## BYLAWS

## Table of Contents

ARTICLE I: NAME ..... 2
ARTICLE II: PURPOSE ..... 2
ARTICLE III: MEMBERSHIP ..... 2
ARTICLE IV: DUES AND ASSESSMENTS ..... 4
I. DUES ..... 4
II. ASSESSMENTS ..... 6
III. WAIVERS ..... 6
ARTICLE V: MEETINGS ..... 7
ARTICLE VI: OFFICERS ..... 9
ARTICLE VII: BOARD OF DIRECTORS ..... 12
ARTICLE VIII: COMMITTEES ..... 14
ARTICLE IX: PRINCIPLE OF ETHICS ..... 15
ARTICLE X: JUDICIAL PROCEDURE ..... 15
ARTICLE XI: COMPENSATION ..... 15
ARTICLE XII: INDEMNIFICATION ..... 15
ARTICLE XIII: PARLIAMENTARY AUTHORITY ..... 16
ARTICLE XIV: AMENDMENTS ..... 16
ARTICLE XV: DISSOLUTION ..... 17

BYLAWS OF THE<br>NORTH CAROLINA ASSOCIATION OF ORTHODONTISTS

## ARTICLE I: NAME

A. The name of this organization shall be the North Carolina Association of Orthodontists, hereinafter referred to as "the Association" or "this Association" or the NCAO.
B. This state Association is one of the 11 component states in the territory of the Southern Association of Orthodontists (SAO), which is a constituent of the American Association of Orthodontists (AAO) in that Association's bylaws.

## ARTICLE II: PURPOSE

A. To advance the art and science of orthodontics;
B. To encourage and sponsor research
C. To strive for and maintain the highest standards of excellence in orthodontic education and practice; and
D. To make significant contributions to the health of the public

## ARTICLE III: MEMBERSHIP

A. Classification: The members of the AAO shall be classified as follows:

1. Active
2. Academic (non-United States/Canada graduates)
3. Student
4. Service
5. Retired
6. International
7. International student
8. Honorary
B. Eligibility:
9. The membership of this Association shall be comprised of AAO members in good standing whose main offices are in the state of North Carolina.
10. Honorary Member is an individual who has made outstanding contributions to the advancement of the art and science of orthodontics, or to this Association, upon nomination by the Board of Directors of the NCAO and upon election by active members at an Annual Meeting.
C. Non-Resident Members:
11. An AAO member who practices outside North Carolina may apply for non-resident membership.
12. The NCAO Board of Directors approves the application for non-resident membership and may rescind the non-resident membership at any time for any reason.
13. An application for non-resident membership may be declined for any lawful reason.
D. Privileges:
14. All NCAO members shall be entitled to attend any scientific meeting of this Association and receive services/privileges (such as clinical journals, practice management publications, complimentary webinars and other serialized materials provided by this Association and AAO to its general membership.
15. All NCAO members shall retain their membership while in temporary military service, provided that they comply with all other provisions of the AAO and these bylaws.
16. Only active members in good standing shall be eligible to:
a. Vote in elections
b. Stand for election or appointment as a Delegate to the AAO, possibly an alternate Delegate to the AAO or as a Director to the SAO.
c. Stand for election or appointment to any office, council, committee of the AAO.
d. Nominate a fellow NCAO member to the above-mentioned positions.
17. Members under disciplinary sentence or suspension shall not:
a. Be privileged to hold office, either elective or appointive, including Delegate or Alternate delegate to the AAO or Director to the SAO.
b. Vote or otherwise participate in the election of officers.
c. Pay the non-member registration fee in order to attend the Annual Meeting
E. Application for membership:
18. Application for all classes of membership shall be made on the form prescribed by the AAO. Applicants for all categories of membership shall be requested from and submitted to the appropriate staff of the AAO and accompanied by required fee.
19. Once accepted, applicants for active, academic (non-United States/Canada graduates), service, or retired shall be deemed to be members of the constituent organization in whose region the applicant primarily resides, or maintains/last maintained a principal practice location, at the election of the applicant, with such services, rights and privileges of such members as are set forth herein and in the bylaws of such constituent organization.
F. Nondiscrimination:
20. Nothing contained in the Bylaws or policies of the AAO, SAO or NCAO shall operate against the eligibility for membership in this Association of the AAO on the grounds of color, religion, race, gender, age, national origin, political affiliation, sexual orientation or physical disability.
G. Resignation:
21. Any member desiring to resign may submit a written resignation to the Sec/Treas. of the NCAO or SAO which will be forwarded to the AAO. Or, a member may submit a written resignation directly to the membership department (COMEJC) of the AAO.
H. Reinstatement:
22. Reinstatement shall be in conformity with the AAO Bylaws.
I. Reclassification:
23. The AAO reserves the right to reclassify members as a result of any change in the status or type of the practice of such a member.

