

BY-LAWS OF THE  
PROFESSIONAL PHOTOGRAPHERS  
GUILD OF HOUSTON, INC.  
A NON-PROFIT CORPORATION  
P.O.BOX 22228  
HOUSTON, TEXAS 77227-2228

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**ARTICLE I – NAME, OFFICE & REGISTERED AGENT**

*NAME*

- 1.01 The name of this nonprofit corporation shall be PROFESSIONAL PHOTOGRAPHERS GUILD OF HOUSTON (PPGH).

*PRINCIPAL OFFICE*

- 1.02 The principal office of the corporation in the State of Texas shall be located in the City of Houston, County of Harris. The corporation may have such other offices, either within or without the State of Texas, as the Board of Directors may determine; or, as the affairs of the corporation may require from time to time.

## *REGISTERED OFFICE AND REGISTERED AGENT*

- 1.03 The corporation shall have and continuously maintain in the State of Texas a registered office; and, a registered agent whose office is identical with such registered office, as required by the Texas Non-profit Corporation Act. The registered office may be, but not need be: identical with the principal office of the corporation in the State of Texas, and the address of the registered office may be changed from time to time by the board of Directors.

## **ARTICLE II – AFFILIATIONS**

### *PPA AND TPPA*

- 2.01 This Guild shall be affiliated with the Professional Photographers of America, Inc. and the Texas Professional Photographers Association, and the Guild shall be entitled to all privileges and benefits derived from the affiliation.

### *OTHER AFFILIATIONS*

- 2.02 The By-Laws hereby provide that this Guild may affiliate with any such State, Local or National organization, similar in purpose and principal to this Guild by procedure of Article XVII.

## **ARTICLE III – MEMBERS**

### *GENERAL*

- 3.01 The membership of PPGH shall consist of such individuals as may be eligible under the various classifications described in this article, and whose membership applications are approved by proper action of the Board of Directors. Members must meet the following qualifications for membership: applying for membership in the Guild by meeting such qualifications, providing required materials, completing such forms, and paying such membership fee or fees as shall from time to time be designated by the Board of Directors.
- 3.02 Members shall be entitled to such services and privileges as shall from time to time be determined for their various classifications by proper action of the Board of Directors.

## **CLASSES OF MEMBERS AND VOTING RIGHTS**

- 3.03 The Corporation shall have (6) classes of members. The designation of such classes and the qualification and rights of such classes shall be as follows:

## **(a) Lifetime/Honorary Member**

### **Definition:**

A Lifetime Member is defined as a past president who was approved as a Lifetime Member by the Board of Directors. An Honorary Member is defined as an individual approved as an Honorary Member by the Board of Directors.

### **Requirements:**

A Lifetime Member must have served as a past president who remained in good standing for one year following his/her term as President and whose Lifetime Membership is approved by a majority vote of the Board of Directors present at the time of the vote;

An Honorary Member receives an Honorary Membership by a unanimous vote of all members of the Board present at the time of the vote;

A Lifetime/Honorary member shall enjoy all rights and privileges of membership; but, subject to all obligations of membership (excluding dues), shall not hold the office of President, Vice-President, Secretary or Treasurer;

**Dues:** A Lifetime/Honorary member is exempt from the payment of all dues;

**PPGH Code of Ethics:** A Lifetime/Honorary member must abide by the PPGH Code of Ethics.

### **Privileges:**

**Voting Rights/Serving Opportunities:** A Lifetime/Honorary Member has voting privileges and may serve on guild committees;

**Image/Print Competition:** A Lifetime/Honorary Member may enter PPGH Image/Print competition in their respective categories;

**Educational Opportunities:** A Lifetime/Honorary Member may attend discounted educational opportunities, such as but not limited to workshops and special one-day programs, offered by PPGH;

**Use of PPGH Logo:** A Lifetime/Honorary Member is entitled to the proper use of the PPGH logo;

**Fellowship Points:** A Lifetime/Honorary Member may accrue annual Fellowship points;

**PPGH Online Directory:** A Lifetime/Honorary Member may be listed in the PPGH online directory;

**PPGH Representation:** A Lifetime/Honorary Member may represent PPGH at both the state and national levels.

## **(b) Professional Active Member:**

### **Definition:**

A Professional Active Member is defined as a professional photographer or visual artist creating work in various mediums, still or motion, within the scope of the professional photography industry for at least one (1) year.

### **Requirements:**

**Dues:** A Professional Active Member is required to pay dues as determined by the Board of Directors;

**DBA/Sales Tax Certificate:** A Professional Active Member is required to submit a copy a current DBA and sales tax certificate to the Board of Directors (both must be current and in good standing);

**PPA/TPPA Membership:** A Professional Active Member is encouraged (but not required) to hold membership in PPA and TPPA;

**PPGH Code of Ethics:** A Professional Active Member must abide by the PPGH Code of Ethics;

**Membership Image Submission:** A Professional Active Member must submit for review five (5) images that represent his/her work;

**Studio Employment Verification:** A Professional Active Member who is not a studio owner is required to provide proof of full-time employment at a professional studio;

**Membership Period:** The membership period is one full year.

### **Privileges:**

**Voting Rights/Serving Opportunities:** A Professional Active Member has voting rights, may hold office and serve on guild committees;

**Image/Print Competition:** A Professional Active Member may enter PPGH Image/Print competition in their respective categories;

**Educational Opportunities:** A Professional Active Member may attend

discounted educational opportunities, such as workshops and special one-day programs, offered by PPGH;

**Use of PPGH Logo:** A Professional Active Member is entitled to the proper use of the PPGH logo;

**Fellowship Points:** A Professional Active Member may accrue annual Fellowship points;

**PPGH Online Directory:** A Professional Active Member may be listed in the PPGH online directory;

**PPGH Representation:** A Professional Active Member may represent PPGH at both the state and national levels.

### **(c) Associate Member:**

#### **Definition:**

An Associate Member is defined as a member affiliated with the photographic industry either through a studio or photographic industry related vendor.

