

**Bylaws for the
Online Chapter
of the
American Handwriting Analysis Foundation**

ARTICLE I: NAME

Section 1: The name of this organization shall be the Online Chapter of the American Handwriting Analysis Foundation, herein referred to as **AHAF Online Chapter**.

ARTICLE II: PRINCIPAL PLACE OF BUSINESS

Section 1: Place of Business: The principal place of business shall be located online, using video conferencing services, like Zoom.us; using California time (Pacific Time); as determined by the Board of Directors (BOD).

ARTICLE III: PURPOSE AND GOAL

(For the purpose of this document, the pronoun “he” shall be understood to be gender neutral.)

Section 1: PURPOSE:

The Purpose of the AHAF Online Chapter shall be to provide educational development and to disseminate information about the handwriting services.

Section 2: GOALS:

The goals of the AHAF Online Chapter shall be:

1. Provide an arena for the education in the handwriting sciences.
2. Sponsor meetings and events for education and professional growth.
3. Assist members and guests in understanding the principles of the handwriting sciences.
4. Develop good public relations between the organization and the community.

Section 3: Distribution of Income: Income generated will be applied toward the General Fund and allocated towards specific programs as approved by the BOD.

ARTICLE IV: MEMEBERSHIP AND DUES

Section 1: Eligibility:

Any member of the AHAF in good standing, who supports the high professional ideals and the Purpose and Goals of the AHAF Online Chapter, shall be eligible for membership.

Section 2: Privileges:

Privileges of voting, holding office and serving on committees, as well as attending the Online Chapter meetings shall be accorded to members only.

Section 3: Applications:

Applications for membership shall be submitted to the AHAF Online Chapter accompanied by dues.

1. Annual dues for members shall be determined by the BOD, currently 15.00, to be raised to **\$25/year for 2016**
2. Annual membership dues shall be due and payable by all members on

January 1st. New members shall be prorated according to the month they joined the chapter.

3. Non-member guests shall be required to pay a meeting fee of \$10/meeting.

ARTICLE V: GENERAL MEMBERSHIP MEETINGS

Section 1: General Membership Meetings:

- a. Regular meetings of the AHAF Online Chapter shall be held **monthly**, unless otherwise directed by the BOD.
- b. Guests are welcome at general membership meetings at no charge for the first two visits, then are asked to join or provide a payment (\$10/meeting fee)
- c. Policy on how many meetings a guest may attend as a non-member may be set by the BOD, and this was determined at 2 free sessions, and unlimited paid meetings but they will have no voting rights.

Section 2: Quorum:

One fourth (1/4) of the membership shall constitute a quorum for the purpose of electing officers.

ARTICLE VI: BOARD OF DIRECTORES AND OFFICERS

Section 1: Officers:

The BOD shall be governing body of the AHAF Online Chapter shall direct the disposition of all monies, shall have general charge of its affairs, and shall carry out the principles of the Organization as set forth in these bylaws.

Section 2: Qualifications and Terms of Office:

All members of the BOD, as hereinafter defined shall be member of the AHAF. The terms of office shall be for a period of one year.

Section 3: Composition of the Board of Directors:

The BOD of AHAF Online Chapter shall be composed of the following voting members:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer

Section 4: Quorum:

A simple majority of the members of the BOD shall constitute a quorum for the transaction of business.

Section 5: Absences:

Any board member who fails to attend three consecutive regular meetings of the BOD shall be deemed to have submitted his resignation. The BOD may act upon such resignation and declare a vacancy.

Section 6: Vacancies:

Vacancies on the BOD shall be filled by a majority vote of the remaining Board member. A vacancy in the office of President shall automatically be filled by the Vice President. The newly appointed Board member shall serve the time remaining in the previous Board members term.

Section 7: Meetings:

Meetings of the BOD shall be held on a regular basis, at such time and as may be determined by the BOD. Special meetings of the BOD may be called by the President at the written request of any two Board members,

provided that all Board members are notified a week in advance.

Section 8: Independent Evaluation:

Financial records should be evaluated after the close of each fiscal year in a timely manner by an individual other than a member of the BOD.

ARTICLE VII: DUTIES OF THE OFFICERS AND BOARD OF DIRECTORS

Section 1: President:

The President shall be the Chairperson of the BOD and shall preside at the general membership meetings of the AHAF Online Chapter. The President, or designate, shall be the official representative of the AHAF Online Chapter at any other organization or community function. The President shall be authorized to sign treasury checks and contracts, and shall prepare an annual report to be presented at the annual AHAF Conference. The President shall be an ex-officio member of all committees and be entitled to vote therein.

Section 2: Vice President:

In the case of absence or disability of the President, The Vice President shall perform the duties of the President and shall be authorized to sign treasury checks. (Optional: Membership Chair: shall perform the duties relative to membership, including: taking attendance at monthly meetings, making applications for membership available, working with a Membership Committee and other Board members to promote membership, keep membership lists up to date, and other duties as prescribed the BOD.)

Section 3: Secretary:

The Secretary shall be responsible for recording the minutes of all BOD meetings. The Secretary shall distribute the minutes to all Board members as required. (Optional: Program Chair: shall be responsible for all arrangements for programs for the regular membership meetings and other duties as prescribed by the BOD.)

Section 4: Treasurer:

The Treasurer shall have charge of all funds of the AHAF Online Chapter and is authorized to sign Treasury checks (or make online, Paypal transactions). The Treasurer shall keep accurate records and accounts of all financial affairs and transactions of the AHAF Online Chapter, present a written report of its financial conditional annually, submit quarterly oral reports to the BOD, and at such other times as requested by the BOD or President, and perform other duties as prescribed by the BOD. The Treasurer shall collect dues, pay approved expenses, and reimburse expenses to the BOD members as required.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

Section 1: Nominating Committee:

A Nominating Committee shall be selected by the BOD in September of each year. The Nominating Committee is chaired by the immediate Past President and shall include the current Vice President, and at least one non-board member from the general membership.

Section 2: Slate of Officers:

The Nominating Committee shall recruit at least one candidate

for the voting position of the BOD. Names of the nominees shall be announced to the membership at the October meeting and by email. Nominations from the floor will be taken at the October meeting.

Section 3: Term of Office:

The term of office shall be one year, upon election beginning at the January annual membership meeting.

Section 4: Eligibility for Office:

Any member in good standing, holding an active membership in AHAF for at least 6 months prior to the election, shall be eligible for any BOD position other than President. Certified members holding active membership in AHAF for at least 12 months prior to the election shall be eligible for the office of the President.

Section 5: Elections

to the BOD will be by email ballot vote of all members. The Nominating Committee, headed by the Immediate Past President, shall conduct and oversee the process.

ARTICLE IX: BYLAW REVISION

Section 1: Revision Process:

These bylaws may be amended at any regular meeting of the BOD by a simple majority of the voting members present, provided each Board member has been given five-day written notice containing the substance of the proposed amendment. Within three months of the BOD's approval, the bylaw revisions must be presented to and voted upon by a quorum of the voting membership. Any revisions not approved by the membership will be rescinded.

ARTICLE X: DISSOLUTION

Should this chapter become dissolved for any reason whatsoever, the assets after payment of all debts or liabilities shall revert to the national organization of the AHAF.

Revised October 2015