



1
2 **ASSOCIATION FOR HEALTHCARE DOCUMENTATION INTEGRITY**
3

4 **AMENDED BYLAWS**
5 **Adopted August 2019**
6

7
8 **Article I**

9 *Name*

10 The name of this California nonprofit mutual benefit corporation is the Association for Healthcare
11 Documentation Integrity (formerly American Association for Medical Transcription), hereinafter
12 referred to as the Association or AHDI.
13

14 **Article II**

15 *Principal Office*

- 16 (a) The principal office for the transaction of business of the Association shall be located in the
17 City of Modesto, County of Stanislaus, State of California, or at such place as the
18 Association's board of directors (hereinafter referred to as the "Board of Directors," or simply
19 the "Board") may designate. The principal office may be hereinafter referred to as the
20 "Administrative Office."
21 (b) The Association shall have and continuously maintain in the State of California an office and
22 an agent and may have other offices within or without the State of California as the Board of
23 Directors may determine.
24

25 **Article III**

26 Section 1. Objectives and Purposes

27 Subject to the specific, primary and general purposes stated in the Articles of Incorporation, and
28 as a supplement thereto, the objectives and purposes of this Association are:

- 29 (a) To advance and represent the profession of healthcare documentation and data capture
30 through the promotion of quality healthcare documentation.
31 (b) To promote general awareness of the field of healthcare documentation and data capture as
32 an allied health profession.
33 (c) To provide tools ensuring accuracy, privacy, and security of healthcare documentation to
34 improve patient safety and quality of care.
35 (d) To participate and collaborate with healthcare alliances, associations, governmental
36 agencies, and professionals in the healthcare field in the development of standards and best
37 practices for healthcare documentation, assuring risk management, compliance, and
38 consumer privacy, security, and safety are at the forefront.
39 (e) To advocate for legislation and regulations that protect the public's healthcare information.
40 (f) To set standards of education and practice for the healthcare documentation and data
41 capture profession.
42 (g) To research, develop, and educate the industry in areas of concern regarding medicolegal
43 responsibilities.
44 (h) To carry on such other activities as are permissible for corporations exempt from
45 federal income tax under Section 501(c)(6) of the Internal Revenue Code of 1986, as
46 the same may be amended or supplemented ("IRC").
47

48 Section 2.

49 Notwithstanding any other provision of these Bylaws, the Association shall not carry on
50 any other activities not permitted to be carried on by a corporation exempt from federal
51 income tax under IRC Section 501(c)(6), or a corporation formed under the California
52 Nonprofit Corporation Law, as the same may be amended or supplemented (the "Act")."

1
2 **Article IV**

3 *Membership*

4 Section 1. Classes of Membership

5 The membership of this Association shall be divided into eight (8) classes as follows:

- 6 (a) Individual Professional
7 (b) Student
8 (c) Postgraduate
9 (d) Sustaining
10 (e) Honorary
11 (f) Educational
12 (g) Corporate
13 (h) Associate

14
15 Section 2. Qualifications, Rights, and Privileges of Membership

16 An individual or institution may hold only one (1) class of membership at a time. The rights and
17 privileges of all members shall be equal except as herein stated.

- 18 (a) Individual Professional Membership: Any person whose employment is or has been in the
19 field of healthcare documentation and data capture is eligible for membership as an Individual
20 Professional member. Any person holding Individual Professional membership in good
21 standing shall have the right to vote as a member of AHDI, to hold office and a committee
22 appointment, and to serve as a member of the Board of Directors.
- 23 (b) Student Membership: Any person who is studying healthcare documentation and who is not
24 paid to work in healthcare documentation is eligible for Student membership for two (2) years.
25 Any person who is still enrolled in a healthcare documentation program after two (2) years
26 may be eligible for a third year of Student membership upon verification of estimated
27 completion date, Membership in the Student category may not exceed three (3) years.
28 Student members shall be eligible to vote. Student members shall not be eligible to serve as
29 members of the Board of Directors. Student members may serve on or as chairpersons for
30 committees, with the right to vote on committee decisions.
- 31 (c) Postgraduate Membership: Any person who is verified as having graduated from a healthcare
32 documentation course within the last 3 months is eligible for Postgraduate membership, not
33 to exceed one year. Postgraduate members shall be eligible to vote. Postgraduate members
34 shall not be eligible to serve as members of the Board of Directors. Postgraduate members
35 may serve on or as chairpersons for committees, with the right to vote on committee
36 decisions.
- 37 (d) Sustaining Membership: Any person who has been an Individual Professional member for at
38 least five (5) years who has left the healthcare documentation field is eligible for Sustaining
39 membership. Sustaining members shall be eligible to vote. Sustaining members may also
40 serve on or as chairpersons of committees, with the right to vote on committee decisions.
- 41 (e) Honorary Membership: Any person engaged in furnishing services to AHDI shall be eligible
42 for Honorary membership, upon approval by the Board of Directors. Honorary members shall
43 not be entitled to vote, to hold office or committee appointments, or to serve as members of
44 the Board of Directors.
- 45 (f) Educational Membership: Any educational facility that trains healthcare documentation
46 specialists shall be eligible for Educational membership. Educational members shall not be
47 entitled to vote, to hold office, or to serve as members of the Board of Directors. A
48 representative from an Educational member company may serve as a nonvoting member of
49 committees.
- 50 (g) Corporate Membership: Any healthcare delivery facility, company or manufacturer, which
51 employs healthcare documentation specialists or provides services or products to the field
52 shall be eligible for Corporate membership. Corporate members shall not be entitled to vote
53 or to hold office. A representative from a Corporate member company may serve as a
54 nonvoting member of committees.
- 55 (h) Associate membership: Anyone who has qualified for membership through an AHDI vendor
56 contract offering shall be eligible for Associate membership. Associate members may serve
57 as voting/nonvoting members on a committee but may not chair any such committee.
58 Associate members shall not be eligible to vote or serve on the Board of Directors.

- 1 (i) An application for membership may be rejected upon a finding by a majority of the Board of
2 Directors that an applicant is not in compliance with the Association's Code of Ethics.
- 3 (j) Individual Professional, Student, Postgraduate, and Sustaining members (collectively, the
4 "voting members") are members of the Association within the meaning of California
5 Corporations Code Section 5056, and shall have the right to vote, as set forth in these
6 Bylaws, on the election of Directors, on the disposition of all or substantially all of the
7 Association's assets, on any merger of the Association with or into another entity, and on any
8 election to dissolve the Association. In addition, the voting members shall be entitled to all
9 rights afforded to members under the California Nonprofit Mutual Benefit Corporation Law.
- 10 (k) The Association may refer to persons or entities in the Honorary, Educational, Corporate, and
11 Associate classes of membership as "members," even though those persons or entities are
12 not voting members of the Association, but no such reference shall constitute any such
13 person or entity as a member within the meaning of California Corporations Code Section
14 5056. Except as otherwise specifically provided, references in these Bylaws to "members"
15 shall mean members as defined in California Corporations Code Section 5056; i.e., Individual
16 Professional, Student, Postgraduate, and Sustaining members.

