

# ACCESS BY-LAWS

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## ARTICLE I - PARLIAMENTARY ORDER

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## ARTICLE II - POWERS AND DUTIES OF OFFICERS

### Section 1. General Powers and Duties

The Executive Committee, as a whole, shall:

- Serve as a Board of Trustees of the Association and shall hold in trust any property acquired by the Association.
- Establish and maintain policies for the Association.
- Assure financial integrity of the Association.
- Hire the Executive Director.
- Review and approve the strategic plan presented by the Executive Director.
- Evaluate the performance of the Executive Director and the services of the Association.
- Oversee implementation of membership policies.
- Appoint members-at-large to the Executive Committee.
- Appoint members of the Nominating Committee.

### Section 2. President

The President shall:

- Preside at the Annual Meeting and other official meetings of the Association.
- Call and preside at meetings of the Executive Committee.
- Work closely with the Executive Director in strategic planning.
- Assist the Executive Director as an official representative of the Association.

### Section 3. Vice President

The Vice-President shall:

- Preside in the absence of the President.
- Assist the Executive Director in the planning and implementation of the Annual Conference.

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## Section 4. Secretary

The Secretary shall:

- Keep minutes for the Annual Meeting and all meetings of the Executive Committee.
- Assist the Executive Director with the management of the membership roll.

## Section 5. Treasurer

The Treasurer shall:

- Oversee the financial condition and bookkeeping of the Association.
- Assist the Executive Director with the payment of expenses and submitting reports to the Executive Committee and Association.

## ARTICLE III - COMMITTEES

**Section 1. Executive Committee.** The Executive Committee shall represent the Association and conduct business between the official sessions of the Association within the confines of this Constitution and By-Laws.

**Section 2. Nominating Committee.** The Executive Committee shall appoint a nominating committee which shall select names of candidates to be presented to the Annual Business Meeting for election.

**Section 3. Other Committees.** Subordinate, standing, and special committees shall be appointed by the Executive Committees as needed.

## ARTICLE IV - ORDER OF BUSINESS

The regular order of business for the Annual Business Meeting of the Association shall be:

1. Report of the President.
2. Report of the Secretary
3. Report of the Treasurer.
4. Special report
5. Unfinished business.

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6. Election of officers.
7. New business.
8. Adjournment.

## ARTICLE V - QUORUM

The Voting members present at the Annual Business Meeting or at official business meeting shall constitute a quorum.

## ARTICLE VI - AMENDMENTS

Amendments to the By-Laws may be made at any Annual Business Meetings of the Association. Amendments to be adopted shall require a majority of all votes cast.

## ARTICLE VIII - MEETINGS

**Section 1. Annual Business Meeting.** The time and place of the Annual Business Meeting of the entire Association shall be the responsibility of the Executive Committee and is to be held in conjunction with the Annual Conference.

Notifications of all meetings shall be made by the Secretary thirty (30) days in advance.

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**Section 2. Special Meetings.** Special meetings may be called by the Executive Committee as deemed necessary and must be announced by the Secretary/Treasurer thirty (30) days in advance.

## ARTICLE IX - FINANCIAL POLICIES

**Section 1.** The following members of the Executive Committee will be authorized to sign on any Association account: Treasurer and Executive Director.

**Section 2.** For purpose of reporting and auditing, the fiscal year for ACCESS begins October 1, and ends September 30 of the following calendar year.

**Section 3.** Reimbursements. All elected officers are entitled to reimbursement for actual expenses incurred in the fulfillment of their duties.

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## ARTICLE X - DISSOLUTION

Upon dissolution of the corporation, the Executive Committee which also serves as Board of Trustees shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purpose of the corporation in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious purpose in the field of Christian continuing education as shall at the time qualify as an exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of and future United States Internal Revenue Law), as the Board of Trustees shall determine. Any such assets not so disposed of by the Court of Common pleas of the county in which the principal office of the corporation is then located.