

Kentucky Branch AALAS Inc.

Bylaws (Revised 03/02/09)

Article 1 – Membership

Section 1. Application for membership shall be made upon the official form provided by the Branch.

- a. New membership to the branch must be acquired by nomination for the prospective member by a current member in good standing and this nomination be approved by a majority of the Board of Directors.

Section 2. Terms of Membership

A member in good standing shall enjoy all the rights and privileges of the Branch including participation in meetings, voting, and holding office as provided in the Constitution and Bylaws.

- a. Any member may withdraw his/her membership by notifying the Secretary in writing.
- b. Any membership may be terminated for actions considered contrary to the objectives of the Branch. These charges of adverse actions must be submitted in writing to the Board of Directors. A member so charged shall be given a hearing before the Board or be given the opportunity to file written opposition to the charges. The matter shall be considered at the next Board meeting and the membership shall be terminated if the majority of the Board members present vote affirmatively. The member shall be given written notice of the Board's decision.
- c. A member may be expelled for the improper use of membership in the Branch to promote commercial products or services. These charges of adverse actions must be submitted in writing to the Board of Directors. A member so charged shall be given a hearing before the Board or be given the opportunity to file written opposition to the charges. The matter shall be considered at the next Board meeting and the membership shall be terminated if the majority of the Board members present vote affirmatively. The member shall be given written notice of the Board's decision.
- d. Any member whose dues and/or assessments are unpaid by March 31 of each year (three [3] months after beginning of fiscal year) shall not be entitled to vote, hold office, be eligible for awards or enjoy other privileges or powers of membership.
- e. Good standing may be obtained upon payment of dues for the current year.

Article II - Annual Dues

Section 1. Annual dues shall cover the period of January 1st to December 31st of each year. Dues will be set by the Board as needed.

Article III - Officers, Election of

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Section 1. The officers must maintain the status of good standing during their terms.

Section 2. Only the Secretary and Treasurer may be re-elected to the same office.

Section 3. Members may again be elected to the same office after a period of not less than one (1) year.

Section 4. Every other year one member shall be elected to serve as the Assistant Technician Branch Representative for a term of one year followed by two years as Technician Branch Representative.

Section 5. The term of those elected shall begin January 1st and shall end December 31st, regardless of their term length.

Section 6. The President-elect shall automatically become President at the termination of the predecessor's term of office. In case the President is unable to perform the duties of his/her office, the duties shall devolve to the president-elect.

Section 7. When any member of the Board, other than the President, is unable to perform the duties of his/her office and/or submits a written resignation to the President, a special meeting will be called for the purpose of selecting a new officer to serve the unexpired term. A member in good standing shall be elected by a simple majority of the Board members present.

Article IV - Board, Election of

Section 1. Each year two members shall be elected to serve as members-at-large of the Board of Directors for a term of two years.

Section 2. Members-at-large of the Board of Directors must maintain the status of good standing during their terms.

Section 3. Members-at-large of the Board of Directors may be re-elected.

Article V - Officers, Duties of

Section 1. President. It shall be the duty of the President to preside at all meetings of the Branch and the Board of Directors. The President shall convene the Board at least once a year and as often thereafter as the business of the Branch may require. There shall be general membership meetings as deemed appropriate. The President shall appoint the chairman of each standing committee subject to approval by the Board.

Section 2. President-elect. Serves as chair of the Program Committee. The President-elect shall perform the duties of the President, in his/her absence.

Section 3. Immediate Past-President. The immediate Past-President shall be a member of the Board of Directors.

Section 4. Secretary. The Secretary shall keep the minutes of the meetings of the Branch and the Board of Directors. He/she shall have charge of all records other than financial, shall keep a corrected list of the members, notify members of their election

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and/or appointments, notify members of the Board of meetings thereof, and present to the Board all matters requiring their action.

Section 5. Treasurer. The Treasurer shall receive membership dues and assessments and all other monies of the Branch. He/she shall pay all obligations of the Branch authorized by the Board of Directors, and shall present to the Board at each meeting thereof a statement of the current financial report showing income and expenses for the calendar year. The treasurer shall serve as District 5 AALAS Annual Meeting Treasurer when KY Branch serves as host.