#### **Requirements:**

An Associate Member can be a studio owner, a studio employee or a partner or spouse of a member. An Associate Member can also be a person owning or working with a company who supplies services or products for the photographic industry;

**Dues:** An Associate Member is required to pay dues as determined by the Board of Directors;

**PPGH Code of Ethics:** An Associate Member must abide by the PPGH Code of Ethics;

**Membership Period:** The membership period is one full year.

#### **Privileges:**

**Voting Rights/Serving Opportunities:** An Associate Member does not have voting privileges, but may participate in guild committees;

**Image/Print Competition:** An Associate Member may enter PPGH Image/Print competition in their respective categories;

**Educational Opportunities:** An Associate Member may attend discounted educational opportunities as determined by the Board of

Directors. An AM may attend PPGH workshops;

**Use of PPGH Logo:** An Associate Member (other than a vendor) may not use the PPGH logo in any form. A vendor AM may use the logo for advertising purposes only;

**Fellowship Points:** An Associate Member does not accrue Fellowship points;

**PPGH Online Directory:** An Associate Member is not included in the PPGH online directory;

**PPGH Representation:** An Associate Member may not represent PPGH at the state or national level.

**(d) Aspiring Member:**

**Definition:**

An Aspiring Member is defined as a person who is not yet considered a professional photographer or visual artist as described in the Active Member level, but who wishes to join PPGH for educational purposes and to build an association with other working professionals.

**Requirements:**

**Dues:** An Aspiring Member is required to pay dues as determined by the Board of Directors;

**PPA/TPPA Membership:** An Aspiring Member is encouraged (but not required) to hold membership in PPA and TPPA;

**PPGH Code of Ethics:** An Aspiring Member must abide by the PPGH Code of Ethics;

**Maximum Years Allowed in Membership Classification:** An Aspiring Member may only hold the Aspiring Member classification for a maximum of one (1) year without board approval for an extension. Upon completion of one year of membership at the Aspiring Member level, the member will be moved to the Professional Active Member category (once the Texas Sales Tax ID has been provided) OR the member will be moved to the Supporting Member category (if the Texas Sales Tax ID is not provided).

**Membership Period:** The membership period is one full year.

## **Privileges:**

**Voting Rights/Serving Opportunities:** An Aspiring Member does not have voting privileges and may not hold office;

**Image/Print Competition:** An Aspiring Member may enter PPGH Image/Print competition in their respective categories;

**Educational Opportunities:** An Aspiring Member may attend discounted educational opportunities as determined by the Board of Directors. An Aspiring Member may attend PPGH workshops;

**Use of PPGH Logo:** An Aspiring Member may not use the PPGH logo in any form;

**Fellowship Points:** An Aspiring Member does not accrue Fellowship points;

**PPGH Online Directory:** An Aspiring Member is not included in the PPGH online directory;

**PPGH Representation:** An Aspiring Member may not represent PPGH at the state or national level.

## **(e) Student Member:**

### **Definition:**

A Student Member is defined as a person who is preparing for a career in photography or graphic arts.

### **Requirements:**

A Student Member is required to provide proof of current enrollment in a college or a vocational or technical school approved by the Board of Directors;

**Dues:** A Student Member is required to pay dues as determined by the Board of Directors;

**PPA/TPPA Membership:** A Student Member is encouraged (but not required) to hold membership in PPA and TPPA;

**PPGH Code of Ethics:** A Student Member must abide by the PPGH Code of Ethics;

**Maximum Years Allowed in Membership Classification:** A Student Member has a maximum renewal of four (4) years for the Student Membership classification;

**Membership Period:** The membership period is one full year. If proof of current student enrollment is not provided at the time of membership renewal, the Student Member will automatically be transferred to the Supporting Member category.

**Privileges:**

**Voting Rights/Serving Opportunities:** A Student Member does not have voting privileges and may not hold office or chair positions. A Student Member may be a member of PPGH committees or action teams;

**Image/Print Competition:** A Student Member may enter PPGH Image/Print competition in the Student Classification only. The PPGH Board of Directors reserves the right to suspend the Student Image Competition at any time for any reason;

**Educational Opportunities:** A Student Member may attend meetings and other events at a reduced member rate (as approved by the Board of Directors). Student Member may attend PPGH Workshops but must pre-register and pay the full workshop price;

**Use of PPGH Logo:** A Student Member may not use the PPGH logo in any form;

**Fellowship Points:** A Student Member does not accrue Fellowship points;

**PPGH Online Directory:** A Student Member is not included in the PPGH online directory;

**PPGH Representation:** A Student Member may not represent PPGH at the state or national level.

**(f) Supporting Member:**

**Definition:**

A Supporting Member is defined as a person who wishes to be a part of the photographic industry and begin their photographic career or hobby.

**Requirements:**



**Dues:** A Supporting Member is required to pay dues as determined by the Board of Directors;

**PPA/TPPA Membership:** Supporting Member is encouraged (but not required) to hold membership in PPA and TPPA;

**PPGH Code of Ethics:** A Supporting Member must abide by the PPGH Code of Ethics;

**Membership Period:** The membership period is one full year.

**Privileges:**

**Voting Rights/Serving Opportunities:** A Supporting Member may not vote or hold office. A Supporting Member may join a committee or action team (excluding the workshop committee) at the request of the committee/action team chairman;

**Image/Print Competition:** A Supporting Member may not enter Image/Print Competition;

**Educational Opportunities:** A Supporting Member may not attend PPGH workshops or serve on the workshop committee;

**Use of PPGH Logo:** A Supporting Member may not use the PPGH logo in any form;

**Fellowship Points:** A Supporting Member does not accrue Fellowship points;

**PPGH Online Directory:** A Supporting Member is not included in the PPGH online directory;

**PPGH Representation:** A Supporting Member may not represent PPGH at the state or national level;

*ACCEPTANCE OF NEW MEMBERS*

- 3.03 All applications for memberships must be proposed in writing on application forms furnished by the Membership Director or other duly appointed Board Member or by electronic means as defined and provided by the Board of Directors. Each application must include the name, residence and occupational address, and telephone numbers of the candidate. All applications must be accompanied by the first year's dues or balance of dues for the fiscal year as determined by the Board at any given time, along with any required application fees and other materials deemed necessary by the Board.