## ARTICLE IV: DUES AND ASSESSMENTS

I. DUES
A. All dues shall be due and payable on June 1 of each year unless otherwise posted.

1. All dues and assessments are payable to the AAO which then distributes funds per schedule to the SAO and NCAO.

B . Annual dues are

1. Active members: $100 \%$ of dues.
a. Life-active members, less than 50 cumulative years of membership: $60 \%$ of dues.
b. Life-active members, more than 50 cumulative years of membership: Exempt
c. Active members in first year of membership: $10 \%$ of dues.
d. Active members in second year of membership: $25 \%$ of dues.
e. Active members in third year of membership: $50 \%$ of dues.
f. Active members in fourth year of membership: $75 \%$ of dues.
2. Active Academic members: $100 \%$ of dues, but Senior Faculty may annually apply for reduction to $50 \%$ of dues, and Junior Faculty may annually apply for a reduction to $25 \%$ of dues.
a. Active Academic members in first year of membership: $10 \%$ of dues.
b Active Academic members in second year of membership: $25 \%$ of dues.
c. Active Academic members in third year of membership: 50\% of dues but Junior Faculty may apply for a reduction to $25 \%$ of dues.
d. Active Academic members in fourth year of membership: $75 \%$ of dues but Senior Faculty may apply for a reduction to $50 \%$ of dues and Junior Faculty may apply for a reduction to $25 \%$ of dues.
3. Academic (Non-United States/Canada graduates): $100 \%$ of dues, but Senior Faculty may annually apply for a reduction to $50 \%$ of dues and Junior Faculty may annually apply for a reduction to $25 \%$ of dues.
4. Service members: $\$ 300.00$
a. Service members in first three years of membership: $\$ 300.00$.
5. Student members: $\$ 30.00$.
a. Students who have been accepted into, but not yet started, an accredited orthodontic residency program: Exempt for the period of December 1 through May 31 immediately following acceptance into an orthodontic residency program.
6. Retired members: Exempt.
7. International members: $50 \%$ of dues.
8. International student members: $\$ 30.00$.
C. The AAO dues resolution shall be submitted by the Board of Trustees with no amount specified to the House of Delegates. The amount required to establish a balanced budget, following the actions of the House of Delegate, shall determine the amount of the dues. This dues amount includes any assessments approved by the House of Delegates. Component and constituent dues are added to finalize the member dues statement.
D. The amount of the dues for this Association (component) may be amended at the annual meeting by introduction of that resolution. Introduction requires a simple majority vote. After introduction, the amended dues resolution may be moved, seconded and voted on. The amended dues amount must be forwarded to the Sec/Treas. of the AAO and will be effective June 1 of the year specified. Amending this Association dues amount requires a simple majority vote.
E. Members failing to pay their annual dues and/or assessments by December 31 of each year shall have their membership terminated. Members who elect to pay dues on an installment plan shall be considered to be members in good standing, as long as payments are received in a timely fashion. A member who defaults on one or more payments shall be subject to forfeiture of their membership.
F. On December 31 of each year, the Secretary-Treasurer of this Association shall cause to be terminated the membership of those individuals whose dues and/or assessments for the current year have not been received. A terminated member may reinstate membership by paying all dues and assessments by May 31 of the dues year in which the member was terminated with no reinstatement fee and without incurring a lapsed membership year. If dues and assessments are not received by May 31, the membership will lapse.