17
18 Section 3. Dues: Good Standing

- 19 (a) The Board of Directors shall determine the dues and assessments applicable to each class of
20 membership, whether voting or nonvoting.
- 21 (b) Dues and Assessments shall be paid annually and are not refundable. The Administrative
22 Office shall send each voting and nonvoting member a statement of dues/assessments prior
23 to the due date, which shall be paid within a reasonable amount of time as outlined in policies
24 and procedures. Any member who fails to pay dues/assessments within such time period
25 shall be delinquent. The delinquency notice shall contain a statement that if the
26 dues/assessments are not paid within a reasonable amount of time from the date of the
27 notice, the membership of such member shall lapse.
- 28 (c) Members who have paid the required dues and assessments in accordance with these
29 Bylaws and who are not suspended shall be members in good standing.

30
31 Section 4. Expulsion and Other Sanctions

- 32 (a) Association members, whether voting or nonvoting, and holders of all AHDI credentials may
33 be subject to sanctions for violations of the Association's Code of Ethics. A written complaint
34 alleging that a member violated the Association's Code of Ethics may be filed with the
35 Association by any member or other person. The alleged violation shall be investigated
36 according to policies and procedures of the Association's Ethics Committee. An investigation
37 also may be commenced without a written complaint if the Ethics Committee determines that
38 an investigation is warranted. After the investigation is complete, the Ethics Committee shall
39 make a recommendation of action to the Board of Directors. The recommendation shall
40 include the recommended sanctions or the recommendation for no action. Possible
41 sanctions for Ethics Code violations include, but are not limited to, censure, reprimand,
42 expulsion from the Association, suspension or termination of Association membership, and
43 suspension or revocation of credentials. A two-thirds (2/3) vote of the Board of Directors is
44 required for any sanctions. Sanctions shall take effect upon notice of the affected member,
45 but no earlier than five (5) days after the Board of Director's final decision. The affected
46 member may appeal the decision of the Board of Directors by submitting a written statement
47 of appeal to the Association's principal office no later than thirty (30) days after the effective
48 date of sanctions. During the appeals process, the affected member may be represented by
49 counsel and may examine documentation relating to the decision of the Board of Directors.
50 However, no new documentation may be presented. If a member of the Ethics Committee or
51 the Board of Directors is named in an ethics complaint, that individual must recuse himself
52 from any discussion or vote concerning that complaint.
- 53 (b) Association members, whether voting or nonvoting, Officers, and Directors may be subject to
54 sanctions for violations of the Association's Bylaws, policies, and/or rules ("Rules"). Any
55 alleged violation of Association Rules that comes to the attention of the Board of Directors
56 shall be investigated by a subcommittee of the Board of Directors designated for that
57 purpose. If the subcommittee determines, after a preliminary investigation, that sanctions
58 against the Association member, Officer, or Director may be appropriate, the full Board of

1 Directors shall provide the individual with notice of the infraction, an opportunity to respond in
2 writing, sixty (60) days' notice of the time and place of a hearing, and the opportunity to
3 answer charges and present evidence at a hearing. Following the hearing, the full Board of
4 Directors shall review the entire record of the case and render a final decision in the matter.
5 Possible sanctions include, but are not limited to, expulsion from the Association or
6 suspension or termination of Association membership. This subsection shall not apply to
7 alleged violations of the Association's Code of Ethics.
8

9 Section 5. Resignation

10 Any member may resign by sending a letter to the Administrative Office. No refunds of dues or
11 assessments shall be given upon resignation.
12

13 Section 6. Reinstatement

- 14 (a) A former member whose resignation has been accepted by the Association shall be
15 reinstated upon application and payment of the current year's dues and assessments.
16 (b) A former member whose membership has expired for nonpayment of dues shall be reinstated
17 upon application and payment of the current year's dues and assessment. If a member fails
18 to pay dues or otherwise allows membership to lapse during the pendency of a proceeding
19 concerning possible sanctions for violation of the Code of Ethics of the Association, the Board
20 of Directors, in its discretion, may require that this matter be resolved acceptably prior to
21 reinstatement.
22 (c) A Sustaining Member shall be restored to Individual Professional membership upon payment
23 of any additional dues or assessments which may be required under the policies of the
24 Association.
25

26 Section 7. Property Rights

27 No member, whether voting or nonvoting, shall have any right, title, or interest in any of the
28 property or assets, including the name of the Association or the AHDI logo, any earnings or
29 investment income of this Association, nor shall any of such property or assets be distributed to
30 any member on the dissolution or winding up thereof. Furthermore, no part of the net earnings of
31 this Association shall inure to the benefit of any private member or individual.
32

33 Section 8. Liability of Members and Employees

34 No member or employee of this Association shall be personally liable for any of its debts,
35 liabilities, or obligations, nor shall any member be subject to any assessment except such
36 assessments as may be adopted in the manner set forth in Section 3 of this Article.
37

38 Section 9. Roster

39 A roster of the members of the Association shall be maintained by and under the control of the
40 Administrative Office.
41

42 **Article V**

43 *Meetings of Members and Voting*

44 Section 1. Annual Business Meeting

- 45 (a) An Annual Business Meeting of members of the Association shall be held each calendar year
46 for the transaction of business. The exact time, date, and place of the Annual Business
47 Meeting shall be designated by the Board of Directors.
48 (b) If a quorum is obtained pursuant to Section 6 of this Article, but the attendance at the Annual
49 Business Meeting is less than one-third of the members in good standing, the members may
50 vote only on matters as to which notice of their general nature was given pursuant to these
51 Bylaws.
52

53 Section 2. Special Meetings

- 54 (a) Special meetings of members may be called by the President, the Board of Directors, or not
55 less than five (5) percent or more of the members.
56 (b) No business, other than the business that was set forth in the notice of the meeting, may be
57 transacted at a special meeting.
58

1 Section 3. Electronic Meetings

- 2 (a) If authorized by the Board of Directors in its sole discretion, and subject to the requirements
3 of consent in California Corporations Code Section 20(b) and guidelines and procedures the
4 Board of Directors may adopt, members not physically present in person at a meeting of
5 members may, by electronic transmission by and to the Association or by electronic video
6 screen communication, participate in a meeting of members, be deemed present in person,
7 and vote at a meeting of members whether that meeting is to be held at a designated place
8 or in whole or in part by means of electronic transmission by and to the Association or by
9 electronic video screen communication, subject to the requirements of these Bylaws.
- 10 (b) A meeting of the members may be conducted, in whole or in part, by electronic transmission
11 by and to the Association or by electronic video screen communication (1) if the Association
12 implements reasonable measures to provide members a reasonable opportunity to
13 participate in the meeting and to vote on matters submitted to the members, including an
14 opportunity to read or hear the proceedings of the meeting substantially concurrently with
15 those proceedings, and (2) if any member votes or takes other action at the meeting by
16 means of electronic transmission to the Association or electronic video screen
17 communication, a record of that vote or action is maintained by the Association.