- 3.04 All Professional Active membership applications must also include a copy of their current D/B/A AND a copy of their current sales tax certificate. All Professional Active membership applications must also include for review five (5) images that represent his/her work;
- 3.05 All Associate membership applications must include the name of their member spouse or name of employing studio or employing company affiliated with the industry.
- 3.06 All Aspiring membership applicants must affirm they are not deriving income as a professional photographer/visual artist nor are they selling or creating work in various mediums, still or motion within the scope of the professional photography industry to consumers.
- 3.07 All Student membership applications must include a current copy of student identification.
- 3.08 All Supporting membership applicants must affirm they are not making money in the photographic industry and that they are just beginning their photographic career or hobby.
- 3.09 Complete applications shall be approved or rejected by the Board of Directors at their next regular meeting. An affirmative vote of two-thirds (2/3) of the Directors present shall be required for acceptance. Applicants shall be notified of the Board's decision by the presiding officer before the next regularly scheduled meeting of the membership.
- 3.10 Applications for membership shall be accepted, reviewed and voted upon by the Board without regard to race, creed, color, sex, age, or national origin of the applicant.
- 3.11 Should an application be rejected, the dues shall be returned and no further application from the same candidate shall be considered until the next fiscal year.
- 3.12 All applications for membership, whether rejected or accepted shall be put on file, either in paper or electronic form, and kept as a permanent record of the Guild.

#### *TERMINATION OF MEMBERSHIP*

- 3.13 The Board of Directors, by affirmative vote of two-thirds (2/3) of the members of the board present, may suspend or expel a member for cause, who has become ineligible for membership, or has been found to be in violation of the PPGH Ethics Agreement, or is found to be in default in the paying of dues, or for other

such causes as set forth in these bylaws and at the discretion of the Board of Directors. Any refund of dues paid will be at the discretion of the Board of Directors.

#### *MEMBER RESIGNATION*

- 3.14 Any member may resign by filing a written resignation, or a resignation by electronic means, with the Secretary, but such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments or other charges theretofore accrued and unpaid.

#### *MEMBERSHIP REINSTATEMENT*

- 3.15 Any person, having resigned or forfeited his membership and desiring reinstatement, within one (1) year immediately following the resignation or forfeiture, must express their desire to be reinstated by written request, by either submitting a request in writing or by electronic means, to the Membership Director. And by the affirmative vote of two third's (2/3) of the Board of Directors, reinstate such former member to active membership status upon such terms as the Board of Directors may deem appropriate.
- 3.16 Any person, having resigned or forfeited his membership, that has allowed more than one (1) year to lapse from such resignation or forfeiture, or by being expelled or terminated for cause, and desiring reinstatement, must submit a new Member Application to the Membership Director for Board Approval. Approval of such former member to active membership status may then be accepted by the affirmative vote of two-thirds (2/3) of the Board of Directors and upon such terms as the Board of Directors may deem appropriate. The application must be accompanied by dues, any late charges, and other materials required by the Board of Directors where applicable.

### **ARTICLE IV – MEETINGS OF MEMBERS**

#### *ANNUAL BUSINESS MEETING*

- 4.01 An annual business meeting of the members shall be held on the third Tuesday of September in each year for the purpose of electing Officers and Directors, and for the transaction of other business as needed to be brought before the general membership. If the day fixed for the annual meeting shall be on a legal holiday in the State of Texas, such meeting shall be held on the next succeeding business day. If the election of the Board shall not be held on the day designated herein for any annual meeting, or at any adjournment thereof, the Board of Directors shall cause the election to be held at a meeting of the membership as soon as thereafter possible. No notice of annual meeting shall be required.
- 4.02 In the event the Board of Directors fails to call the annual meeting at the designated time, any member may make demand that such meeting be held

within a reasonable time, such demand to be made in writing by registered mail directed to any officer of the Guild. If the annual meeting of members is not called within sixty (60) days following such demand, any member may compel the holding of such annual meeting by legal action directed against the Board of Directors, and all of the extraordinary writs of common law and of courts of equity shall be available to such member to compel the holding of such annual meeting.

#### *REGULAR MEETING*

- 403 The regular meeting of the Guild shall be held on the third Tuesday of each month, or as designated otherwise by the Board of Directors. Guests are welcome, along with members being encouraged to bring guests, to open meetings of the Guild. No notice of regular meeting shall be required.

#### *SPECIAL MEETINGS*

- 404 Special meetings of the membership may be called by either:
- (a) The President
  - (b) Upon request of a majority of the Board of Directors, or
  - (c) By not less than one-tenth (1/10) of Guild members in good standing.

#### *PLACE OF MEETINGS*

- 405 The President, with two-thirds (2/3) approval of the Board of Directors, may designate any place, either within or without the State of Texas, as a place of meeting for any Annual Business Meeting, Regular Meeting or any called Special Meeting. If no designation is made or if a Special Meeting be otherwise called, the place of meeting shall be the registered office of the corporation in the State of Texas; but if all of the members shall meet at any time and place, either within or without the State of Texas, and consent to the holding of such meeting, such meeting shall be valid without call or notice, and at such meeting, any corporate action may be taken.

#### *NOTICE OF SPECIAL MEETINGS*

- 406 Written or printed notice, or by facsimile transmission, or by notice of electronic means or by notice via the Guild website, stating the place, day and hour of the meeting shall be provided to each member entitled to vote at such meeting, not less than ten (15) nor more than fifty (50) days before the date of such meeting, by or at the direction of the President, Secretary of the Officers or persons calling the meeting. In case of a Special Meeting or when required by stature or these By-Laws, the purpose or purposes for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed to be delivered when deposited in the United States mail addressed to the member at his address as it appears on the records of the corporation, with postage thereupon prepaid. If transmitted by facsimile, notice is deemed to be given on successful

transmission of the facsimile. If transmitted by electronic means, notice is deemed to be given immediately upon transmission unless a request from member is on file directing the Guild to provide written or printed notice only to them.

#### *INFORMAL ACTION BY MEMBERS*

- 4.07 Any action required by the Texas Business Organizations Code to be taken at a meeting of the members, or any action which may be taken at a meeting of the members or any committee, may be taken without a meeting if a consent in writing, setting forth the action to be taken, shall be signed by all the members entitled to vote with respect to the subject matter thereof, or all of the members of the committee, as the case may be. Such consent shall have the same force and effect as a unanimous vote.
- 4.08 Each written consent shall bear the date of signature of each member or committee member who signs the consent. Prompt notice of the taking of any action by members or a committee without a meeting by less than unanimous written consent shall be given to all members or committee members who did not consent in writing to the action.