A member may reinstate after a lapse by paying a reinstatement fee equal to $25 \%$ of accumulated unpaid dues and assessments from the most recent lapsed years as well as all of the current year's dues and assessments, and by complying with the provisions of such individual's constituent organization. The maximum reinstatement fee shall not exceed $25 \%$ of the total of the most recent year's dues and assessments.

The reinstatement fee will be waived in the member's first two instances of lapse. Only dues years for which the full amount of dues and assessments are paid will be considered membership years, cumulative or otherwise, relative to provisions of AAO Bylaws and Financial Policy.

That staff provides membership data specifically related to reinstatement annually to the Council on Membership, Ethics and Judicial Concerns, with any concerns regarding trends, habitual abuse, or difficulties enforcing the policy. COMEJC will provide a report evaluating the effectiveness of this policy, and recommendations for changes, if needed, to the Board of Trustees prior to its annual meeting in February.

The Association may collect component organization dues and assessments, if so requested by the component organization and authorized by the Board of Trustees.

## II. ASSESSMENTS

(See also Standing Rules and Orders, AAO Finances, Resolution 27-13-Renewal of CAP Assessments-HOD review of program evaluation 1 year prior to expiration-03-18 H-CAP Assessment - 16-18 H-CAP Match Grant Extension) .
A. All assessments shall be due and payable on June 1 of each year.
B. When an assessment is levied by the House of Delegates, and unless otherwise mandated by the House of Delegates, each membership category of this Association shall be assessed as follows:

1. Active members: $100 \%$ of the assessment.
a. Life-active members, less than 50 cumulative years of membership: $60 \%$ of the assessment.
b. Life-active members, more than 50 cumulative years of membership: Exempt
c. Active members in first year of membership: $10 \%$ of the assessment.
d. Active members in second year of membership: $25 \%$ of the assessment.
e. Active members in third year of membership: $50 \%$ of assessment.
f. Active members in fourth year of membership: $75 \%$ of the assessment.
C. Active Academic members: 100\% of assessment, but Senior Faculty may apply for reduction to $50 \%$ of assessment, and Junior Faculty may apply for a reduction to $25 \%$ of assessment.
D. Academic (Non-United States/Canada graduates):100\% of assessment, but Senior Faculty may apply for a reduction to $50 \%$ of assessment, and Junior Faculty may apply for a reduction to $25 \%$ of assessment.
E. Service members: $100 \%$ of assessment.

Service members will be on the 5 year schedule for assessment at $10 \%, 25 \%, 50 \%, 75 \%$ and $100 \%$ for years 1-5 in initial membership.
F. Student members: Exempt.
III. WAIVERS
A. Members may make application for a waiver of dues and/or assessments for any of the following reasons.

1. Significant financial hardship due to an act of God or other similar event beyond the member's control.
2. Significant financial hardship due to a debilitating medical condition.
3. The orthodontist has an immediate family members such as a parent, spouse, child or sibling, who requires the orthodontist to be the primary care-giver and the orthodontists significantly reduces his/her practice time.
4. Significant financial hardship due to activation from reserve status to active duty for the U.S. government.
5. A "senior limited practice waiver" of $50 \%$ of full active dues and assessments may be requested by doctors with at least 30 cumulative of membership and practice no more than 350 hours per year.
6. A humanitarian service waiver of full dues and assessments may be requested by doctors in full-time humanitarian service.
7. Only individuals who are members in good standing may apply for dues waiver.
8. Applications for waivers shall be made to the Sec/Treas. of the AAO and approved by the Board of Trustees of the AAO.

