution, gift, bequest, or devise for general purposes or for any special purpose of the
256 Association.

257 **ARTICLE V**
258 **DIRECTORS**

259
260 **5.1 General.** The Directors of this Association shall perform the duties prescribed by these Bylaws and by the
261 parliamentary authority adopted by the Association.

262
263 **5.2 Number, Tenure and Qualifications.** The Board of Directors shall be comprised of a minimum of nine
264 (9) but not to exceed twelve (12) Directors to be elected by the voting members. No person shall hold more
265 than one seat on the Board. The beginning date of the term of office shall be January 1 of the year that
266 follows the year of the election or until such time as successors are duly elected. Additional Directors shall be
267 elected to fill the remainder of any vacancies. Directors may not serve more than two (2) consecutive terms.
268 There shall be no more than two (2) elected directors on the Board from any one (1) state at any time.
269 Directors must have served as a chapter President.

270
271 **5.3. Voting.** Directors shall be entitled to one (1) vote in person at any Board meeting.

272
273 **5.4 Vacancies.** All vacancies among the Directors shall be appointed by the President, with prior notification
274 to the Board. The appointed Director shall be a qualified member and serve until the end of the calendar year.

275
276 **5.5 Attendance Required.** Should any member of the Board fail, without acceptable excuse, to attend two
277 (2) consecutive regularly called meetings of the Board, he/she may, at the discretion of the Board, forfeit
278 his/her office and the President shall appoint a successor who will serve until a successor is elected, with the
279 exception of any immediate Past National President, whose position as ex-officio, shall remain vacant.
280 Directors shall not receive any salary for their services; but by resolution of the Board, a fixed sum and
281 expenses, if any, may be allowed for attendance at regular or special meetings of the Board.

282
283 **5.6 Removal.** Any Director may be removed by a two-thirds (2/3) vote of the Board whenever, in the Board's
284 judgment, the best interests of the Association would be served thereby, after a hearing.

285 **ARTICLE VI**
286 **OFFICERS**

287
288 **6.1 National Officers.** The national Officers of the Association shall be a President, a President-Elect, a
289 Secretary and a Treasurer. The Officers of this Association shall perform the duties prescribed by these
290 Bylaws and by the parliamentary authority adopted by the Association.
291

292 **6.2 Number, Tenure and Qualifications.** The President-Elect, Secretary, and Treasurer shall be elected
293 each year to serve a one (1) year term by the voting members. All Officers must have served as a Director.
294 The beginning date of the term of office shall be January 1 of the year that follows the year of the election or
295 until such time as successors are duly elected.
296

297 **6.3 Voting.** Officers shall be entitled to one (1) vote in person at any Board meeting.
298

299 **6.4 Vacancies.** All vacancies among the Officers shall be filled by appointment of the President, subject to
300 ratification by the Board. The appointed Officer shall be a qualified member and serve until the end of the
301 calendar year.
302

303 **6.5 Removal.** Any Officer may be removed by a two-thirds (2/3) vote of the Board whenever, in the Board's
304 judgment, the best interests of the Association would be served thereby, after a hearing.
305

306 **6.6 Executive Committee.** The Executive Committee shall be comprised of the four (4) Officers and a
307 Director, elected by the Board. The Executive Committee shall have the authority to carry out the business
308 and functions of the Association between meetings of the Board, reporting to the Board any action taken; but
309 the delegation of authority to the Executive Committee shall not operate to relieve the Board of Directors or
310 any individual Officer or Director of any responsibility imposed by law.
311

312 **6.7 President.** The President shall be the Chief Executive Officer of the Association.

- 313 **A.** He/she shall preside at all national meetings of the members and of the Board.
314 **B.** He/she may sign, with the Secretary or any other proper officer of the Association, instruments
315 authorized to be executed; except in cases where the signing and execution thereof shall be
316 expressly delegated by the Board or by the Bylaws or by statute to some other Officer or agent of
317 the Association.
318 **C.** He/she shall make all nominations as prescribed in these bylaws for filling vacancies for Directors
319 and/or Officers.
320 **D.** He/she shall present to the Board a list of nominees to serve as representatives on behalf of the
321 association.
322 **E.** He/she shall serve as ex-officio of the Education and Research Trust Committee as provided by
323 terms established by the Trust Agreement.
324 **F.** In general, he/she shall perform all duties incident to the office of the President and such other
325 duties as may be prescribed by the Board.