#### *QUORUM OF MEMBERS*

- 4.09 Unless otherwise provided in these Bylaws, members holding twenty-five percent (25%) of the total active membership votes entitled to be cast represented in person or by proxy, shall constitute a quorum at such meeting. The members represented in person or by proxy at the meeting may conduct such business as may be properly brought before the meeting until it is adjourned, and the subsequent withdrawal from the meeting of any member or the refusal of any member represented in person or by proxy to vote shall not affect the presence of a quorum at the meeting. Unless otherwise provided in these Bylaws, the members represented in person or by proxy at a meeting of members at which a quorum is not present may adjourn the meeting until such time and to such place as may be determined by a vote of the majority of the members represented in person or by proxy at that meeting.

### **ARTICLE V – VOTING OF MEMBERS**

#### *PROXIES*

- 5.01 Unless otherwise provided by these Bylaws, a member may vote in person or may vote by proxy executed in writing by the member or by the member's duly authorized attorney-in-fact. No proxy shall be valid after eleven (11) months from the date of its execution, unless otherwise provided in the proxy. Each proxy shall be revocable unless expressly provided therein to be irrevocable, and in no event shall it remain irrevocable for more than eleven (11) months.

## *VOTING RIGHTS*

- 5.02 Each member shall be entitled to one (1) vote on each matter submitted to a vote of the members, except to the extent that the voting rights of members of any class or classes are limited, enlarged, or denied by these Bylaws.
- 5.03 At the annual election for officers and directors, every member entitled to vote at such election shall have the right to vote, in person or by proxy, for as many persons as there are officers and directors to be elected and for whose election the member has a right to vote.
- 5.04 The vote of the majority of the votes entitled to be cast by the members present, or represented by proxy at a meeting at which a quorum is present, shall be the act of the member's business meeting, unless the vote of a greater number is required by law or these Bylaws.
- 5.05 Any vote may be taken by voice or show of hands unless a member entitled to vote, either in person or by proxy objects, in which case written ballots shall be used.
- 5.06 Elections of directors or officers may also include votes conducted by mail, by facsimile transmission, or by electronic means as designated by the Board of Directors, or by any combination of these.

## *ELECTION PROCEDURE*

- 5.07 The Nominating Committee, as defined in Article 9.09 herein, shall present a slate of nominees for office to the general membership for a vote. Such list shall be mailed out or sent by electronic means to all members with the notice of the Annual Business Meeting held in September. At such meeting, additional nominees may also be nominated from the floor. All nominees, not nominated from the floor, must accept or decline their nomination prior to this meeting and those nominated from the floor must accept or decline immediately upon nomination. At the close of all nominations, all candidates will be afforded the opportunity to address the membership as to their qualifications and the reasons for seeking office, after which, the election will take place, with the results presented at such meeting. Board installation shall take place at the final meeting of the calendar year.

## **ARTICLE VI – BOARD OF DIRECTORS**

### *GENERAL POWERS*

- 6.01 To the extent not limited or prohibited by law or by these Bylaws, the powers of the corporation shall be exercised by or under the authority of, and the business and affairs of the corporation shall be managed under the direction of the Board of Directors. It is required that all Board of Directors be members of the Guild in

good standing.

### *NUMBER, TENURE AND QUALIFICATIONS*

- 6.02 The number of Directors shall be ten (10) members composed of the Executive Director, Chairman of the Board, President, Vice President, Secretary, Treasurer and four (4) Directors. All Directors, with the exception of Chairman of the Board and Executive Director, shall be elected by and for the active general membership. It is required that any Director elected or appointed must be an Active member in good standing. The number of Directors may be increased or decreased by amendment to the Charter and Bylaws. No decrease in number shall have the effect of shortening the term of any Director for a current year. The Chairman of the Board position is reserved exclusively for the retiring President. The Executive Director may, by a secret ballot vote of two thirds (2/3) of the Directors present at any scheduled meeting of the Board, be suspended or reinstated, as the Board deems required and necessary.
- 6.03 All board positions, including officers, Chairman and Executive Director, are elected or appointed to serve one term (one year). No Officer, Director or Chairman, excluding the Executive Director, shall serve more than two (2) consecutive terms in any one capacity. The Executive Director may serve as many consecutive terms as elected and appointed for, as described and defined in Article VIII herein.

### *REGULAR BOARD MEETINGS*

- 6.04 The Board of Directors shall meet on the day of the General Meeting each month or at such time and place as may be designated by a majority of the officers of the corporation. Meetings of the Board of Directors may also be held electronically in accordance with guidelines and requirements set out by the Board. Electronic Board meetings may be conducted by telephone, telecommunication, or computer conference. The Board may provide by resolution the time and place for the holding of additional regular meetings of the Board without other notice than each resolution. Board meetings will be open to all members. At the President's discretion, a portion to any Board meeting may be closed to the general membership only in such cases where the topic to be discussed is of a sensitive or private nature pertaining to a member.

### *SPECIAL BOARD MEETINGS*

- 6.05 The Secretary shall call a special meeting of the Board of Directors whenever requested to do so by the President or any two Directors. Such special meeting shall be held at the date and time specified in the notice of meeting. Special Meetings of the Board may also be held electronically in accordance with guidelines and requirements set out by the Board. Electronic Board meetings may be conducted by telephone, telecommunication, or computer conference.

## *NOTICE OF SPECIAL BOARD MEETINGS*

- 6.06 Notice of any special Board meeting shall be given at least two days prior thereto by either written notice delivered personally, or by mail, or fax transmission, or by electronic means, to each Board member at the address or email address registered with the Guild. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed with postage prepaid thereon. If notice were given by fax, such notice shall be deemed to be delivered upon confirmation of transmission. If transmitted by electronic means, notice is deemed to be given immediately upon transmission unless a request from the Director is on file directing the Guild to provide to them written or printed notice only. Any Director may waive notice of any meeting. The attendance of a Director of any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special Board meeting need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these Bylaws.

## *QUORUM AND VOTING OF DIRECTORS*

- 6.07 Four (4) members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than four (4) of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice. Directors present by proxy may not be counted toward quorum.
- 6.08 A director may vote in person or by proxy executed in writing by the director. No proxy shall be valid after three months from the date of its execution. Each proxy shall be revocable unless expressly provided therein to be irrevocable, and unless otherwise made irrevocable by law.

