

NORTH CAROLINA LOCKSMITH ASSOCIATION, INCORPORATED

BY-LAWS

ARTICLE I. Parliamentary Authority

The Rules contained in "Robert Rules of Order" shall govern this Association in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and By-Laws of this Association.

ARTICLE II. Meetings

Section 1. This Association shall convene a General Membership Meeting quarterly each year during the Months of February, May, August and November. These Meetings will be held at locations approved by the Executive Board. The Trade Show will be held at the Quarterly Meeting in February.

Section 2. Registration shall commence no later than 1 p.m. until 5 p.m. on Fridays and 8 a.m. until 11 a.m. on Saturdays.

Section 3. The Executive Board will set the times for the General Membership Meeting.

ARTICLE III. Fees and Dues

Section 1. The Initiation Fee for Membership shall be established and set by the Executive Board and approved by the General Membership.

Section 2. The Annual Dues for Members of this Association shall be established by the Executive Board and approved by the General Membership. Annual dues are due and payable upon registering at the February Meeting each year. New Member's dues shall be pro-rated for the year (per quarter of year remaining) and the amount will depend upon the quarter of the year to which they were voted into membership.

A Photo-Identification Membership Badge will be made for each member annually when dues are paid and current. New members will use their registration receipt as identification, until their photo I.D. badges are made. These badges shall be worn during classes, trade shows, general membership meetings, and at any other activity designated by the Executive Board.

Section 3. Registration will be required for every member, instructor or visitor at each Quarterly General Membership Meeting prior to the individual attending classes, trade show, membership meeting or banquet, as established by the Executive Board.

Section 4. Good-Standing: All Members who are required by the Constitution to be assessed dues, shall be deemed in good standing, subject to all other provisions of the Constitution, when not more than ninety (90) days in arrears of dues.

ARTICLE IV. Application for Membership

Section 1. Applicants for Membership must be sponsored by a Regular Member in Good-Standing of this Association, if a prospective applicant does not know a Member for Sponsorship, then the Membership Chairperson will appoint a Member in Good-Standing to sponsor the individual.

Section 2. Applicants shall furnish:

- a. A Fully Completed Application Form (two separate pages).
- b. A Check for Initiation fee, Full or Pro-rated Dues will be paid to the Secretary upon registration at the meeting the applicant appears for consideration for membership.
- c. A local Law Enforcement Records Check or Three Letters of Character Reference from Local Businesses or a Clergy Person.
- d. A fully completed Police or Federal Fingerprint Card.
- e. A Photograph 3" x 3", full face, upper torso, made within (30) thirty days of application.

Section 3. Exceptions to the above requirements may be made by the Executive Board. Requests for exception must be detailed in writing from applicant's sponsor.

Section 4. Applications, Sponsor's Evaluation Form and Documents listed in Section 2, should be submitted to the Membership Committee Chairperson for reviewing by said committee and then submitted to the Executive Board for review. Application and supporting documents must reach the Membership Committee Chairperson no later than (30) thirty days before the meeting the applicant wishes to appear for membership consideration. It is the Responsibility of the Sponsor to complete the Evaluation Form and to notify the applicant of the time, date, location and reservation requirements of the next scheduled meeting and invite him or her to attend. Incomplete applications will be returned to the applicant's sponsor.

Section 5. Applicants, whose applications have been screened and approved by the Executive Board, will be presented to the membership at the next General Membership Meeting. After presentation, the applicants will be excused and the membership will vote for acceptance to membership, or rejection of the applicant. If an applicant is rejected, the applicant will be informed of the reason and the prepaid dues will be refunded. Applications will become void if the applicant does not appear at that meeting or the first subsequent meeting. Prepaid dues will be refunded. Requests for delay will be considered.

Section 6. All Applicants for Regular, Apprentice and Junior Apprentice Membership must attend an Orientation Class presented by the Association prior to attending any scheduled classes of instruction. This class will be scheduled on Friday afternoon of each quarterly meeting.

Section 7. Reinstatement of Membership

a. Any Former Member whose membership has lapsed, been suspended or revoked, may, if qualified, reinstate their membership, by a written request to the Executive Board, and by paying up-to-date all dues, fees or other indebted-

ness owed this Association, plus a reinstatement fee (initiation fee), or by submitting an application for membership per this Article.

b. All Reinstatements of Membership must be approved by the Executive Board and confirmed by the membership.