Section 6. Technician Branch Representative. The Technician Branch Representative shall be the informational link between the Branch, District 5 AALAS, and the National AALAS. The TBR shall be responsible for KY Branch AALAS, Inc Annual Tech Night.

Article VI - Board of Directors, Duties of

Section 1. All members of the Board of Directors shall be entitled to vote. A quorum shall be a simple majority of the Board attending a properly scheduled and announced meeting of the Board.

Section 2. The functions of the Board of Directors shall include, but not be limited to:

- a. Establishing policies appropriate to the Branch objectives stated in the Constitution.
- b. Approving methods for the procurement of funds including annual dues, special assessments, advertising rates, and philanthropy projects.
- c. Determining the allocation of Branch monies in the budget.
- d. Proposing and recommending amendments to the Constitution and Bylaws as provided therein.
- e. Certifying candidates submitted by the Nominations Committee for elective offices of the Branch.
- f. Approving the annual electoral ballot submitted by the Nominations Committee chair.
- g. Reviewing the annual audit as described in Article VIII.
- h. Maintaining good public relations and disseminating information concerning the Branch and its activities to appropriate individuals, organizations and news media.

Article VII – Committees

Section 1. There shall be the following standing committees of the Branch with chairpersons appointed by the President:

- a. Membership
- b. Program

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- c. Awards
- d. Education
- e. Legislative
- f. Nominations
- g. Publications
- h. Hospitality
- i. Philanthropy

Section 2. Responsibilities.

- a. The Membership Committee shall carry out all activities pertaining to membership as directed by the President, such as soliciting membership, notifying delinquent dues members, prepare reports of membership for the Board of Directors and branch newsletters as well as compile the annual membership directory.
- b. The Program Committee shall be chaired by the President-elect and consist of several members appointed as necessary by the President, whose responsibility shall be the procurement and/or selection of presentations at Branch meetings and the publicity for these meetings in collaboration with the publication committee and submit reports to the branch newsletters.
- c. The Awards Committee shall select recipients for technician awards and submit the names to be Board of Directors for approval according to criteria established by the Board and submit reports to the branch newsletters.
- d. The Education Committee shall make recommendations on educational policies and programs and submit these to the President and the Board of Directors and submit reports to the branch newsletters.
- e. The Legislative Committee shall function by direction of the Board of Directors on local, state and federal policies and programs, and submit these to the President and Board. The committee shall submit legislative updates to the branch newsletters. The Legislative Chair shall function as the Branch Government Relations Representative and be the liaison to the Government Relations Committee of National AALAS.
- f. The Nominations Committee shall select at least two (2) members in good standing as candidates for each elective office at least thirty (30) days prior to September 30th of each year and submit these names to the Board of Directors. The committee shall keep members informed by submitting reports to the branch newsletter.
- g. The Publications committee may consist of co-chairs appointed by the President. Responsibilities include the publication of the Branch Newsletter, meeting notifications and other publications that the President or Board of Directors may authorize.
- h. The Hospitality committee shall plan branch functions in cooperation with the Program committee, and be responsible for procuring refreshments for the Branch meetings. The committee shall update members by reports to the branch newsletters.

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- i. The Philanthropy committee shall raise funds for a board approved charitable cause.

Article VIII – Finances

Section 1. All remittances shall be deposited by the Treasurer into an account in the name of the Treasurer of the Branch.

Section 2. The books of the Branch shall be audited annually by an audit committee of three (3) or more members in good standing appointed by the President.

Section 3. The audit report shall be presented to the Board of Directors at the first Board of Directors meeting. The original audit report shall be kept by the President, with copies kept by the Secretary and the Treasurer.

Article IX – Amendments

Section 1. An amendment to these Bylaws may be proposed by a simple majority of the members of the Board of Directors attending a scheduled or properly announced meeting or by ten (10) or more members in good standing of the Branch by filing in writing with the Secretary. The proposed amendment shall be considered at the next scheduled meeting of the Board. The proposed amendment shall be adopted if it receives a simple majority vote of the Board. Notification of Bylaw changes shall be presented to members at the next general membership meeting.