## *MANNER OF ACTING*

- 6.09 The act of a majority of the Directors present in person or by proxy at a meeting at which a quorum is present shall be the act of the Board of Directors unless the act of a greater number is required by law or these By-Laws.

## *VACANCIES*

- 6.10 Any vacancies occurring in the Chairman of the Board position or Board of Directors and any directorship to be filled by reason of an increase in the number of Directors shall be filled by the Board of Directors. A Director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office. The President shall propose a slate of candidates to be considered for this purpose. A Past President only may be appointed to fill the vacancy of Chairman of the



Board. The President may propose a slate of candidates to be considered for this purpose or this vacancy may remain until the current term expires. A majority vote of the Board of Directors is required to fill a vacancy on the Board.

#### *COMPENSATION*

- 6.11 Directors, as such, shall not receive any stated salaries for their services, but by resolution of the Board of Directors, a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board; but nothing herein contained shall be construed to preclude any Director from serving the corporation in any other capacity and receiving compensation thereof. The President during his term of office is not required to pay annual dues or fees to attend any General Meeting, seminar or other scheduled function of the Guild.

#### *ABSENTEEISM AND NONPERFORMANCE*

- 6.12 Any Board member who shall absent himself from three (3) consecutive meetings of the Board, unless he shall have previously obtained permission to do so, or shall fail to present at the next regular meeting an excuse for his absence, satisfactory to a majority of the Board members present, shall be considered as having resigned as a member of such Board and shall cease to be a member thereof. Any vacancy so created shall be filled as provided for under Article 6.10 hereof immediately.
- 6.13 Any Officer failing to perform their duties as required and provided for under Article VII herein, unless he shall have previously obtained permission to do so, or shall fail to present at the next regular meeting an excuse for his nonperformance, satisfactory to a majority of the Board members present, shall be considered as having resigned as a member of such Board and shall cease to be a member thereof immediately.

#### *POWERS*

- 6.14 In addition to any and all other powers and duties of the Board of Directors as set forth in these By-Laws; The Board shall have the power to:
- (a) Approve all business and financial transactions of the Guild.
  - (b) Establish an Ethics Agreement/Contract that every member of the Guild shall agree to and sign as a condition for membership in the Guild.
  - (c) Expel or suspend any member of the Guild, if by a vote of two-thirds (2/3) of the Board members present, find he has willfully violated the ethics or principals of the PPGH, as set for in Article 3.09 herein.
  - (d) Establish a set of policies and procedures to guide the corporation, along with committees and Directors, incorporating thoughtful use

of key decisions, ensuring a consistent and productive handling of potential violation situations and guidance for any potential issue coming before the membership and Board of Directors.

#### *EMERGENCY ACTION OF THE BOARD*

- 6.15 If the Board of Directors at any duly called meeting determines that an emergency exists with respect to a matter as to which there is no adequate Guild policy, and there is not sufficient time in which to establish a policy by the usual procedure, the Board may, in meeting or otherwise, and by a majority vote, take such steps as it deems necessary to promote and protect the interests of the Guild's members and shall report to such members the action taken and the reason therefore.

#### *INFORMAL ACTION BY DIRECTORS*

- 6.16 Any action required by law to be taken at a meeting of Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if consent in writing setting forth the action so taken shall be signed by all of the Directors. Such consent shall have the same force and effect as a unanimous vote.

#### *CONDUCT OF BOARD MEETINGS*

- 6.17 At all regular Board meetings, the standard order of business shall be as follows. The President may at his discretion alter this order of business from time to time, as he deems necessary:
- a) The Secretary shall record the time and date along with names of all those present upon the meeting being called to order, as well as record any members arriving late or departing before the meeting adjourns.
  - b) The minutes of the most recent Board meeting will be offered for Board amendment and approval.
  - c) The Treasurer's report will be offered for Board amendment and approval.
  - d) The President will present a report.
  - e) The Membership Director will present a report including the consideration of any applications from prospective members.
  - f) Any other Board member reports
  - g) Any scheduled Committee Chairperson Reports.
  - h) Unfinished business
  - i) New business.
  - j) Adjournment of meeting

## ARTICLE VII – OFFICERS

### *OFFICERS*

- 7.01 The officers of the corporation shall be a President, one Vice President, a Secretary and a Treasurer. The Board of Directors may elect or appoint other such assistants including one or more Assistant Secretaries and one or more Assistant Treasurers, as it shall deem desirable. Such assistants to have the authority and perform the duties prescribed, from time to time, by the Board of Directors but not in the capacity of Officers of the corporation or Board Members unless duly elected as such. The officers are to provide support with the transition with all incoming officers, providing information to new officers as needed, along with verifying they understand their duties and responsibilities.

### *ELECTION AND TERMS OF OFFICE*

- 7.02 The officers of the corporation shall be elected annually at the Annual Business Meeting of the Guild. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Each officer shall hold office until his successor has been duly elected and shall have qualified.

### *OFFICER REMOVAL*

- 7.03 Any officer elected or appointed may be removed by the Board of Directors, by a secret ballot vote of two-thirds (2/3) of the Board members present, whenever in their judgment the best interests of the corporation will be served thereby, and/or for the reasons set forth in Articles III and VI herein. The removal of an officer shall be without prejudice to the contract rights, if any, of the officer so removed. Election or appointment of an officer or agent shall not of itself create contract rights.

### *OFFICER VACANCIES*

- 7.04 A vacancy in any office because of death, resignation, removal, disqualification or otherwise, shall be filled by the Board of Directors for the unexpired portion of the term as described herein in Article 6.10.

### *PRESIDENT*

- 7.05 The President shall be the principal executive officer of the Guild and shall in general supervise and control all of the business and affairs of the corporation. He shall preside at all meetings of the members and of the Board of Directors. He shall sign, or appoint another proper officer to sign any bank checks, deeds, mortgages, binds, contracts or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws or by statute to some other officer or agent of the corporation; and in general he shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board from time to time. In addition, he shall, with the

approval of the Board, appoint such standing and special committees conducting the affairs of the society and he shall be a member, ex-officio, of all such committees. The President shall also serve as a liaison when needed with TPPA and PPA, which includes the responsibility of attending the TPPA Board of Directors meeting each summer and any other meetings held by these associations that request the attendance of the President.