## ARTICLE V: MEETINGS

A. GENERAL

1. This Association shall hold an annual in-person meeting. The date and place shall be determined by the Board of the Directors and announced at the close of the previous year's annual meeting.
2. If unforeseen circumstances arise after the meeting has been scheduled, the Board may cancel the annual meeting or change the place or date. If an in-person meeting is not possible, an electronic meeting format may be used. The Board must notify the members of the change and reason for cancellation of the in-person meeting as soon as possible.
B. ADMISSION
3. Admission to the annual meeting shall be limited to members of this Association in good standing as well as other AAO members, and others approved by the President and Sec./Treas.
C. REGISTRATION FEE
4. The Board of Directors shall determine the registration fee for the Annual Meeting. Retired members of this Association shall pay $50 \%$ of the fee. Non-NCAO AAO members shall pay the registration fee plus an additional $\$ 80.00$.
D. QUORUM
5. Twenty (20) active members in good standing shall be present to constitute a quorum for the transaction of business. There shall be no voting by proxy.

## E. ANNOUNCEMENT OF ANNUAL MEETING

1. Notice of the annual meeting shall be sent to each member not less than 60 days prior to the meeting date. This notice must contain the list of officers slated for election by the nominating committee. The first notice shall be via mail with subsequent notifications through electronic methods.

## F. ORDER OF BUSINESS

The order of business or agenda shall contain:

1. Call to order, President's remarks and introduction of guests/sponsors
2. Minutes of the previous meeting
3. President's report
4. Sec/Treas. report
5. SAO Director report
6. AAO Delegate's report
7. SAO President's report
8. Executive Director report
9. Old business
10. New business/Good of the Order
11. Election of new officers
12. Announcement of date and place for the next annual meeting

The order of business may be altered or suspended by a two-thirds majority vote of the active members present.

## G. SPECIAL MEETINGS

1. Special meetings of the general membership may be called by the President at the request of a majority of the Board of Directors or $33 \%$ of the active membership.
2. Notice of a special meeting of this Association stating the purpose thereof shall be published not less than 10 days prior to such meeting. Business conducted at this special meeting shall be confined to the purposed stated in the announcement. Those requesting the meeting shall determine if the meeting is to be in-person or electronically.
3. Graduate Students in orthodontic programs within the state of NC may be invited to attend scientific meetings as non-paying guests. They do not participate in the Association business meeting.
4. Invitations to other guests are issued by the President and Sec/Treas. at the request of a member in good standing. An invited guest must advise the Board of Directors of their intentions by accepting the invitation and paying the guest fee prior to meeting. If the invited guest does not attend, refunds are at the discretion of the President and Sec/Treas.

## ARTICLE VI: OFFICERS

## 1. POSITIONS

A. President
B. President-elect
C. Secretary/Treasurer
D. Senior Director
E. Middle Director
F. Junior Director
G. SAO Director
H. AAO Delegate

## 2. ELIGIBILITY

Only active members of this Association shall be eligible and willing to serve as an elected Officer.

## 3. NOMINATION AND ELECTION

Nominating committee shall consist of President, President-Elect and Sec/Treas. and present nominations for each office to the membership in the notice of the Annual Meeting at least 60 days in advance of the annual meeting. Nominations may be made from the floor provided the candidate's name has been submitted in writing to the current President at least seven (7) days prior to the annual meeting to verify membership and willingness to serve.

When there is only one candidate for a position, a majority vote shall suffice for election to that position. When there are two (2) or more candidates for a position, a written vote is required. If additional votes are necessary to obtain a majority, then the candidate with the least number of votes shall be dropped from successive votes.

At least two (2) vote tellers are needed to tabulate the ballots. The vote tellers shall be nonvoting members and results shall be forwarded to the President

If there are no objections, the President may rule the election complete and that all nominees are elected by general consent

## 4. INSTALLATION

The elected officials shall be installed at the end of the Annual Meeting at which they are elected.

## 5. VACANCIES

In the event that the office of President becomes vacant, the President-Elect shall serve as President for the expired term, but this shall not prevent him/her from serving the full term as President to which he/she shall ascend.