18
19 Section 4. General Notice Requirements

20 Whenever members are required or permitted to take any action at a meeting, a written notice of
21 the meeting shall be given to each voting member. At the discretion of the Board of Directors,
22 notice of the meeting may also be given to each nonvoting member. The notice shall specify the
23 place, date, and hour of the meeting, and the means of electronic transmission by and to the
24 Association or electronic video screen communication, if any, by which members may participate
25 in the meeting. For the Annual Business Meeting, the notice shall state the matters that the
26 Board of Directors, at the time notice is given, intends to present for action by the members. For
27 a special meeting, the notice shall state the general nature of the business to be transacted and
28 shall state that no other business may be transacted. The notice of any meeting at which
29 Directors are to be elected shall include the names of all persons who are nominees when notice
30 is given.

31
32 Section 5. Time for Furnishing Notice

- 33 (a) Notice of the Annual Business Meeting and of any special meeting of the members called by
34 the Board of Directors or the President shall be given at least 10 but no more than 90 days
35 before the meeting date.
- 36 (b) A special meeting called by five (5) percent or more of the voting members shall be called by
37 written request, specifying the general nature of the business proposed to be transacted, and
38 addressed to the attention of and submitted to the President or the Secretary of the
39 Association. The Officer receiving the request shall cause notice to be given promptly to the
40 voting members, stating that a meeting will be held at a specified time and date fixed by the
41 Board of Directors. However, the meeting date shall be at least 35 but no more than 90 days
42 after receipt of the request. If the notice is not given within 20 days after the request is
43 received, the person or persons requesting the meeting may give the notice. Nothing in this
44 paragraph shall be construed as limiting, fixing, or affecting the time at which a special
45 meeting of members may be held when the meeting is called by the Board of Directors or the
46 President.

47
48 Section 6. Quorum

- 49 (a) Ten (10) percent of the voting members shall constitute a quorum for the transaction of
50 business at any meeting of members (the "Initial Quorum"). If the Initial Quorum is not
51 attained, the meeting can be adjourned as provided in Section 7 (Adjournment) of this Article,
52 and five (5) percent of the voting members shall constitute a quorum for the transaction of
53 business at the reconvened meeting.
- 54 (b) The descending quorum rule set forth in paragraph (a) also applies to voting by written ballot,
55 such that for the initially prescribed balloting period, the quorum shall be satisfied when
56 ballots are received from ten (10) percent of the members to whom ballots were distributed,
57 and that during any extension of the initially prescribed balloting period, the quorum shall be
58 satisfied when ballots are received from five (5) percent of the members to whom ballots

1 were distributed.

2
3 Section 7. Adjournment; Notice

4 Any members' meeting, whether or not a quorum is present, may be adjourned from time to time
5 by the vote of the majority of the members represented at the meeting. No meeting may be
6 adjourned for more than 45 days. When a members' meeting is adjourned to another time or
7 place, notice need not be given of the adjourned meeting if the time and place to which the
8 meeting is adjourned (or the means of electronic transmission by and to the Association or
9 electronic video screen communication, if any, by which members may participate) are
10 announced at the meeting at which adjournment is taken. If after adjournment a new record date
11 is fixed for notice or voting, a notice of the adjourned meeting shall be given to each member
12 who, on the record date for notice of the meeting, is entitled to vote at the meeting. At the
13 adjourned meeting, the Association may transact any business that might have been transacted
14 at the original meeting.

15
16 Section 8. Eligibility to Vote

17 Subject to the California Nonprofit Mutual Benefit Corporation Law, voting members in good
18 standing on the record date as determined under Sections 15 and 16 of this Article shall be
19 entitled to vote at any meeting of members.

20
21 Section 9. Number of Votes

22 Each member entitled to vote may cast one vote on each matter submitted to a vote of the
23 members.

24
25 Section 10. Majority Approval

26 If a quorum is present, the affirmative vote of a majority of the voting power represented at the
27 meeting, entitled to vote and voting on any matter, shall be deemed the act of the members
28 unless the vote of a greater number, or voting by classes, is required by the California Nonprofit
29 Mutual Benefit Corporation Law, the Articles of Incorporation, or these Bylaws.

30
31 Section 11. No Voting By Proxy

32 Voting by proxy is not permitted.

33
34 Section 12. Action by Written Ballot

35 Any action, including election of Directors, that voting members may take at any meeting of
36 members may also be taken without a meeting by complying with Sections 13 and 14 of this
37 Article.

38
39 Section 13. Solicitation of Ballots

- 40 (a) The Association shall distribute one written ballot to each member entitled to vote on the
41 matter. The ballot and any related material may be sent by electronic transmission by the
42 Association that meets the requirements of Section 8 of this Article, and responses may be
43 returned to the Association by electronic transmission that meets the requirements of the last
44 sentence of paragraph (b) of Section 7 of Article VII (regarding electronic transmissions to the
45 Association by Directors).
- 46 (b) All solicitations of votes by written ballot shall (1) state the number of responses needed to
47 meet the quorum requirement; (2) state, with respect to ballots other than for election of
48 Directors, the percentage of approvals necessary to pass the measure or measures; and (3)
49 specify the time by which the ballot must be received in order to be counted. The initially
50 prescribed balloting period may be extended for a reasonable time upon a determination by
51 the Board of Directors that an extension is necessary.
- 52 (c) Each ballot so distributed shall (1) set forth the proposed action; (2) give the members an
53 opportunity to specify approval or disapproval of each proposal; and (3) provide a reasonable
54 time in which to return the ballot to the Association.

55
56 Section 14. Approval Requirements for Ballots

57 Approval by written ballot shall be valid only when (1) the number of votes cast by ballot
58 (including ballots that are marked "withhold" or otherwise indicate that authority to vote is

1 withheld) within the time specified equals or exceeds the quorum required to be present at a
2 meeting authorizing the action, and (2) the number of approvals equals or exceeds the number of
3 votes that would be required for approval at a meeting at which the total number of votes cast
4 was the same as the number of votes cast by written ballot without a meeting. A descending
5 quorum rule shall apply to voting by written ballot, as described in paragraph (b) of Section 6 of
6 this Article.