#### *VICE PRESIDENT*

- 7.06 In the absence of the President, at his request, or in the event of his inability or refusal to act or serve, the Vice President shall perform the duties of the President, and when so acting shall have all powers of and be subject to all restrictions upon the President. The Vice President shall be responsible for securing contracts for speakers for the following year of serving as Vice President. The Vice President shall be responsible for obtaining and providing a slate of names to present to the Board of possible candidates to serve as Executive Director, to be nominated on by the Board in accordance with Article VIII herein. The Vice President shall provide the slate of names for nomination of Executive Director to the Board no later than September of the year. The Vice President monitors and tracks all fellowship points obtained by members, shall also perform such other duties as from time to time may be assigned to him by the President or Board of Directors. In the absence of both President and Vice President, the senior Officer present shall preside. The Vice President shall also attend the meeting of the Nominating Committee, in a witness capacity only, to uphold the integrity of the process during the Executive Director's report on current Board member attendance and performance as described in Article 8.05 and 9.09 herein.

#### *SECRETARY*

- 7.07 The Secretary shall record and keep the minutes of the meetings of the members and Board of Directors; provide a copy of the Minutes of each Board Meeting to the Board members no later than 14 days after the meeting recorded; give all notices in accordance with the provisions of these By-Laws or as required by law; be custodian of the corporate records and of the seal of the corporation, and affix the seal of the corporation to all documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provisions of these Bylaws; provide any correspondence required as directed by the President and/or the Board; and in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President or by the Board. He shall be a member, ex-officio, of all committees.

#### *TREASURER*

- 7.08 The Treasurer shall give a bond for the faithful discharge of his duties in the minimum of \$2,000.00 by a competent bonding company selected by the Board and at the expense of the Guild. He shall have charge and custody of and be

responsible for all assets, funds and securities of the Guild; receive and give receipts for moneys due and payable to the Guild from any source whatsoever, and deposit all such moneys in the name of the Guild in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article X of these By-Laws; and in general perform all the duties incident to the office of Treasurer and such duties as from time to time may be assigned to him by the President or by Board of Directors.

He shall keep the financial records ready for inspection by the Board and any state or applicable governing body at all times. A financial reconciliation shall be performed yearly of the financial records by the assigned audit committee as described in Article 9.08 herein. At each regular Meeting of the Board, he shall make a general statement of the financial condition of the Guild and shall at the first Board meeting in January of the year following his term, submit a detailed report showing the financial transactions of the Guild for the preceding year, as well as a list of all Guild assets. All checks shall be signed by the Treasurer and one (1) other officer of the corporation, or in the event the Treasurer is unavailable, the Secretary, President or Vice President and one (1) other officer of the corporation. The Treasurer shall collect dues, pay all bills authorized by the Board and preserve proper vouchers of all payments.

## **ARTICLE VIII – DIRECTORS**

### *ELECTION AND TERMS OF OFFICE*

- 8.01 The directors of the corporation shall be elected annually at the Business Meeting of the Guild. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Each officer shall hold office until his successor has been duly elected and shall have qualified. Each Director shall also promote the ease of transfer for new Directors upon the expiration of the current Director's term in office. The Executive Director (ED) shall be elected and appointed by the Board of Directors at the annual Business meeting of every year, or any specially called meeting prior to the first Board meeting of the year of term, by a secret ballot vote of two-thirds (2/3) of Board members present.

### *DIRECTOR OR CHAIRMAN REMOVAL*

- 8.02 The Chairman of the Board or any director elected or appointed may be removed by the Board of Directors, by a secret ballot vote of two-thirds (2/3) of the Board members present, whenever in their judgment the best interests of the corporation will be served thereby, and/or for the reasons set forth in Articles III and VI herein. The Executive Director may, by a secret ballot vote of two thirds (2/3) of the Board members present at any scheduled or specially called meeting of the Board, be suspended or reinstated, as the Board deems required and necessary. The removal of the Chairman or a director shall be without prejudice

to the contract rights, if any, of the Chairman or director so removed. Election or appointment of a Chairman or director shall not of itself create contract rights.

#### *CHAIRMAN OR DIRECTOR VACANCIES*

- 8.03 A vacancy in any Directorship or the Chairman position because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term as described herein in Article 6.10. A Past President only may be appointed to fill the unexpired portion of the term of Chairman of the Board as described herein in Article 6.10.

#### *CHAIRMAN OF THE BOARD*

- 8.04 The office of Chairman of the Board is reserved for the outgoing President. The Chairman schedules and hosts a yearly Past President's Meeting, to be held prior to the end of March of each year, whereby all past presidents and the current president are invited. The purpose of this meeting is to update past presidents on association financial and business information. The Chairman is to provide support with the transition between officers and committee chairpersons, providing information to new board members and committee chairpersons as needed, along with verifying they understand their duties and responsibilities. The Chairman shall also perform any such other duties as from time to time may be assigned to him by the president or by the Board.

#### *EXECUTIVE DIRECTOR*

- 8.05 The Executive Director must be a member in good standing, must also be a member in good standing with PPA and TPPA, and must have served on the Board in the capacity of President. The ED must be sufficiently equipped to maintain Guild business and historical records in a professional manner. Additional duties of the ED shall be to attend and be a Guild representative to the TPPA Board of Directors, the TPPA and SWPPA Conventions and the TPPA Summer Seminar, and any other conventions or seminars as assigned by the Board of Directors. In the event the ED cannot attend these or any other function deemed necessary by the Board of Directors, the ED shall nominate either the Vice President or the Secretary to the Board of Directors, with the Board appointing by a majority of votes, either one to assume these duties. The ED will assist and support the Board as needed in providing copies of documents, forms, letters, or any such other historical documents as needed, and such other duties as from time to time may be assigned to him by the President or by the Board. The ED will also prepare and complete any and all forms associated with the Guild's PPA and TPPA affiliation and keep the Board apprised of matters relevant to its status. The Board may approve, by a majority vote, all annual membership dues, including those required by PPA and TPPA to be paid by the corporation for the ED while holding this office, including any meals, registration fees, convention and seminar fees, and travel expenses, not to exceed the length of

such seminars and conventions, or set by the Board of Directors. The Executive Director shall be a member, ex-officio, of all committees. The Executive Director shall provide to the Nominating Committee, at the committee's meeting, a report on each Board Member's and committee member's performance and attendance for consideration in accordance with Articles 7.06 and 9.09 herein.