ARTICLE V. Executive Board

Section 1. The Executive Board shall consist of thirteen (13) members:

a. Seven Elected Officers.

b. Six Elected Active Regular Members.

Section 2. The Six Elected Active Regular Members term of office shall be for (3) three years on a rotating basis. Two members shall be elected in November of each year to fill the vacancies of the two whose term have expired.

Section 3. Duties and Responsibilities of the Executive Board:

a. The Executive Board is responsible for conducting the business of this Association during and between the Quarterly General Membership Meetings.

b. The Executive Board will meet at each Quarterly Meeting prior to the General Membership Meeting, and at any other time deemed appropriate by the presiding officer.

c. A Report of the Executive Board's Activities and Decisions shall be made at the next Quarterly General Membership Meeting.

Section 4. (7) Seven members of the Executive Board shall constitute a quorum for a meeting of the Board. A majority vote shall decide all actions before the Executive Board.

ARTICLE VI. Elections

Section 1. Nomination of Officers shall be made at the General Membership Meetings in August of odd numbered years. Nomination for members of the Executive Board shall be made annually at the General Membership Meeting in August. Elections shall be held at the following November meeting.

Section 2. The Nominating Committee will select and submit when possible, a minimum of (2) two nominees for each office and board seats becoming vacant at the next election. The Nominating Committee will make its report of nominees to the membership at the August General Membership Meeting. Further nominations may be accepted from the floor at this meeting.

Section 3. Voting shall be by Secret Ballot. Only Eligible Members in Good-Standing shall be entitled to vote. When only one person is nominated for an office or board vacancy, the presiding officer may declare them elected.

Section 4. Nominees must have been a member in Good-Standing for at least (2) Two Years, and have attended at least (6) Six General Membership Meetings within the last two years to be eligible to hold an office or seat on the Executive Board.

Section 5. No more than two individuals per immediate family or business activity may hold an office or Executive Board seat during the same term.

Section 6. When a vacancy occurs in an office or Executive Board seat before the regular election meeting, a special election shall be executed at the next General Membership Meeting to fill the vacancy. In the case of Elected Officers, if applicable, the Vices or Assistant of the vacant office will upgrade. These changes in the officer structure will be for the remainder of the normal term of office.

ARTICLE VII. Committees

Section 1. The President shall appoint a Chairperson for each standing Committee. Each Committee will adhere to the appropriate Standing Rules established by the Executive Board for that Committee.

Section 2. Standing Committees for this Association shall be, but not limited to:

- a. Education
- b. Membership
- c. Nominating
- d. Planning
- e. Trade Show
- f. Apprenticeship

Section 3. Special Committees may be appointed or elected at an Executive Board Meeting following a motion "to commit" (to refer to committee) to perform some special task. These are Temporary Committees which cease to function when they have completed their duties and brought in a report.

Section 4. The Appointed Chairperson of each Standing Committee, except Nomination Committee, will select no less than two members to serve on his\her committee. The Chairperson of the Nominating Committee will select no less than four (4) members, to include a wide geographical coverage of the membership area, to serve on his/her committee.

Section 5. The President shall be ex-officio of all committees except the Nominating Committee.

Section 6. Chairpersons of Standing and Special Committees will report the activities and findings of their committee to the Executive Board and to the General Membership if appropriate.

ARTICLE VIII. Secretary

Section 1. The Secretary may be a non-member and shall be selected by the Executive Board. The Secretary shall:

- a. Take and record Minutes of all meetings.
- b. Maintain Records of Attendance and Membership.

c. Be Responsible for the Operation and Maintenance of the Photo-identification Equipment, all Hardware and Software for the NCLA Computer and any other equipment or records used by, or entrusted to the care of the Secretary.

d. Handle Correspondence and Maintain files.

e. Publish Meeting Notification Bulletins. Normally this Bulletin should be published and mailed to the active membership list no later than (30) thirty days prior to each meeting.

f. Cause the Registration of Members and Visitors at each meeting, collecting fees and dues as applicable, maintaining a record of all monies received.

g. Maintain a Petty Cash Fund as established by the Executive Board.

h. Pay over to the Treasurer all monies received through business of this Association.

i. Perform such other duties as assigned by the President or Executive Board.

j. Perform Duties in accordance with standing rules for the Secretary in the Standing Rule Appendix.