7
8 **Section 15. Record Date Fixed By Board**

9 For purposes of establishing the members entitled to receive notice of any meeting, entitled to
10 vote at any meeting, entitled to vote by written ballot, or entitled to exercise any rights in any
11 lawful action, the Board of Directors may, in advance, fix a record date. The record date so fixed
12 for:

- 13 (a) Sending notice of a meeting shall be no more than 90 nor less than 10 days before the date
14 of the meeting;
15 (b) Voting at a meeting shall be no more than 60 days before the date of the meeting;
16 (c) Voting by written ballot shall be no more than 60 days before the day on which the first
17 written ballot is mailed or solicited; and
18 (d) Taking any other action shall be no more than 60 days before that action.

19
20 **Section 16. Record Date If Not Fixed By Board**

- 21 (a) If not otherwise fixed by the Board of Directors, the record date for determining members
22 entitled to receive notice of a meeting of members shall be the next business day preceding
23 the day on which notice is given or, if notice is waived, the next business day preceding the
24 day on which the meeting is held. If not otherwise fixed by the Board of Directors, the record
25 date for determining members entitled to vote at the meeting shall be the day on which the
26 meeting is held.
27 (b) If not otherwise fixed by the Board of Directors, the record date for determining members
28 entitled to vote by written ballot shall be the day on which the first written ballot is mailed or
29 solicited.
30 (c) If not otherwise fixed by the Board of Directors, the record date for determining members
31 entitled to exercise any rights with respect to any other lawful action shall be the date on
32 which the Board of Directors adopts the resolution relating to that action, or the 60th day
33 before the date of that action, whichever is later.
34 (d) For purposes of Sections 15 and 16, a person whose membership is in good standing at the
35 close of business on the record date shall be a member of record.

36
37 **Article VI**

38 *Board of Directors*

39 **Section 1. Powers and Duties**

- 40 (a) The Board of Directors shall be the governing body of the Association and shall be
41 empowered to establish policies and manage the property, business, and affairs of AHDI,
42 subject to the limitations of the Articles of Incorporation, of these Bylaws, and of the California
43 Nonprofit Mutual Benefit Corporation Law and any other applicable laws. All Corporate
44 Powers shall be exercised by or under the authority of the Board of Directors.
45 (b) In addition to having general authority to govern the organization, the Board of Directors shall
46 be responsible for:
47 (1) Study, determination, and execution of the short- and long-range plans of the
48 Association for the continued growth and financial stability of the Association,
49 development of policies, and periodic assessment of the needs of the membership and
50 response thereto, and surveillance of the affairs and funds of the Association.
51 (2) Election of the Officers.
52 (3) Employment of the Chief Executive Officer of the Association.
53 (4) Decisions regarding the recommendations of committees.
54 (5) Establishment of standing rules.
55 (6) Creation and conferment of special awards.
56 (7) Acceptance, on behalf of AHDI, of grants, contributions, gifts, bequests, or other
57 property to further the purposes of AHDI.
58 (8) Pursuant to rules of AHDI, ultimate decision of specified matters relating to complaints

- 1 against members and sanction of members.
2 (9) Discipline of any member for violation of professional ethics or the provisions of the
3 Bylaws.
4 (10) Expulsion of any member under circumstances described in Article IV, Section 4, of
5 these Bylaws.
6 (11) Establishment, merger, dissolution of a committee, or substantial change in the mandate
7 of a committee.
8 (12) Such other lawful action as is advisable to achieve the goals of AHDI.
9

10 Section 2. Number and Composition of Board of Directors

- 11 (a) The authorized number of directors ("Directors") of this Association shall be nine (9) to
12 fourteen (14), elected by all the voting members.
13 (b) The Chief Executive Officer shall serve as an advisory, nonvoting member of the Board of
14 Directors. The Chief Executive Officer shall not be counted towards the authorized number of
15 Directors, or for quorum purposes.
16

17 Section 3. Eligibility

- 18 (a) Any person who has been an Individual Professional Member for at least one (1) year, is
19 currently an Individual Professional Member in good standing, and meets such other criteria
20 as may be set forth in the AHDI Nominating Committee Policies and Procedures shall be
21 eligible to serve as a Director.
22 (b) Each Director must continue to be an Individual Professional Member in good standing.
23
24

25 Section 4. Term of Office

- 26 (a) Each Director shall be elected for a three (3)-year term. No Director shall serve for more than
27 two (2) consecutive terms and no person shall be eligible for a further term until they have not
28 been in office for a full one (1)-year period.
29 (b) The term of office for Directors shall begin on September 1.
30 (c) Each Director, including a Director elected to fill a vacancy, shall hold office until the
31 expiration of the term for which elected and until a successor has been elected and qualified,
32 unless such Director has been removed from office.
33

34 Section 5. Election Process

- 35 (a) Directors shall normally be elected by written ballot without a meeting. All ballots with respect
36 to election of Directors shall comply with the provisions of this.
37 (b) The President shall cause ballots with respect to Director positions to be distributed to all
38 voting members, which ballots shall include a list of the candidates selected by the
39 Nominating Committee for open Director positions, along with a summary of the candidates'
40 qualifications. All ballots with respect to the election of Directors shall be distributed no later
41 than July 1 of any given year. Member voting must be completed no later than 30 days
42 following availability of ballots and all votes are subject to verification of the member's right to
43 vote. The President shall appoint a teller (who may be an employee of the Association) to
44 direct tabulation of the ballots and to report the results to the President.
45 (c) Director elections shall be determined by plurality vote. In the event of a tie vote, a run-off
46 election shall be held and new ballots identifying the candidates who received the tie vote
47 shall be distributed to the voting members entitled to vote.
48

49 Section 6. Resignation

50 Any Director may resign at any time by submitting a written resignation to the Board of Directors.
51 The resignation shall be effective when the notice is given unless it specifies a later time for the
52 resignation to become effective. The vacancy shall be filled as stated in Section 8.
53

54 Section 7. Removal from Office

55 A Director may be removed in any one (1) of the following circumstances:

- 56 (a) A Director shall be deemed to have resigned if he/she allows his/her Individual Professional
57 membership to expire due to nonpayment of dues.
58 (b) A Director shall be deemed to have resigned if he/she is substantially absent for two (2) or

- 1 more Board of Directors meetings in a calendar year, provided that the Board of Directors by
2 majority vote may, for good cause shown, immediately reinstate such a Director.
- 3 (c) The Board may declare vacant the office of a Director who has been declared of unsound
4 mind by a final order of the court, convicted of a felony, or, if the Association holds assets in
5 charitable trust, found by a final order or judgment of any court to have breached a duty
6 arising under California Corporations Code Section 7238.
- 7 (d) Upon the order of the court in response to any suit alleging fraudulent or dishonest acts,
8 gross abuse of authority or discretion, or breach of the standard of conduct applicable to
9 Directors, which suit may be brought by a Director, by 100 or more of the voting members if
10 the Association has more than 5,000 voting members, or by 20 or more of the voting
11 members if the Association has fewer than 5,000 voting members.
- 12 (e) A Director may be removed at any time by a majority vote of the members voting at a
13 meeting or by written ballot. This would be accomplished by first presenting a petition to the
14 Board of Directors. Such petition must be signed by five (5) percent of the voting members in
15 order to require a vote. Then, with the required number of voting member signatures, the
16 Chief Executive Officer would be directed to coordinate a vote of the members entitled to vote
17 on the proposed removal.