#### *MEMBERSHIP DIRECTOR*

- 8.06 The Membership Director provides and receives membership applications, records new members, maintains records of current members, either in print or electronic means as directed by the Board of Directors, welcomes and presents new members, and helps to sustain current members, issues the Membership Certificates, and in general performs all the duties incident to the office of Membership Director and such duties as from time to time may be assigned to him/her by the President or by Board of Directors.

#### *DIRECTORS AT LARGE*

- 8.07 Directors at Large shall be familiar with the corporation's finances and activities and shall participate regularly in its governance and in general perform any such duties as from time to time may be assigned to him/her by the President or by Board of Directors. Directors shall also serve as Chairpersons on committees as assigned by the President or by the Board of Directors.

### **ARTICLE IX – COMMITTEES**

#### *COMMITTEES OF DIRECTORS*

- 9.01 The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate and appoint one or more committees, each of which shall consist of one (1) or more Directors (excluding the Ethics Committee as described in section 9.05 herein), which committees, to the extent provided in said resolution shall have and exercise the authority of the Board in management of the corporation. However, no such committee shall have the authority of the Board of Directors in reference to amending, altering or repealing the By-Laws; electing, appointing or removing any member of any such committee or any Director or Officer of the corporation; amending the Articles of Incorporation; adopting a plan of consolidation; or amending, altering or repealing any resolution of the Board of Directors which by its terms provides that it shall not be amended by such committee. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board's or any individual Director's responsibility imposed on it or him by law.

### *OTHER COMMITTEES*

- 9.02 Other committees not having and exercising the authority of the Board of Directors in the management of the corporation may be designed and appointed by a resolution adopted by a majority of the Directors present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each such committee shall be members of the corporation and the President of the corporation shall appoint the members thereof. Any members thereof may be removed by the person or persons authorized to appoint such members whenever in their judgment the interests of the corporation shall be served by such removal.

### *PAST PRESIDENTS COMMITTEE*

- 9.03 A meeting of members composed of the past presidents of the Guild shall be called by and presided over by the Chairman of the Board. The current President, Vice President, Secretary, and Treasurer shall also attend this meeting. Its purpose will be to mediate issues of ethics violations or other issues requested by the Board, to enhance a continuing relationship of leadership and support and to establish and ensure the future Vice President's interaction with the Past President's so as to help provide nominations for future Executive Directors, and additionally to offer suggestions for consideration to the current Board of Directors. The Chairman of the Board will submit a report to the Board to discuss the Committee's findings at the Board meeting immediately following the completion of the report. This will not be a policy-making committee, but will serve openly as an advisory facility to the Board of Directors.
- 9.04 The Board may call upon the Chairman of the Board to convene this Committee at any time throughout the year to consider and advise the Board in such cases of ethics and other situations which may arise.

### *ETHICS COMMITTEE*

- 9.05 The Ethics Committee is a standing committee and shall consist of a minimum of two (2) past presidents and three (3) active members in good standing of the Guild, and shall have been an active member in good standing of the Guild for no less than two years prior to serving on this committee. No member of this committee may be an officer or director or be a candidate for such position.
- 9.06 Three (3) members of the Committee shall constitute a quorum to transact business. The term of office for each position on the Committee shall be one year but committee members may be chosen or appointed to serve for more than one year provided they cannot serve for more than two (2) consecutive years. Annually, upon confirmation of its members, the Committee shall elect one of its members to serve as chairperson who will preside at all meetings. The Committee shall also elect another of its members to serve as vice-chairperson who shall preside at meetings in the absence of the chairperson.



- 9.07 The purpose of the Ethics Committee is to administer and implement the PPGH Ethics Agreement/Contract covering ethics and standards created by the Board of Directors. The Committee will answer written requests for ethics advice subject to certain exceptions such as those delegated by the Board of Directors. The Committee shall have the duty and power to review and investigate allegations of impropriety on the part of the members and Board of Directors and candidates for Board of Directors. The Committee may request special outside counsel from the Past President's Committee.

#### FINANCIAL REVIEW COMMITTEE

- 9.08 The Financial Review Committee is a special committee consisting of not less than three (3) Active or Life Members, who are not authorized signers, and shall be appointed or elected at the yearly annual business meeting. Members of the audit committee shall not be related by blood nor marriage and shall not reside in the same household as the authorized signers nor be the incoming or outgoing Treasurer. The committee shall be provided financial information no later than 6 months after the first Board Meeting of the year to begin preparing their report. Upon completion, the financial review report is to be adopted by a majority vote at the next regular Board meeting. The financial review committee shall provide a financial review report to the general membership at the annual meeting.

#### NOMINATING COMMITTEE

- 9.09 The Nominating Committee, consisting of at least one (1) current board member and two (2) Active members, one of which shall serve as Chair, shall be elected by ballot at the annual business meeting of the year to serve for the following year, and whose sole function shall be to present a slate of nominees for office to the general membership for a vote. The President shall not be an ex officio member of this committee nor shall help to select or nominate any candidate. Nominations for the Nominating Committee shall be made from the floor of the meeting and election shall be at the same time as the election of officers. The chairman of the nominating committee shall select the date and location of the nominating committee meeting, and shall submit notice of this meeting to the Board no later than 60 days prior to the annual business meeting of the year. The Board shall provide to the Nominating Committee a copy of the membership list, the bylaws, a description of the duties of each office, and the eligibility requirements. The committee must carefully review the eligibility requirements for each office and see that the nominees meet these requirements and are willing to serve in the capacity for which they are being nominated. The Executive Director and the Vice President shall appear at this meeting. The Executive Director shall provide a report to the nominating committee members regarding the various association's committee members and Board Members. This report will be based on attendance and performance of the perspective members only. The Vice President will appear in a witness capacity only to maintain the integrity of the report.

### *TERM OF OFFICE*

- 9.10 Unless otherwise provided in the Bylaws designating a committee, each member of a committee shall continue as such until the next Annual Meeting of the Guild and until his successor is appointed, unless the committee shall be sooner terminated, or unless such member is removed from such committee, or unless such member shall cease to qualify as a member thereof.