Section 2. The Secretary shall be present at all meetings or be responsible for someone qualified to be present to perform these duties in his/her absence.

Section 3. The Secretary shall be compensated for work performed as established annually by the Executive Board.

ARTICLE IX. Visitors

Section 1. This Association shall welcome as Visitors, Members in Good-Standing of any Locksmith Association. The current Registration and Fees will be required. These Visitors may attend scheduled classes of instruction, but shall not attend the General Membership Meeting, unless approved by the Executive Board. A "Visitors Badge" will be furnished and must be worn.

Section 2. Prospective Members whose applications have not yet been processed, may be welcomed as visitors and may attend Unrestricted Classes only, as directed by their sponsor. These Prospective Member Visitors must register and pay the required registration fee. They shall not attend the General Membership Meeting.

ARTICLE X. Classes of Instruction

Section 1. The Education Committee shall schedule classes of instruction, provide qualified instructors and assign classroom space at each quarterly General Membership Meeting. This Committee shall also be responsible for:

a. Policies and Procedures for Instructors.

b. Attendance Requirements and Records.

c. Establishing Criteria for Restricted Class Attendance.

d. Providing a Well-Rounded Education Program covering all phases of locksmithing and the security fields.

e. Establishing, Maintaining and Updating the Standing Rules for Education to these By-Laws with approval by the Executive Board.

Section 2. All Policies and/or Procedures generated by this committee shall be presented to the Executive Board and approved by the General Membership in motion form as a Standing Rule.

Section 3. The Education Chairperson in a timely manner will notify the Secretary of the Scheduled Classes of Instruction and Class requirements, prior to publication of the Quarterly Newsletter for the upcoming meeting. Notify the Planning Committee of any special requirements needed for classes of instruction.

ARTICLE XI. Schedule of Reimbursement

Section 1. The Treasurer is hereby authorized to make the following disbursements.

a. Cost of Motel/Hotel Room and Banquet fee for:

(1) The President, Treasurer and Secretary.

(2) Class Instructors (two maximum) per each non-pay class for the days they actually teach a class.

(3) Any other Reimbursement approved by the Executive Board.

b. Cost of Motel/Hotel Room Fee for:

The Education and Planning Chairpersons for Thursday, Friday and Saturdays.

c. Association Business related Long Distance Telephone Charges for the Executive Board Members and Committee Chairpersons.

d. Class Instruction Expenses for non-pay classes, up to an amount established and approved by the Executive Board.

e. Miscellaneous Expenses of flower, card, refreshments and others that may arise when approved by the Executive Board.

f. Cost of Banquet fee for:

(1) Life Members.

(2) Executive Board approved Guests, Visitors and Instructors.

ARTICLE XII. Trials and Penalties

Section 1. Any Member, by payment of his/her fees and dues, thereby accepts the Objectives and Ethics of this Association and submits to, and agrees to comply and be bound by the Constitution and By-Laws of this Association.

Section 2. Any member (90) ninety days in arrears for any indebtedness to the Association shall be considered not in good standing and his/her name shall be removed from the active membership list. If the indebtedness has not been satisfied by the next regular meeting, the Executive Board may, by majority vote, revoke or suspend this membership.

Section 3. Any member who fails to conform to the Constitution, By-Laws and other accepted rules of this Association, or the accepted ethics and standards for membership, shall have his/her membership suspended or revoked by a majority vote of the Executive Board, provided a copy of such charges have been sent by Certified Mail at least (30) thirty days prior to the date in which the vote is to be taken. The Certified Mail will be sent to the latest address of the member as listed on the rolls of the Association.

Section 4. The General Membership at the first scheduled General Membership Meeting must confirm suspensions and Revocations of Membership after such suspension or revocation. Failure of the General Membership to confirm the Executive Boards action, shall automatically reinstate the member to all rights and privileges enjoyed at the time of suspension or revocation, except if the member is in arrears of indebtedness to this Association, such automatic reinstatement will not become effective until the indebtedness has been satisfied.

Section 5. Any Member whose membership has been suspended or revoked may submit an Application for Reinstatement by the following guidelines set forth in Article IV of these By-Laws.