18
19 Section 8. Filling Vacancies

- 20 (a) Vacancies on the Board of Directors, including vacancies occurring by reason of the removal
21 of a Director, shall be filled by a vote of the majority of the remaining Directors then in office,
22 even though less than a quorum, or by the sole remaining Director.
- 23 (b) Nominations for filling such vacancies shall be made only for the purpose of maintaining the
24 authorized number of Directors as established by Section 2, of this Article. A successor
25 Director so elected shall serve the remainder of the three (3)-year term for the vacated
26 position. Filling a vacancy for a period of less than two (2) years shall not constitute a term for
27 purpose of counting permissible tenure in office.

28
29 Section 9. Conflict of Interest

- 30 (a) A potential or actual conflict of interest exists if a Director might reasonably lack objectivity in
31 his/her decision making or performance for AHDI because of any personal, professional,
32 financial, or other interest or relationship he/she has. If any Director believes that a conflict of
33 interest may arise or exist with respect to himself/herself or another person, at the earliest
34 possible date he/she should disclose the situation to the President (and the Chief Executive
35 Officer, in the case of the President). If, upon investigation, the potential for conflict appears
36 clearly ill-founded or erroneous, and concerns a person other than himself/herself, the
37 President need not present the matter to the Board of Directors. In all other cases, the
38 President shall promptly present the potential conflict to the Board which shall resolve the
39 matter by majority vote of the disinterested Directors.
- 40 (b) Except as set forth in this paragraph (b), no Director may receive, directly or indirectly, any
41 compensation for serving on the Board of Directors. Directors may receive reimbursement
42 from AHDI for reasonable expenses incurred in the performance of their duties as Directors.
43 In addition, the Board of Directors may authorize the President to receive an annual stipend
44 in excess of \$1,000 as compensation for services furnished to AHDI.

45
46 **Article VII**

47 *Board Meetings*

48 Section 1. Meetings

- 49 (a) Regular meetings of the Board of Directors shall be held at least quarterly at any place which
50 has been designated by resolution of the Board of Directors. In the absence of such
51 designation, a regular meeting shall be held at the principal office of the Association. Written
52 notice of the time and place of regular meetings shall be given to each Director at least ten
53 (10) days prior to the time of holding such regular meetings by (1) first-class mail, postage
54 prepaid; (2) facsimile; (3) electronic mail; or (4) other electronic means.
- 55 (b) Special meetings of the Board may also be held at such place as may be designated by the
56 Board of Directors. A special meeting of the Board of Directors shall be held whenever called
57 by the President, President-elect, or a majority of the Directors. Notice of the time and place
58 of special meetings shall be given to each Director at least forty-eight (48) hours prior to the

1 time of holding all such meetings if notice is given by telephone, facsimile, or electronic mail,
2 or at least ninety-six (96) hours prior to such meeting if notice is made by first-class mail,
3 addressed to such Director at the address as shown on the records of the Association, and
4 shall include an agenda of the business to be considered. Official action may not be taken on
5 any item which is not reasonably within the scope of the matters noticed on the agenda.
6 (c) Meetings of the Executive Committee of the Board shall be as outlined in Article VIII, Section
7 4 of these Bylaws.
8

9 Section 2. Waiver of Notice; Consent; Approval of Minutes

10 Notice of a meeting need not be given to a Director who provided a waiver of notice or consent to
11 holding the meeting or an approval of the minutes thereof in writing, whether before or after the
12 meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the
13 lack of notice to that Director. These waivers, consents and approvals shall be filed with the
14 corporate records or made a part of the minutes of the meetings.
15

16 Section 3. Adjournment; Notice of Adjourned Meeting

- 17 (a) A majority of the Directors present, whether or not a quorum is present, may adjourn any
18 meeting to another time and place.
19 (b) Notice of the time and place of holding an adjourned meeting need not be given unless the
20 original meeting is adjourned for more than 24 hours. If the original meeting is adjourned for
21 more than 24 hours, notice of any adjournment to another time and place shall be given,
22 before the time of the adjourned meeting, to the Directors who were not present at the time of
23 the adjournment.
24

25 Section 4. Meetings by Telecommunication

26 Any meeting of the Board may be held by conference telephone, video screen communication, or
27 other communications equipment. Participation in a meeting under this Section shall constitute
28 presence in person at the meeting if both the following apply:

- 29 (a) Each Director participating in the meeting can communicate concurrently with all other
30 Directors.
31 (b) Each Director is provided the means of participating in all matters before the Board, including
32 the capacity to propose or to interpose an objection to, a specific action to be taken by the
33 Association.
34

35 Section 5. Quorum

36 A majority of the Directors then in office shall constitute a quorum for the transaction of any
37 business except adjournment. Every action taken or decision made by a majority of the Directors
38 present at a duly held meeting at which a quorum is present shall be an act of the Board, subject
39 to the provisions of these Bylaws and the California Nonprofit Mutual benefit Corporation Law. A
40 meeting at which a quorum is initially present may continue to transact business, despite the
41 withdrawal of some Directors, if any action taken or decision made is approved by at least a
42 majority of the required quorum for that meeting.
43

44 Section 6. Voting

45 Each Director present and voting at a meeting shall have one (1) vote on each matter presented
46 to the Board for action at that meeting. Cumulative voting shall not be allowed. There shall be no
47 voting by proxy.
48

49 Section 7. Action Without Meeting

- 50 (a) Any action that the Board is required or permitted to take at any meeting of the Board of
51 Directors may be taken without such meeting if all Directors consent in writing to the action to
52 be taken. Such action by written consent shall have the same force and effect as any other
53 validly approved Board action. All such consents shall be filed with the minutes of the
54 proceedings of the Board.
55 (b) "Consent in writing" includes consent given through electronic transmissions from and to the
56 Association by a means that creates a record that can be retained, retrieved and reviewed,
57 and that may later be transferred into a tangible and legible form. A written consent solicited
58 by the Association may be delivered to a Director by (1) facsimile transmission or electronic