### *COMMITTEE CHAIRPERSONS*

- 9.11 Unless otherwise provided in the Bylaws designating a committee, one member of each committee shall be appointed Chairperson by the President, and thereby authorized to appoint the members of said Committee and direct said Committee's business.

### *VACANCIES*

- 9.12 Unless otherwise provided in the Bylaws designating a committee, vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

### *QUORUM*

- 9.13 Unless otherwise provided in the Bylaws designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the membership present at a meeting at which a quorum is present shall be the act of the committee.

### *COMMITTEE RULES*

- 9.14 Each committee may adopt rules for its own government not inconsistent with these By-Laws or with rules adopted by the Board of Directors.

## **ARTICLE X – CONTRACTS, CHECKS, DEPOSITS AND FUNDS**

### *CONTRACTS*

- 10.01 The Board may authorize any officer or officers, agent or agents of the Guild, in addition to the officers so authorized by these By-Laws, to enter into a contract or execute and deliver any instruments in the name of and on behalf of the Guild. Such authority may be general or confined to specific instances.

### *CHECKS AND DRAFTS*

- 10.02 All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Guild shall be signed by the Treasurer or other officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board, such instrument shall be signed by the Treasurer and countersigned by the President, Vice President or Executive Director of the Guild.

### *DEPOSITS*

- 10.03 All funds of the Guild shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

### *GIFTS*

- 10.04 The Board of Directors may accept on behalf of the Guild any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Guild.

## **ARTICLE XI – CERTIFICATES OF MEMBERSHIP**

### *CERTIFICATES OF MEMBERSHIP*

- 11.01 The Board of Directors may provide for the issuance of certificates, or cards, or other instruments evidencing membership rights or voting rights, which shall be in such form as may be determined by the Board. Such certificates shall be signed by the President and by the Secretary and shall be affixed with the PPGH seal. The name and address of each member and the date of issuance of the certificate shall be entered on the records of the Guild. If any certificate shall become lost, mutilated or destroyed, a new certificate may be issued therefore on such terms and conditions as the Board of Directors may determine.

### *ISSUANCE OF CERTIFICATES*

- 11.02 When a member has been elected to membership and has paid any initiation fee and dues that may then be required, a certificate of membership shall be issued in his name and delivered to him by the Membership Director, if the board of Directors shall have provided for the issuance of certificates of membership under the provisions of this Article XI.

## **ARTICLE XII – BOOKS AND RECORDS**

12.01 The Corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of the members, Board of Directors, and committees and shall keep at the registered office or principal office in this State a record of the names and addresses of its members entitled to vote. A member of the Corporation, on written demand stating the purpose of the demand, has the right to examine and copy, in person or by agent, accountant, or attorney, at any reasonable time, for any proper purpose, the books and records of the Corporation relevant to that purpose, at the expense of the member.

## **ARTICLE XIII – FISCAL YEAR**

13.01 The fiscal year of the corporation shall begin on the first day of January and end on the last day in December of each year.

## **ARTICLE XIV – DUES**

### *ESTABLISHMENT OF DUES*

14.01 The Board of Directors shall set and establish dues and fees payable to the Guild by its members. The Board may from time to time reset the amount of any dues and fees, as it deems proper and reasonable.

### *WHEN DUES ARE PAYABLE*

14.02 Membership dues shall be payable when joining the guild. Renewal dues are due annually on the anniversary of the date joining the guild.

### *DEFAULTS AND TERMINATION OF MEMBERSHIP*

14.03 Having been notified in advance of impending expiration of membership by personal delivery, mail, facsimile, or by electronic means, when any member of any class shall be in arrears in the payment of dues for one (1) day, he shall then be classified as a non-member until such time a request has been made as described in Article III herein. For purposes of these By-Laws, a member shall be deemed to have received notice upon the date that such notice is personally delivered, or if mailed, the same shall be determined “delivered” when deposited in the United States Mail, so addressed with postage thereon prepaid. If transmitted by facsimile, notice is deemed to be given on successful transmission of the facsimile. If transmitted by electronic means, notice is deemed to be given immediately upon transmission unless a request from member is on file directing the Guild to provide written or printed notice only to them.

## **ARTICLE XV – SEAL**

15.01 The Board of Directors shall provide a seal, which shall bear the Guild name and be kept in the custody of the Secretary. The Guild shall not be required to use the corporate seal and the lack of the corporate seal shall not affect an otherwise valid contract or other instrument executed by the Guild.

## **ARTICLE XVI – WAIVER OF NOTICE**

16.01 When any notice is required to be given under the provisions of the Texas Non-Profit Corporation Act or under the provisions of the Articles of Incorporation or these By-Laws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

## **ARTICLE XVII – AMENDMENTS TO THE BY-LAWS**

17.01 Any alterations, additions or amendments to the Bylaws may be made at the business meeting of the Society by a two-thirds (2/3) vote of the members present, provided that such proposed amendments have been submitted to the Board of Directors and have been either personally delivered, mailed, sent by facsimile transmission, or delivered by electronic means as defined and provided by the Board of Directors, to each member of the Society at least fifteen (15) days prior to the meeting at which they are to be considered. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed with postage prepaid thereon. If notice were given by fax, such notice shall be deemed to be delivered upon confirmation of transmission. If transmitted by electronic means, notice is deemed to be given immediately upon transmission unless a request from the member is on file directing the Guild to provide to them written or printed notice only.

## **ARTICLE XVIII – RULES**

18.01 All questions of parliamentary law which are not inconsistent with these bylaws shall be decided in accordance with current *Robert's Rules of Order*.

## **ARTICLE XIX – GUILD EMBLEM**

19.01 The use of the guild emblem shall be limited to members who are voting members as defined in Article III herein. No use of this emblem shall be permitted without Board approval as to when, where and what type of printing and display will be permitted.

## **ARTICLE XX – SCHOLARSHIP FUND**

20.01 There shall be maintained one or more accounts separate and apart from the Guild's general operating account for the sole and exclusive use in the awarding of scholarships. These funds shall not in any way be commingled with other corporate funds or used to defray other corporate expenses. The source of these funds shall be decided by a majority vote of the Board of Directors. These funds shall be administered by the Chairman of the Board.

Adopted by the Membership on September 18, 2018.

Tom Hathcock

Bylaws Committee

Chairman