In the event that the office of the President-Elect becomes vacant, the office of the President for the ensuing year shall be filled at the Annual Meeting. In the event that the office of Sec/Treas., AAO Delegate or SAO Director becomes vacant, said vacancy shall be filled by appointment of the Board of Directors until the next Annual Meeting.

## 6. TERMS OF OFFICE

The President, President-Elect, Sec/Treas., Senior, Middle and Junior Directors shall serve a term of one year. The terms are from annual meeting to the next annual meeting.

The NC Director to the SAO may serve 3 one year terms, re-elected for each year. After serving for 3 years, this member must relinquish the office for at least one year before being re-elected for another 3 one year terms.

The NC Delegate to the AAO shall serve 3 year terms with no current limits on the terms.
The terms for SAO Director and Delegates begin the following calendar year.

## 7. DUTIES

A. President

1. Serves as official representative of this Association in its contacts with governmental, civic, business and professional organizations.
2. Presides at all meetings of this Association and of the Board of Directors.
3. Is an nonvoting member of the Board of Directors, but can vote in the event of a tie to adopt or reject a motion.
4. Shall be directly responsible for the Annual Meeting and appoint a meeting arrangement committee if so desired.
5. Shall direct appointment for the remaining terms of any vacancies.
6. Signs all official documents requiring his/her signature.
7. Serves on the nominating committee.
8. Shall call a Special Meeting of this Association upon the written request of $33 \%$ of the active members or a majority of the Board of Directors.
9. Performs such other duties as usually pertinent to this office and those assigned by the Board of Directors.
B. President-Elect
10. Assists the President in the performance of his/her duties at their request.
11. Performs other such duties as assigned by the Board of Directors
12. Succeeds to the office of President in the event of a vacancy of said office.
13. Succeeds to the office of President at the regular Annual Meeting subsequent to election.
14. Shall be a voting member of the Board of Directors.
15. Serves on the nominating committee.
16. Performs such other duties as usually pertinent to this office and those assigned by the Board of Directors.
C. Secretary-Treasurer
17. Keeps the records and has custody of the funds and securities of this Association.
18. Assumes assignment of Association bank accounts and responsible for all payables.
19. Advises the AAO Financial Officer accordingly. Carries on correspondence, gives or causes to given all necessary notices.
20. Records the minutes of Board of Directors' meeting and business portion of Annual Meeting.
21. Generates a written report to be presented to membership at business portion of Annual Meeting.
22. In cooperation with previous officers, ensures an audit of all accounts is completed by the chosen tax preparer or other qualified professional.
23. Files all association tax returns before transfer of duties to new Sec/Treas.
24. Delivers to his/her successor all funds, records, check books and securities in his/her possession.
25. Serves as a voting member on the Board of Directors.
26. Serves on nominating committee.

## D. NC DIRECTOR TO SAO

1. Serves as liaison between this Association and the SAO.
2. Presents a report to the membership during the business portion of Annual Meeting.
3. Attends the SAO Board of Directors meeting. Presents the wishes of this Association on matters specific to this Association or as directed by the Board of Directors to the SAO.
4. Shall be a voting member of the Board of Directors.
5. Performs other such duties pertinent to this office or assigned to him/her by the Board of Directors.

## E. DELEGATE TO AAO

1. Serves as liaison between this Association along with the SAO and the AAO.
2. Shall be a voting member of the Board of Directors.
3. In the event the NC Director to the SAO is unable to attend the SAO Board of Directors meeting, the delegate will serve as the alternate and advise the SAO Board of Directors accordingly with all voting privileges.
4. Consults with the Board of Directors when necessary and is in continuous liaison with the SAO delegation chairperson.
5. Attends SAO Board meetings and all meetings of the House of Delegates.
6. Serves as the SAO Director alternate.
7. Performs other such duties pertinent to the office or those assigned to him/her by the Board of Directors, SAO delegation chairperson or Speaker of the House.

## F. SENIOR DIRECTOR

1. Shall be a voting member of the Board of Directors.
2. Initiates contacts with new members and directs invitations to new member activities.
3. Performs other such duties pertinent to the office or those assigned to him/her by the Board of Directors.

