

**CONSTITUTION
&
BY-LAWS**

OF THE

**NORTH CAROLINA LOCKSMITH
ASSOCIATION, INCORPORATED**

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BY-LAWS

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NORTH CAROLINA LOCKSMITH ASSOCIATION, INC.

CONSTITUTION

ARTICLE I. Name

This organization shall be known as the
North Carolina Locksmith's Association, Incorporated.

ARTICLE II. Objectives and Ethics

Section 1. That the Dignity of this chosen profession may be perpetuated it is the duty of each member of the North Carolina Locksmith Association, Inc. by acceptance and continuance of membership therein, shall be deemed to have subscribed to the following:

a. Pursue their Professional Work in the spirit of fairness to their clients, with fidelity to security in conformance with appropriateness and with high ideals of personal honor.

b. Properly and Impartially Analyze Security Problems receiving his/her attention and to advance the best possible solution for the protection of his/her client.

c. Conduct Himself/Herself in a dignified manner to avoid using any improper or questionable methods of soliciting professional work and to decline to pay or accept remuneration from such incompatible patronage.

d. Refrain from Associating Themselves with or allowing the use of their name by any enterprise of questionable character, or in any manner countenancing misrepresentation.

e. Cooperate in advancing the Best Interest of the Locksmithing Industry by interchange of general information and experience with their fellow locksmiths and security professionals.

f. Encourage and Promote Loyalty for the Craft and Interest in Public Welfare, always ready to apply his/her special knowledge, skill and training for the use and betterment of the locksmith and security trade.

Section 2. This Association shall be non-partisan and non-sectarian.

ARTICLE III. Qualifications for Membership

Types and Qualifications for Membership shall be:

Section 1. REGULAR: Any Person eighteen (18) years of age or older who is presently actively engaged in installing and servicing locks and related security hardware, with a minimum of two (2) years experience, and deriving income from this business serving the public or institution in the locksmithing/security field.

Section 2. APPRENTICE: Any Person who meets the requirements for Regular Membership, except for length of time and/or experience in the industry.

a. An Apprentice Member will have an "A" in front of their membership number until the requirements are met to become a Regular Member and shall attend at least Six (6) out of Eight (8) General Membership Meetings within the first two years of his/her membership. Apprentice Members will attend Apprenticeship Locksmith Classes of Instruction scheduled, unless excused to attend other classes with prior approval of Apprenticeship Instructors. Upon successful completion of the Apprenticeship requirements, the member will automatically be upgraded to Regular Member with the Apprenticeship Committees approval.

b. Any Apprentice Member who does not, for any reason complete the education requirements of the previous paragraph (a), who feels he/she has attained the knowledge and experience for upgrading to Regular Membership, and meets the remaining requirements, may request an appearance before an Evaluation Board to demonstrate his/her knowledge. The request for an appearance before the Evaluation Board must be submitted in writing to the Chairman, Apprenticeship Committee, no later than 30 days before the next Quarterly Membership Meeting he/she desires to appear. The request must be signed by the member and counter-signed by his/her sponsor or employer. Any relative comments by the sponsor or employer are encouraged.

Section 3. JUNIOR APPRENTICE: Any Person who is at least twelve (12) years of age, but not yet eighteen (18) years of age, and is presently studying locksmithing under an Active Regular Member. Junior Apprentice Members shall be required to attend the Apprenticeship Locksmith Classes of Instruction scheduled at the meetings they attend.

Section 4. ASSOCIATE: Any Locksmith, Locksmith Supply Salesperson or Security Industry Factory Representative. Associate Members cannot hold office or vote.

Section 5. ASSOCIATE COMPANY: Any Security/Locksmith Supplier or Manufacture who will support our association and its cause, and does not have a single (one) individual as a representative. Associate Companies cannot hold office or vote.

Section 6. HONORARY: Any Non-Member who has performed some distinguished service in the field of locksmithing/security or to his community. Persons elected to Honorary Membership need not be actively engaged as a locksmith. They shall be entitled to all privileges of the association except the right to vote, hold office, or be assessed annual dues

Section 7. LIFE: Any active member who has performed some distinguished service in the locksmith profession may be elected to a Life membership.

a. Life Members shall be entitled to all privileges of the association except the assessment of fees and dues.

b. Exceptions to the above requirements may be made by a majority vote of the Executive Board.

ARTICLE IV. Elected Officers

Section 1. The Elected Officers of this Association shall be the: President, First and Second Vice-Presidents, Treasurer, Assistant Treasurer, Sergeant-At-Arms and Assistant Sergeant-At-Arms.

Section 2. The Terms of Office shall be Two (2) Years or until there successors have been elected and installed. An Elected Officer may not be elected to more than two (2) consecutive terms in the same office.

Section 3. Installation of Officers shall be at the November General Membership Meeting and the Term of Office shall begin there-at.

Section 4. The Duties of the Elected Officers shall be:

a. President:

- (1) Shall preside at all General Membership Meetings.
- (2) Act as Chairman of the Executive Board.
- (3) Shall preside over the work and activities of the Association.
- (4) Shall perform such other duties pertaining to the office of President.

b. Vice-Presidents (First and Second):

- (1) Shall in order assume and perform the duties of the President in the absence or inability of the President to perform his duties.
- (2) Perform other duties as designated by the President.

c. Treasurer and Assistant Treasurer:

- (1) Shall receive all monies from the Secretary and/or Education Chairperson, tendering a receipt for the same.
- (2) Make disbursements as required.
- (3) Keep a complete Accounting Record and cause the accounting books to be audited annually. File and maintain the appropriate forms with the Internal Revenue Service and NC Department of Revenue as required.
- (4) Make Regular Reports to the Executive Board and General Membership at each Quarterly Meeting and whenever requested by competent authority.
- (5) Perform other duties as designated by the President or the Executive Board.
- (6) The Assistant Treasurer will assist the Treasurer and shall assume the duties in the absence or inability of the Treasurer.

d. Sergeant-At-Arms and Assistant Sergeant-At-Arms:

- (1) Shall Maintain the Good Order of the Membership and Visitors during all Association Activities, Classes and Meetings.
- (2) Verify Credentials of all persons in attendance at these activities, classes and meetings.

(3) Monitor and Enforce the Wearing of Membership Identification Badges or Membership Cards (New Members) or Visitor Badges.

(4) Perform any such other duties as designated by the President.

e. Six Elected Active Regular Members:(See Article V, By-Laws).

ARTICLE V. Meetings

Section 1. The Business of this Association shall be conducted at the Quarterly Meetings of the General Membership convened in February, May, August and November of each year, as specified in the By-Laws.

Section 2. General Membership Business may be conducted only when a Quorum is present. A Quorum shall consist of a majority of the members registered at that Quarterly General Membership Meeting, and this Quorum shall decide all issues coming before the membership, except as provided for elsewhere in this Constitution.

ARTICLE VI. Use of Name and Emblem

Members and Associates, in good standing, shall have the right, to use and/or display any emblem, insignia plate, or phrase indicative of membership in this association.

ARTICLE VII. Amendments

This Constitution may be amended at any General Membership Meeting by a two-thirds (2/3) vote of those eligible voting members present, provided:

a. The Proposed Amendment has been Studied and Approved by a Constitutional Committee and Reviewed by 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 a constitutional amendment has been announced by 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