ARTICLE XIII. Standing Rules

Section 1. Standing Rules shall contain only such rules or resolution as are subject to the will of the majority of this Association, and shall be binding on the membership until amended or rescinded.

a. Standing Rules can be adopted without the delay incident to previous notice by a majority vote at any General Membership Meeting, provided a quorum is present. After a Standing Rule has been adopted, it cannot be amended or rescinded at the same meeting except by a reconsideration.

b. No Standing Rule may be adopted which conflicts with the Constitution and By-Laws.

Section 2. Requirements to Amend or Rescind.

Any Standing Rule may be amended or rescinded by a majority vote of the membership at any subsequent General Membership Meeting without previous notice provided a quorum is present.

ARTICLE XIV. Amendments

Section 1. These By-Laws may be amended at any General Membership Meeting by a two-thirds (2/3) vote of those eligible voting present, provided:

a. The proposes amendment has been studied and approved by majority vote of the Executive Board; and

b. The Written Amendment has been read to the membership at the last General Membership Meeting; and

c. That a Vote on Amending the By-Laws has been announced by a publication in the meeting notification bulletin; and

d. A quorum is present.

Approved and Adopted: _____

President

Secretary

Constitution Committee
Ralph "Skip" Resch Jr.
Donald "Steve" Bright
Pete L. Bourey

STANDING RULES APPENDIX

Article XIII. Of the By-Laws of the North Carolina Locksmith Association, Inc., shall be the governing instructions for Adding and Deleting Standing Rules.

- A. **Secretary:** Shall maintain and keep records of the Membership and Association Meetings.
- Secretary is to bring to meetings, old correspondence for the last 2 years and corporate minutes for the last 7 years. (EBM 16 Feb.80)
 - Children up to the age 15 will only pay \$5.00 for the Banquet. (EBM 21 Feb.92)
 - Petty Cash on hand is limited to \$200.00 (EBM 12 Aug.88)
 - Secretary voted to be the Registered Agent. (EBM 13 Aug.93)
- B. **Education:** Provide the Membership with quality education in accordance with the needs of the membership and locksmith/security trade.
- One Alternate Class will be scheduled for each meeting in case a scheduled class has to be cancelled. (EBM 7 Aug 87)
 - Smoking while classroom is in session is prohibited. (GBM 14 Nov.87)
 - Paid Classes can be set-up with a \$75.00 limit per student without board approval. Only one paid class per meeting, with the Association matching if necessary up to the limit of the fee. (EBM 21 Feb.92)
 - Spouses (Non-Members) may attend Spouses in Locksmithing, Computer and any Non-Technical classes as long as they pay registration or any appropriate fees. (EBM 19 Feb.93)
 - Video Tapes may be purchased at \$50.00 per tape for the Video Library and up to \$400.00 per quarter without board approval. (EBM 16 Feb.90)
 - Visiting Instructors will be given an NCLA Identification Badge. (EBM 20 May 94)
 - Education Chairperson will handle monies for Pay Classes and then turn monies over to the Secretary upon completion of the class. (GBM 18 Aug.95)
- C. **Planning:** Provide the Facilities, Equipment and Lodging for each Quarterly Meeting of the Association.
1. A Hotel/Motel shall be chosen to accommodate the meetings to include:
 - Adequate Guest Room accommodations.

- Meeting Rooms.
- Classrooms.
- Equipment and Supplies to support the Associations needs.

2. Location:

- The Quarterly Meetings shall alternate between Raleigh and Charlotte, N.C. except as specified by the Executive Board and approved by the Membership.

3. Cost Restraints:

- All of the above shall be accomplished at a minimum cost consistent with the needs of the Association and Board Approval.

D. **Treasurer:** Collects and disburses all Associations Monies. Maintains accurate records of all monies and transactions.