## G. MIDDLE DIRECTOR

1. Shall be a voting member of the Board of Directors.
2. Maintains the NCAO website at the direction of the President as well as assist with technology issues and maintenance of document archives.
3. Performs other such duties pertinent to the office or those assigned to him/her by the Board of Directors.

## H. JUNIOR DIRECTOR

1. Shall be a voting member of the Board of Directors.
2. Prepares a Necrology Report for the business portion of annual meeting.
3. Performs other such duties pertinent to the office or those assigned to him/her by the Board of Directors.

## ARTICLE VII: BOARD OF DIRECTORS

## 1. COMPOSITION AND TERM OF OFFICE

The voting membership of the Board of Directors shall consist of the President (only in the case of a tie), President-Elect, Sec/Treas., three Directors, the SAO Director and Delegate to the AAO (and a possible alternate Delegate to the AAO, if authorized by SAO).

## 2. QUALIFICATIONS

A Director must be an active member in good standing of this Association, the SAO and AAO. Should the status of any Officer or Director or Delegate change in regard to the preceding qualifications during his/her term of office, that office shall be declared vacant by the Board, and such vacancy may be filled until the next meeting of the general membership by Board appointment.

## 3. MEETINGS

The Board shall meet on the day preceding the first day of the scientific meetings of the Annual Meeting at the direction of the President. The President shall hold meetings at his/her discretion of the Board, either in person or by electronic means.

## 4. QUORUM

Six (6) members of the Board shall constitute a quorum for the transaction of business.

## 5. AUTHORITY

A. The Board of Directors shall be the managing body of the Association with the full power to conduct all business of the Association according to the laws of the State of North Carolina, the Articles of Incorporation, the bylaws and policies of the AAO House of Delegates the SAO Board of Directors and these NCAO bylaws.
B. It shall have the power to establish rules and regulations not inconsistent with the AAO and SAO bylaws to govern its organization and procedures.
C. It shall have the power to direct the President to call a Special Meeting of the General Membership.
D. It shall have the power to establish ad-interim policies when the General Membership is not in session and when policies are essential to the management of the Association and its members.
E. It shall have the power to appoint consultants whenever necessary with a report presented at the next Annual Meeting.

## 6. GENERAL DUTIES

The Board of Directors shall:
A. Provide for the maintenance and supervision of property owned by the Association.
B. Determine the date and place for convening each Annual Meeting to be reported to the membership one year in advance, if possible.
C. Cause all accounts of this Association to be reviewed yearly and ensure a complete audit of all accounts by chosen tax preparer or other qualified professional every three (3) years.
D. Review the reports of the committees of the Association and to make recommendations concerning such reports to the General Membership.
E. Nominate honorary members
F. Cause to present each outgoing President an honorary plaque.
G. Perform such other duties as may be prescribed in these bylaws.

The Board of Directors shall not:
A. Authorize funding for political contributions from membership dues to an individual seeking elective office.

## ARTICLE VIII: COMMITTEES

## A. NOMINATING COMMITTEE

This committee shall consist of President, President-Elect and Sec/Treas. This committee shall submit at least one nomination for each vacancy of an elected office at least 60 days prior to the Annual Meeting. This committee will also qualify any nominations from the floor submitted at 7 days in advance of the Annual Meeting.

## B. SPECIAL COMMITTEE

A special committee of this Association may be appointed by the President or by the Board of Directors for the purpose of performing duties not otherwise assigned by these bylaws.

The authority for the appointment of members of a Special Committee, their numbers, specific purpose of said Committee and term length shall be set forth in the resolution or directive creating such committee.

## ARTICLE IX: PRINCIPLE OF ETHICS

The Principles of Ethics of the American Association of Orthodontists shall be the principle of ethics of this Association. Any concerns about a member's ethical conduct shall be reported in writing to the Committee of Ethics, Membership and Judicial Concerns (COMEJC) as well as the Chief Legal Counsel for the American Association of Orthodontists.