1 mail when directed to the facsimile number or electronic mail address, respectively, for that
2 Director on record with the Association, (2) posting on an electronic message board or
3 network which the Association has designated for those communications, together with a
4 separate notice to the recipient of the posting, or (3) other means of electronic
5 communication; providing that such Director has provided an unrevoked consent to the use of
6 those means of transmission for communication with such Director. A written consent
7 returned by a Director to the Association may be delivered by (1) facsimile transmission or
8 electronic mail when directed to the facsimile number or electronic mail address, respectively,
9 which the Association has provided from time to time to Directors for sending
10 communications to the Association, (2) posting on an electronic message board or network
11 which the Association has designated for those communications, and which transmission
12 shall be deemed validly delivered upon the posting, or (3) other means of electronic
13 communication; providing that the Association has adopted reasonable measures to verify
14 that the sender is the Director purporting to send the transmission.
15

16 **Article VIII**

17 *Executive Committee*

18 Section 1. Composition

19 The Executive Committee shall be comprised of the Officers of the Association. The Chief
20 Executive Officer shall serve as an ex officio, nonvoting member of the Executive Committee.
21

22 Section 2. Powers and Duties

- 23 (a) The Executive Committee shall be empowered to authorize expenditures within the AHDI
24 policies set by the Board of Directors.
25 (b) To the extent permitted by law, the Executive Committee may conduct any business of the
26 Association and take any action which would be proper if taken by the Board and which may
27 be required between meetings of the Board of Directors, except those matters specifically
28 reserved to the full Board by these Bylaws and the California Nonprofit Corporation Code.
29 (c) The Executive Committee shall have full power and authority to exercise judgment and make
30 decisions as required to safeguard the Association.
31 (d) The Executive Committee shall report its actions to the Board by mail, fax, or electronic mail
32 or at the next Board meeting.
33 (e) The Executive Committee shall perform such other duties as delegated by the Board of
34 Directors.
35

36 Section 3. Executive Committee meetings

- 37 (a) Executive Committee meetings can be called at the request of the President and one (1)
38 other member of the executive committee.
39 (b) Notice of the time and place of the meetings of the Executive Committee shall be given to
40 members of the Executive Committee and of the Board of Directors, setting forth the reason
41 for the meeting, at least forty-eight (48) hours in advance of all such meetings if notice is
42 given by telephone, facsimile, electronic mail, or at least ninety-six (96) hours prior to such
43 meeting if notice is made by first-class or priority mail. The above required notice may be
44 waived if every Board member agrees, in writing, prior to the scheduled meeting.
45

46 Section 4. Quorum

- 47 (a) The presence in person or through telephonic or electronic means of a majority of the
48 Executive Committee shall constitute a quorum for the transaction of business.
49 (b) In the absence of a quorum, a majority of the Executive Committee present at any meeting of
50 the Executive Committee may adjourn the meeting to another specified day and hour, upon
51 due notice to all other members of the Committee.
52

53 Section 5. Action Without Meeting

54 Any action required or permitted to be taken at any meeting of the Executive Committee may be
55 taken without such meeting if all members of the Committee consent in writing to the action to be
56 taken.
57

58 Section 6. Voting

1 Voting shall be as approved and directed by the Board of Directors. If vote is by mail, email or
2 online vote, the designated person to receive the vote shall tally the vote and call the President
3 with the results. Cumulative voting shall not be allowed. Each member of the Executive
4 Committee shall have one (1) vote. There shall be no voting by proxy.
5

6 Section 7. Waiver of Notice; Consent; Approval of Minutes

7 The transactions of any meeting of the Executive Committee, however called and noticed and
8 wherever held, shall be as valid as though the meeting were held after regular call and notice, if a
9 quorum is present and if either before or after the meeting each of the Committee members
10 present and each of the Committee members not present sign a written waiver of notice or a
11 consent to hold the meeting or an approval of the minutes. All such waivers, consents, or
12 approvals shall be filed with the Association records or made a part of the minutes of the meeting.
13 A Committee member shall be deemed to have waived notice of a meeting if he/she participates
14 in the meeting or either before or after the meeting, signs a waiver of notice in writing.
15

16 **Article IX**

17 *Officers*

18 Section 1. Officers

- 19 (a) The Officers of this Association shall be a President, a President-elect, a Secretary, a
20 Treasurer, and the Immediate Past President. One (1) person, other than the President, may
21 hold more than one (1) of these offices.
22 (b) The Board may appoint an assistant secretary, assistant treasurer, and other subsidiary
23 officers to perform such functions as they direct.
24 (c) All Officers are to be members of the Board of Directors and shall report to the President in
25 their capacity as Officers.
26

27 Section 2. Election and Term of Office

- 28 (a) All Officers (except the Immediate Past President, to which office the President shall
29 automatically succeed upon completion of the term of office as President) shall be elected by
30 the Board of Directors from among its members at a meeting of the Board of Directors to be
31 determined by the President. Election of Officers shall be by secret ballot. Directors newly
32 elected to the Board of Directors are eligible for candidacy but may not vote in the election
33 since their term has not officially started.
34 (b) The term of office for all Officers shall be one (1) 12 –month term. Terms of office shall
35 commence at the third-quarter meeting of the Board of Directors.
36 (c) A Director may not run for office in the third year of his or her term as a Director unless he or
37 she has been re-elected to a three (3)-year term as a Director.
38 (d) Notwithstanding anything to the contrary in these Bylaws, (1) a President whose term of
39 office as a Director simultaneously ends with the term of office as President shall serve one
40 (1) additional year as a Director to enable that person to serve in the office of Immediate Past
41 President, and (2) a President-elect whose term of office as a Director simultaneously ends
42 with the end of office as President-elect may serve two (2) additional years, the first as
43 President and the second as Immediate Past President.
44

45 Section 3. Vacancies

46 In the case of death, incapacity, resignation, or removal of any Officer during a term of office, the
47 vacancy shall be filled by vote of the Board of Directors. The fulfillment of a vacancy shall not
48 constitute a term.
49

50 Section 4. Removal

51 Any Officer elected by the Board of Directors may be removed from office by a two-thirds (2/3)
52 vote of the Board of Directors whenever in its judgment the interests of the Association would
53 thereby be best served.
54

55 Section 5. Resignation

56 Any Officer may resign at any time by submitting a written resignation to the Board of Directors.
57

58 Section 6. Duties of President

1 The President shall serve as the chair of the Board of Directors, and with the approval of the
2 Board of Directors, shall appoint committee chairs, shall be an ex officio member of all
3 committees except the Nominating Committee and Ethics Committee, and shall submit the
4 annual report of the Board of Directors to the general membership. The President shall preside at
5 all meetings of the members and Board of Directors at which he/she is present and shall have
6 such other powers and duties as may be prescribed by the Board of Directors.
7

8 Section 7. Duties of President-elect

9 The President-elect shall prepare to assume the presidency the following year. In the absence or
10 disability of the President, the President-elect shall perform all the duties of the President, and in
11 so acting shall have all the powers of the President. The President-elect shall have such other
12 powers and duties as may be prescribed by the Board of Directors.
13