326
327 **6.8 President-Elect.** The President-Elect shall assist the President and shall substitute for the President
328 when required to and shall chair meetings in the absence of the President. The President-Elect shall be an
329 ex-officio member of all committees, except the Nominating, Professional Standards, and Education and
330 Research Trust Committees, or as otherwise provided by these Bylaws. The President-Elect shall, in
331 general, perform all duties customarily incident to the office of President-Elect and such other duties as may
332 be prescribed from time to time by the Board. The President-Elect shall succeed to the office of President
333 upon expiration of the President's term of office, and in the event of the death, resignation, removal, or
334 incapacity of the President.

335
336 **6.9 Secretary.** The Secretary shall keep the minutes of all meetings, to include regular and special Board
337 meetings, the general membership meeting, and committee meetings, which shall be maintained in a
338 retrievable electronic format with appropriate backup; see that all notices are duly given in accordance with
339 the provisions of these Bylaws, or as required by law; be custodian of the Association records pertaining to
340 his/her office, and of the seal of the Association; see that the seal of the Association is affixed to all
341 documents, the execution of which, on behalf of the Association under its seal, is duly authorized in
342 accordance with the provisions of these Bylaws; and keep a register of the postal address of each member
343 which shall be furnished to the Secretary by the Executive Vice President. The Secretary shall perform all
344 duties incident to the office and such other duties as may be assigned by the President or the Board. The
345 duties of the Secretary may be assigned by the Board in whole or in part to the Executive Vice President.

346
347 **6.10 Treasurer.** The Treasurer shall have the authority to request documentation of all financial activity for
348 the Association, including receipts, invoices, deposits, investments and other such financial instruments in
349 fulfilling the duties as related to his/her office; and submit such to the Board as requested. The Treasurer
350 shall perform all duties incident to the Office of Treasurer and such other duties as may be assigned by the
351 President or the Board. The Treasurer shall serve as Chair of the Fiscal Committee. The duties of the
352 Treasurer may be assigned by the Board in whole or in part to the Executive Vice President.

ARTICLE VII

EXECUTIVE VICE PRESIDENT

353
354
355
356
357
358
359
360
361
362
363
364
365
366

7.1 Executive Vice President. There shall be an Executive Vice President affirmed by the Board. The Executive Vice President shall be the chief administrative employee and staff officer of the Association. He/she will be charged with the management of the national office and shall perform such other duties necessary for the proper functioning of that office as well as such other duties as may be directed by the Board, the Executive Committee or the President; however, all directives shall be transmitted through the President. The Executive Vice President shall account for all funds belonging to the Association and shall maintain proper accounts for depositing Association funds and shall prepare or have prepared by competent parties, financial statements which show receipts and disbursements of all funds, together with a balance sheet showing all assets and liabilities of the Association. The Executive Vice President shall perform all duties incident to the position of Executive Vice President and such other duties as may be assigned by the president or the Board.

367 **ARTICLE VIII**
368 **ELECTIONS**

369
370 **8.1 Procedure for Elections.** The Nominating Committee shall receive and review nominations for the
371 Officers and Directors, on a prescribed nomination form approved by the Board. Candidates can declare for
372 both Officer and Director on the same nomination form. The Nominating Committee shall present a list of
373 qualified candidates for the Officers and the Directors to the membership sixty (60) days prior to the Annual
374 Membership meeting. Official notification and mailing of ballots shall be by Board prescribed procedure.
375 Tellers shall be appointed by the Executive Committee, from among the members in good standing, present
376 at the Annual Membership Meeting. Such tellers shall be responsible for counting the ballots in accordance
377 with Board prescribed procedures.

378
379 **8.2 Election of Board.** The Board shall be elected by members entitled to vote, pursuant to these Bylaws, at
380 the Annual Membership Meeting. Should the office of President-Elect be vacated the Board, at its discretion,
381 may call for a special election.

382
383 **8.3 Voting.** No cumulative voting shall be allowed.

384

385

386

387

388

389

390

391

392

393

394

395

396

397

398

399

400

401

402

403

404

405

406

407

408

409

410

411

412

413

ARTICLE IX

BOARD MEETINGS

9.1 Regular Meetings. The Board shall conduct two (2) regular meetings and such other meetings as the Board may provide for by resolution. The specific date and location of these meetings shall be determined by the Board, and notice shall be given at least ninety (90) days in advance of such meetings. The second meeting of the year will include the Annual Membership Meeting.

9.2 Special Meetings. Special meetings of the Board may be called by the President or a majority of the Directors, by giving written notice. Notice of any special meeting of the Board shall be given at least fifteen (15) days prior to, and the meeting must be held within forty-five (45) days of the giving of written notice. The business to be transacted at the meeting must be specified in the notice.