## ARTICLE X: JUDICIAL PROCEDURE

The judicial and disciplinary procedures of this Association shall be those specified in the AAO bylaws and from guidance by COMEJC and AAO Legal Counsel.

## ARTICLE XI: COMPENSATION

Neither the members of the Board of Directors nor of any standing or special committee shall receive any compensation for their services. However these members may be reimbursed for expenses incurred while engaged in the business of the Association; provided however, that such reimbursement shall be made only upon the express authorization of the Board of Directors.

## ARTICLE XII: INDEMNIFICATION

## 1. GENERAL

Each Director, Officer, committee member, employee and other agent of the Association shall be held harmless and indemnified by the Association against all claims and liabilities and all costs and expenses, including attorney's fees, reasonably incurred or imposed upon such persons in connection with, or resulting from, any action, suit, or proceeding-or the settlement or compromise thereof-to which such persons may be made a party of by reason of any action taken or omitted by such persons acting in good faith and prudence.

## 2. RETROACTIVE PROTECTION

This right of indemnification shall inure to such persons whether or not they are serving in the capacities named above at the time such liabilities, costs, or expenses are imposed or incurred.

## 3. LEGAL REPRESENTATIVES PROTECTED

In the event of such persons' deaths, the indemnification shall extend to their legal representatives who are made parties to any legal action growing out of such persons' acts or omissions while serving in the capacities named above, provided such persons acted, or failed to act, in good faith and prudence.

## 4. INSURANCE

To the extent available, the Association shall insure against any potential liability hereunder, and the indemnification will take into account any personal or individual liability insurance such persons may have.

## 5. WILLFUL ACTS NOT COVERED

Nothing in this Article is to be construed as indemnifying any such persons who knowingly and/or willfully act in violation of federal, state, or local laws, or of the Association's Principles of Ethics, in the conduct of their service to, or employment by, the Association.

## ARTICLE XIII: PARLIAMENTARY AUTHORITY

1. The American Institute of Parliamentarians Standard Code of Parliamentary Procedure shall govern the proceedings of all meetings and deliberations. Currently the 2012 Edition is the reference and those succeeding that 2012 Edition shall be applicable.
2. These bylaws may be suspended at a business meeting of the General Membership by a two-thirds vote in the affirmative vote of the active members present and in good standing.

## ARTICLE XIV: AMENDMENTS

1. These Bylaws may be amended by a two-thirds vote in the affirmative of the active membership present and voting at the regular business meeting of the Association provided the proposed amendment has been presented at least 30 days prior to the regular business meeting of the Association. The amending resolution may be presented by the Board of Directors or from a member at large in good standing sent via the Board of Directors.
2. Any new amendment to these bylaws presented at the business meeting of the Annual Meeting must first be introduced for presentation. All introduced amendments to these bylaws at the Annual Meeting must first be allowed for by a simple majority vote. Once this introduced amendment has been accepted for discussion, then it must be re-introduced, seconded then discussion allowed. This amending resolution will be adopted by a two-thirds
affirmative vote of the active members present and voting at the regular business meeting of the Association during an Annual Meeting provided the proposed 'amendment has been presented to the Association at a regular business meeting during the previous Annual Meeting, or provided the proposed amendment has been presented to the voting membership of the Association, following a general membership notification by a method selected by the Board of Directors, at least 60 days prior to the meeting at which the proposed amendment is to be voted upon.

## ARTICLE XV: DISSOLUTION

If this corporation should be dissolved at any time, no part of its assets shall be distributed to or among its members; but after payment of all indebtedness of the corporation, the Board of Directors shall designate which tax-exempt organization(s) recognized under 501 (C) tax code of the Internal Revenue Service the surplus assets shall be distributed to.

Adopted February 4, 1994, Raleigh, NC
Amended February 6, 1998, Research Triangle Park, NC
Amended February 1, 2003, Research Triangle Park, NC

Amended January 28, 2021, Chapel Hill, NC