14 Section 8. Duties of Secretary

15 The Secretary shall keep or cause to be kept a full and complete record of the proceedings of the
16 Board of Directors and shall submit them for correction and approval of the Board of Directors.
17 The Secretary shall further keep or cause to be kept a full and complete record of meetings,
18 proceedings, and actions of committees of the Board and of members. The Secretary shall have
19 such other powers and duties as may be prescribed by the Board of Directors.
20

21 Section 9. Duties of Treasurer

22 The Treasurer shall be the Chief Financial Officer of the Association. The Treasurer shall monitor
23 the receipt and distribution of funds of the Association and shall present financial reports to the
24 Board of Directors and the membership. The Treasurer shall have such other powers and duties
25 as may be prescribed by the Board of Directors.
26

27 Section 10. Chief Executive Officer

- 28 (a) The Association shall also have a Chief Executive Officer, who shall be a paid employee of
29 the Association. The Chief Executive Officer shall be selected by the Board of Directors or by
30 a duly appointed committee of the Board, with salary and benefits to be established by the
31 Executive Committee, subject to review by the Board of Directors, and shall report to the
32 Board of Directors. The Chief Executive Officer shall serve as an advisory, nonvoting
33 member of the Board of Directors and the Executive Committee, and such other committees,
34 whether committees of the board or advisory committees, as may be established. The Chief
35 Executive Officer shall not be included in the authorized number of Directors, shall not be
36 counted for quorum purposes at meetings of the Board of Directors or any committee, and
37 shall not be considered an "Officer of the Association" as that term is used in these Bylaws.
- 38 (b) The duties of the Chief Executive Officer shall be as follows:
- 39 (1) Attend all meetings of the Executive Committee and the Board of Directors.
 - 40 (2) Subject to the direction of the Board of Directors and the provisions of the Association's
41 Bylaws, policies and procedures, be responsible for the day-to-day management and
42 operation of the business affairs of the Association, including recruitment, hiring,
43 supervision, and dismissal of staff.
 - 44 (3) Recommend and participate in the formulation of new policies and make decisions within
45 existing policies as they have been approved by the Board of Directors or the members.
46

47 **Article X**

48 *Indemnification of Directors, Officers, Employees, and Other Agents*

49 Section 1. Directors and Officers; Chairs, Vice Chairs and members of Commissions, 50 Committees, Projects, Programs, and Task Forces; Chief Executive Officer and Employees

- 51 (a) The Association shall indemnify any person who was or is a party, or is threatened to be
52 made a party, to any threatened, pending or completed action, suit or proceeding, whether
53 civil, criminal, administrative or investigative (other than an action by or in the right of the
54 Association) by reason of the fact that such person is or was a Director or Officer of the
55 Association, or a Chair, Vice Chair or member of any Commission, Committee, Project,
56 Program, or Task Force of the Association, or the Chief Executive Officer or an employee of
57 the Association, against expenses (including attorney's fees), judgments, fines and amounts
58 paid in settlement, actually and reasonably incurred by such person in connection with such

1 action, suit or proceeding, if he/she acted in good faith and in a manner he/she reasonably
2 believed to be in, or not opposed to, the best interests of the Association, and, with respect to
3 any criminal action or proceeding, he/she had no reasonable cause to believe that his/her
4 conduct was unlawful. The termination of any action, suit or proceeding by judgment, order,
5 settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself,
6 create a presumption that the person did not act in good faith and in a manner which he/she
7 reasonably believed to be in, or not opposed to, the best interests of the Association, and,
8 with respect to the criminal action or proceeding, had reasonable cause to believe that his/her
9 conduct was unlawful.

- 10 (b) The Association shall indemnify any person who was or is a party, or is threatened to be
11 made a party, to any threatened, pending or completed action, suit or proceeding by or in the
12 right of the Association to procure a judgment in its favor by reason of the fact that he/she is
13 or was a Director or Officer of the Association, or a Chair, Vice Chair or member of any
14 Commission, Committee, Project, Program, or Task Force of the Association, or the Chief
15 Executive Officer or an employee of the Association, against expenses (including attorney's
16 fees) actually and reasonably incurred by him/her in connection with the defense or
17 settlement of such action or suit, if he/she acted in good faith and in a manner he/she
18 reasonably believed to be in, or not opposed to, the best interest of the Association. No
19 indemnification shall be made in respect of any claim, issue or matter as to which such
20 person shall have been adjudged to be liable for negligence or misconduct in the
21 performance of his/her duty to the Association, unless, and only to the extent that, a court in
22 which action or suit was brought shall determine upon application that despite the
23 adjudication of liability, but in view of all the circumstances of the case, such person is fairly
24 and reasonably entitled to indemnity for such expenses.
- 25 (c) To the extent that any person referred to in subsections (a) and (b) of this Section 1 has been
26 successful on the merits or otherwise in defense of any action, suit or proceeding referred to
27 therein or in defense of any claim, issue or matter therein, he/she shall be indemnified
28 against expenses (including attorneys' fees) actually and reasonably incurred by him/her in
29 connection therewith.
- 30 (d) Any indemnification under subsections (a) and (b) of this Section 1 (unless ordered by a
31 court) shall be made by the Association only as authorized in the specific case upon a
32 determination that indemnification of the person is proper in the circumstances because
33 he/she has met the applicable standard of conduct set forth in subsections (a) and (b) of this
34 Section 1. Such determination shall be made: (i) by the Board of Directors by a majority vote
35 of a quorum consisting of Directors who were not parties to such actions, suit or proceeding;
36 or (ii) if such a quorum is not obtainable, or, even if obtainable, a quorum of disinterested
37 Directors so directs, by independent legal counsel in a written opinion.
- 38 (e) Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by
39 the Association in advance of the final disposition of such action, suit or proceeding if the
40 Board so authorizes in light of all the circumstances, and upon receipt of an undertaking by or
41 on behalf of the Director or Officer of the Association, or the Chair, Vice Chair or member of
42 any Commission, Committee, Project, Program, or Task Force of the Association, or the
43 Chief Executive Officer or an employee of the Association by or on behalf of whom such
44 expenses are incurred to repay such amount unless it shall ultimately be determined that
45 he/she is entitled to be indemnified by the Association as provided in this Section 1.
- 46 (f) The indemnification provided by this Section 1 shall not be deemed to preclude any other
47 rights to which a person seeking indemnification may be entitled under any statute, bylaw,
48 agreement, vote of members or disinterested Directors or otherwise, both as to action in
49 his/her official capacity and as to action in another capacity while holding such office, and
50 shall continue as to a person who has ceased to be a Director or Officer of the Association, or
51 a Chair, Vice Chair or member of any Commission, Committee, Project, Program, or Task
52 Force of the Association, or the Chief Executive Officer or an employee of the Association,
53 and shall inure to the benefit of the heirs, executors, and administrators of such person.
- 54 (g) The Association shall have power to purchase and maintain insurance covering the
55 Association and any person who is or was a Director or Officer of the Association, or a Chair,
56 Vice Chair or member of any Commission, Committee, Project, Program, or Task Force or
57 similar group of the Association, or the Chief Executive Officer or an employee of the
58 Association, against liability asserted against such persons and incurred in any such