- The Association does not pay room rental for Pay Class Instructors. (EBM 18 May 90)
- Legislative Committee may be reimbursed for Personal Expenses with Board Approval. (GBM 22 May 93)
- Any Bills (receipts) over 30 days old must be brought before the board for approval. (EBM 16 Feb.90)
- The Association will pay for the Secretaries Room for Thursday night. (EBM 21 May 93)
- Secretaries' salary will be \$250.00 per quarter. (EBM 21 Feb.92)
- Association will pay for the Education Chairman's room for Friday and Saturday. (EBM 18 May 90)
- The Association will pay ALOA Proctors banquet ticket when they come to the quarterly meeting to conduct testing. (EBM 21 Feb.92)
- Pay Hotel/Motel room for the Host/Planning Coordinator. (EBM 19 May 89)
- Association will reimburse the Donors of Education Equipment if equipment is stolen or broken with Board Approval. (EBM 20 May 94)

E. **Trade Show:** The Trade Show Committee directs the set-up and coordination of the Association's February Trade Show.

- Contact Potential Exhibitors
- Collect all monies from the vendor/exhibitors.
- Make deposits and send deposits receipts to Treasurer.
- Arrange for display curtains.

- Collect Door Prizes from exhibitors and distribute them at the Show.
- Establish Trade Show Floor Plan.
- Supervise set-up of tables, etc.
- One Booth at each Show will be set-aside for the Contest of Locksmith Proficiency. (EBM 21 Feb.92)
- Trade Show Hours will be from 9am to 3pm (Lunch 12-12:30pm).

F. **Sergeant-At-Arms:** Maintains the Security, Conduct and Good Order at all Association Functions.

- Wives and children must have a Visitors Badge at the Trade Show. (EBM 21 Feb.92)
- Signs will displayed at meetings/registration "WE RESERVE THE RIGHT TO REFUSE ADMITTANCE". (EBM 20 May 94)
- Provides security for classrooms when unattended with equipment or books displayed.
- Verify all individuals in attendance have the appropriate registration receipt or Identification Badges and wearing them.
- Operate ID Badge Equipment and issue NCLA Identification Badges as directed by the Association.
- Answer Phone Calls and Messages outside of classes and meetings.
- Provide Security for the secretary during registration.
- Check all classes for proper attendance and security.
- If the Sergeant-at-Arms or Assistant cannot be present he/she will notify the President immediately so arrangements can be made for the security of the quarterly meeting.
- Help with setting up and closing of registration.

G. **Membership:** Processes New Applicants, verifies records, insures applications are complete and accurate. Maintains Application forms and related documents on file.

- Incomplete applications may be accepted as long as the next meeting completes the paperwork. (EBM 18 May 90)
- If Individual NCLA Members send letters to practicing locksmiths in their area on their letterhead inviting them to one free meeting by bringing the letter, it will waiver the registration with the attendance of the Orientation Class. (EBM 18 May 90)

H. Apprentice: Provides Basic Training in Locksmith/Security subjects to members that do not qualify for Regular Membership.

- For the "A" to be removed from a Members Number, the member must attend 6 out of 8 Apprenticeship Classes and Business Meetings (GBM 22 Feb.92)

I. General Standing Rules: Any Standing Rule that either does not apply to a specific committee or relates to all the membership.

- Flea Markets will not be conducted during class periods or Trade Show. (EBM 14 Aug.92)
- Banquet will be of a Buffet style rather than sit-down (served) dinners. (EBM 22 May 92)
- Board Members, Host or Planning Coordinator needs to sign receipts for any additional beverages provided by the Hotel/Motel that were not scheduled. (EBM 21 Feb.92)
- NCLA Coats & Hats may only be purchased by NCLA Members or their spouses. (GBM 13 Nov.93)
- The President will handle the P.A. System. (GBM 22 Feb.92)
- The President as needed may purchase plaques for presentation to members. (EBM 21 Feb.92)
- Billy Marshall Sr. is appointed as Advertising Chairman with an expense account of no more than \$1,000.00 to be spent per year on advertising. (EBM 11 Aug.89)
- Carver Robert volunteered to be parliamentarian for the Association. (GBM 12 Aug.89)
- Association may use up to \$600.00 for entertainment in accordance with host. (GBM 16 May 87)
- Videos are to be returned to the Video Library within 30 days of receipt. (GBM 23 May 92)
- A \$1.00 will be imposed on any member not wearing NCLA Identification Badges. (EBM 18 Feb.94)
- Door Prizes for quarterly membership banquets is increased to \$400.00 (GBM 13 Aug.94)
- General Membership Business Meeting will be conducted on Saturdays at 4pm.
- Telephone, Mobile Phones and Pager business will not be conducted in the classroom.