9.3 Telephonic Meetings. Whenever the Board or Executive Committee determines or authorizes a special meeting, it may convene such meeting by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this provision shall constitute presence in person at such meeting. Official notice of any such telephonic meeting shall be given at least five (5) days prior to the scheduled meeting. Delivery of notice to Board members shall be governed by Board prescribed procedures.

9.4 Action by Written Consent. Any action requiring a vote of the Board may be taken without a meeting if consent, in writing, setting forth the action taken, is signed by all of the Directors entitled to vote with respect to the subject matter thereof.

9.5 Quorum. A majority of the Board must be present in person at any meeting to constitute a quorum for the transaction of business at any duly called meeting of the Board; provided that, if less than a quorum is present at said meeting, a majority of the Board present may adjourn the meeting without further notice. The act of a majority of Board members present at a duly called meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by law, the Articles of Incorporation, or these Bylaws.

414 **ARTICLE X**

415 **MEMBERSHIP MEETINGS**

416
417 **10.1 Annual Meeting.** An annual meeting of the voting members of the Association for conducting such
418 business as may come before the membership shall be held at such time and place as shall be determined
419 by the Board. The Annual Membership Meeting shall convene prior to the meeting of the Board.

420
421 **10.2 Notice.** Notice of the Annual Membership Meeting of the voting members shall state the time, date,
422 place and purpose of the meeting, and shall be delivered not more than one hundred eighty (180) and not
423 less than sixty (60) days prior to the date of such meeting, unless otherwise required by applicable law.

424
425 **10.3 Quorum.** Three percent (3%) of the voting members of the Association shall constitute a quorum for the
426 transaction of business at any duly called meeting of the members, provided that if less than a quorum is
427 present, a majority of the voting members present may adjourn the meeting to another time without further
428 notice.

429
430 **10.4 Manner of Acting.** The act of a majority of the voting members present, in person at a duly called
431 meeting at which a quorum is present shall be the act of the members, unless the act of a greater number is
432 required by law, the Articles of Incorporation, or these Bylaws.

433 **ARTICLE XI**

434 **NATIONAL STANDING COMMITTEES**

435
436 **11.1 Standing Committees.** The Association shall have the following Standing Committees: Leadership
437 Development Committee; Admissions Committee; Bylaws/Procedures Committee; Education Committee;
438 Fiscal Committee; Legislation Committee; Marketing Committee; Professional Standards Committee;
439 Education and Research Trust (E&R Trust); Advisory Committee. The duties and responsibilities of each of
440 these committees shall be provided in the Standing Rules. (Amended 10/25/08)

441
442 **11.2 Standing Committee Composition, Accountability, Ex-officio Members, Subcommittees and**
443 **Term.** The composition, accountability and terms of committee members are set forth in the Association's
444 Standing Rules.

445
446 **11.3 Special Committees.** The National President shall have the authority to create special ad hoc
447 committees, as needed for specific tasks for the association, with prior notice to the Board. The term of these
448 special committees shall expire upon completion of the task or the end of the National President's term.
449 Special ad hoc committees may be established for longer periods with the approval of the Board. The
450 National President shall appoint the members to these committees.

451
452 **11.4 Awards.** The Board may establish special recognition awards for the membership.

453
454 **11.5 Removal of a Committee Member.** An incumbent President may, subject to Board ratification, remove
455 any of said President's committee appointments by first showing cause for removal; however, the Board may
456 remove any committee member by showing cause and a two-thirds (2/3) vote.

ARTICLE XII
MISCELLANEOUS

457
458
459
460
461
462
463
464
465
466
467
468
469

12.1 Fiscal Year. The fiscal year of the Association shall be a calendar year January 1 through December 31.

12.2 National Emblem. The emblem is adopted and declared to be the emblem of the Association. It shall be used only by the Association itself, its officially approved chapters and members in such manner as the Board may prescribe. The right of use by a chapter or member may be revoked by the Board for any violation of the Bylaws or Standing Rules.

12.3 Limitation of Liability. The Association shall not assume any liability for expenditures or commitments of its local chapters, state Directors or regional governors unless previously approved in writing by the Board.

470
471
472
473
474
475

ARTICLE XIII
PARLIAMENTARY AUTHORITY

13.1 Parliamentary Authority. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

476
477
478
479
480
481
482
483

ARTICLE XIV

AMENDMENT TO BYLAWS

14.1 Amendment to Bylaws. These Bylaws may be amended by an affirmative vote of two-thirds (2/3) of the Board at any regular or special meeting of the Board, all then authorized and occupied seats on the Board being counted, and in accordance with the Association's Articles of Incorporation. All proposed amendments shall follow Board prescribed procedure, subject to membership ratification, following Board prescribed procedures as set forth in the Association's Standing Rules.