1 capacity, or arising out of his/her status as such, whether or not the Association would have
2 the power to indemnify him/her against such liability under the provisions of this Section 1.
3

4 Section 2. Agents

5 The Board of Directors may, by resolution, extend the indemnification provisions of the foregoing
6 Section 1 to any person who was or is a party or is threatened to be made party to any
7 threatened, pending or completed action, suit or proceeding by reason of the fact that he/she is or
8 was the agent, or other officially designated representative of the Association.
9

10 **Article XI**

11 *Application of Robert's Rules of Order, Newly Revised*

12 Except as otherwise provided for in the Bylaws, the Articles of Incorporation, and the Association
13 Policies and Procedures, in respect to meetings, elections, and procedural matters, Robert's
14 Rules of Order, Newly Revised, are hereby adopted and govern in respect to meetings, elections,
15 and procedural matters, unless for a given matter the President shall rule that strict adherence is
16 infeasible.
17

18 **Article XII**

19 *Committees*

20 There shall be such standing committees as are required to carry on the work of the Association.
21 The Board of Directors is empowered to create, combine, or dissolve committees, or to change
22 their composition or responsibilities as the need may arise. The Executive Committee shall be
23 subject to this Article only to the extent consistent with Article VIII.
24

25 Section 1. Composition

- 26 (a) Subject to the provisions of Article VIII and this Article, the composition of the committees
27 shall be as determined by the Board of Directors. Committee chairs shall be appointed by the
28 President, with the approval of the Board of Directors. Committee members shall be
29 appointed by the committee chair and President. The President shall serve as an ex officio
30 member of each committee with the exception that the President shall not serve on the
31 Nominating Committee.
32 (b) Only Individual Professional, Students, Postgraduate, and Sustaining members in good
33 standing shall be eligible to be appointed as committee chairs.
34 (c) The term of committee members is one (1) year, with the exception of the Ethics Committee
35 as outlined in Section 6 of this Article.
36

37 Section 2. Authority

38 A Committee shall not preempt the authority of the Board of Directors in any matter. Committees
39 shall present their policies, objectives, plan of action, budgets, and procedures to the Board of
40 Directors for approval.
41

42 Section 3. Voting

- 43 (a) Quorum. A majority of the Committee members of a committee shall constitute a quorum.
44 Each Committee member shall have one (1) vote. Cumulative voting shall not be allowed.
45 There will be no voting by proxy.
46

47 Section 4. Nominating Committee

- 48 (a) The Board of Directors shall name a Nominating Committee to consist of at least one (1)
49 Director and a minimum of four (4) Individual Professional members in good standing who
50 shall identify candidates for vacancies occurring on the Board of Directors.
51 (b) The president shall not be a member of the Nominating Committee.
52 (c) All Voting Members may nominate a candidate. Only Individual Professional members may
53 nominate a candidate to include himself or herself.
54 (d) Nomination of Directors and final ballot shall be determined by the Nominating Committee.
55

56 Section 5. Bylaws Committee

57 There shall be a Bylaws Committee comprised of members of the Board of Directors, Individual
58 Professional, Student, Postgraduate, and Sustaining AHDI members. The Chair shall be

1 appointed by the President, subject to approval of the Board of Directors. Members of the Bylaws
2 Committee shall be appointed by the President. The Bylaws Committee Chair shall report
3 activities and recommendations of the Committee to the Board of Directors.
4

5 Section 6. Ethics Committee

- 6 (a) There shall be an Ethics Committee comprised of Individual Professional members in good
7 standing who are not members of the Board of Directors. The Chair of the Ethics Committee
8 shall be appointed by the President and approved by the Board of Directors. Other members
9 of the Ethics Committee shall be appointed by the President. The Ethics Committee shall
10 receive complaints, initiate proceedings, conduct investigations, hold hearings, and make
11 recommendations to the Board of Directors concerning instances of possible misconduct and
12 appropriate sanctions in such instances.
13 (b) The term of Ethics Committee members shall be two (2) years. Ethics Committee members
14 shall serve staggered terms, so that approximately half of the Ethics Committee is appointed
15 each year.
16

17 **Article XIII**

18 *Finances, Dues and Assessments*

19 Section 1. Fiscal Year

20 The fiscal year of this Association shall be from January 1 through December 31.
21

22 **Article XIV**

23 *Amendments*

24 Section 1. Amendments by Board of Directors

25 These bylaws may be amended by a vote of 2/3 of the Directors present at any regular or special
26 meeting of the Board of Directors. Written notice conveying the full text of the proposed
27 amendment[s] shall be provided to each director either with the notice of meeting required by
28 Article VII Section 1 or in a separate communication to each director prior to distribution of the
29 meeting notice.
30

31 Section 2. Ratification by Members Generally

32 Any bylaw amendments for the following purposes must be ratified by 2/3 of the voting
33 membership to become effective. Such approval may be obtained at any annual meeting, at a
34 special meeting called for this purpose, or by written ballot.

- 35 (a) Decrease or increase the minimum or maximum number of directors authorized for the Board
36 of Directors or to change from a variable number of directors to a fixed number.
37 (b) Increase the quorum required for membership meetings.
38 (c) Increase or extend directors' terms of office.
39 (d) Permit members to vote by proxy or to authorize cumulative voting procedures.
40 (e) Materially and adversely affect members' existing voting rights in any manner not already
41 provided by these bylaws.
42 (f) Allow any Director to hold office by designation or selection rather than by election by the
43 Members, except for the filling of vacancies as provided by Article VI, Section 6.
44

45 Section 3. Ratification by Membership Classes

46 Any bylaw amendments that would materially and adversely affect the voting rights of one or
47 more of the classes of membership delineated in Art. IV Sect.2(j) must also be approved by a
48 majority vote of each of the classes affected. Such approval may be obtained at any annual
49 meeting, at a special meeting called for this purpose, or by written ballot.
50

- 51 (a) Materially and adversely affects the voting rights of that class in a manner different than the
52 action affects another class;
53 (b) Materially and adversely affect the voting rights of that class by changing the voting rights of
54 another class;
55 (c) Deletes an existing class of voting membership;
56 (d) Authorizes a new class of voting membership.
57

58 Section 4. Statutory Requirement

1 Any provision of these Bylaws that requires the vote of a larger proportion of the members than
2 otherwise is required by law may not be altered, amended, or repealed except by vote of that
3 greater number.