

## **The Governing Body**

The IStAATT governing body shall consist of a President, Vice President, Secretary, Treasurer, and five board members, all of whom will be elected on a regular basis by the membership.

## **Membership & Voting Privileges**

Section 1. The classes of membership are as follows; Individual, Student and Institutional/Corporate, i.e., a maximum of three individuals for each institution or corporation.

Section 2. The requirements for membership are those established by the IStAATT governing body.

Section 3. The right to hold elective office or to chair a committee shall be granted to all members in good standing.

Section 4. Voting privileges are granted to all members, with each entitled to one vote.

## **Finances**

Section 1. Annual dues or contributions for each of the IStAATT classes of membership shall be those established by a two-thirds majority vote of the governing body.

Section 2. IStAATT dues and contributions shall be paid by or for every member in a manner prescribed by the governing body.

Section 3. Dues or contributions shall be payable on the first of each year.

Section 4. Members who have not paid dues or contributions within ninety calendar days of the

due date shall be suspended. Such members, during the remainder of the calendar year, shall be automatically reinstated upon payment of delinquent dues or contributions. Thereafter, the procedure applicable for new members shall be followed.

Section 5. Amount of dues shall be free for Student members, \$40.00 for Individual members and \$200.00 for Institutional/Corporate members.

### **Composition And Meetings of the Governing Body**

Section 1. The governing body of IStAATT shall consist of the officers and the board of directors whose duties and responsibilities are outlined below in the appropriately labeled sections.

Section 2. In the event of a vacancy in the office of the President, the Vice President shall assume the duties of that office.

Section 3. In the event of a vacancy in the office of the Vice President a special election may be held to fill the vacancy.

Section 4. In the event of a vacancy in the office of Secretary or Treasurer, a voting member in good standing shall be appointed by the governing body to hold such office until the next general election.

Section 5. Each member of the governing body shall have one vote on any matter brought before the body.

Section 6. More than one-half the members of the governing body shall constitute a quorum and are required to be present to vote on matters brought before the body

Section 7. The President or any three members of the governing body may call a meeting of the body.

Section 8. The order of succession to chair any meeting is as follows; President, Vice President, Secretary, and Treasurer. In the event none of the named officers are present, any Director may call the meeting to order to elect a temporary chair who shall serve for that meeting only, provided a quorum has been achieved to hold an official meeting of the body.

### **Duties of the Board of Directors**

Section 1. The governing body's Board of Directors shall have the same rights, powers, privileges and duties which are generally conferred upon the officers and include:

- Establish Society policy and direct its the administrative and fiscal affairs;
- Provide for the incorporation of administrative directives, rules and procedures into a Procedural and Policy manual;
- Review and adopt budgets;
- Act as trustees of all Society property;
- Provide for an audit of Society accounts;
- Employ personnel as required, establish their duties and fix their compensation.

### **Officers and Their Duties**

Section 1. The officers of the IStAATT shall be a President, Vice President, Secretary, and Treasurer.

Section 2. The duties of officers shall be such as are implied by their respective titles and which usually pertain to their respective offices, those which are specifically set forth in these By-laws, and those which may be delegated to them by the governing body.

Section 3. The President shall chair the governing body and shall preside at all its meetings and those of the Society. Subject to approval by the governing body, the President shall create all Committees and appoint the Chairs thereof.

Section 4. The Vice President shall assist the President in the performance of Presidential duties. In the absence of the President, the Vice President shall fulfill the functions of the President.

Section 5. The Secretary shall record and keep accurate minutes of all proceedings of the governing board and at all Society functions.

Section 6. The Treasurer shall have charge of all Society funds and shall deposit them in accounts(s) of (a) bank(s) approved by the governing body. The Treasurer, whenever requested to do so, shall report the Society's financial condition to the governing body. All disbursement shall be made by the check of the Society, signed by the Treasurer and, the President. If these two officers are not available, the checks may be signed by the Vice- President and/or Secretary.

Section 7. The President, or in the absence of the President, the Vice President shall provide a presentation on the status of the Society at its Business Meeting. The Treasurer shall present a written report on the fiscal affairs of the Society at its Business Meeting.

### **General Meetings**

Section 1. The Society shall hold a Business Meeting and Education Symposium, in association with each other, on a date and at a location to be determined by the governing body, but no less than every two years.

Section 2. Ten voting members, in addition to the President, shall constitute a quorum for the official transactions at the Business Meeting.

### **Committees**

Section 1. Subject to approval by the governing body, the President shall create all Committees and to appoint the Chairs thereof.

### **Nominations and Election of Officers**

Section 1. The Society's members shall elect by plurality vote a President, Vice President, Secretary, and Treasurer prior to each Business Meeting. Those elected shall assume office at the close of the Business Meeting and shall hold office until the next officially sanctioned Business Meeting. Any of the officers may seek one additional consecutive term of office.

Section 2. Nominations and elections shall be held at the Business Meeting by voice vote or by a show of hands.

Section 3. Special elections shall be conducted by the governing body.

### **Amendments**

Section 1. Amendments to these By-laws may originate from the membership at large, or the Society's governing body. All proposed amendments shall be referred to the By-laws and Procedure Manual Committee for study, which shall then provide its recommendations to the governing body. The proposed amendments shall be approved by a two-thirds majority of the members of the governing body at one of its officially constituted meetings and then by a majority vote of the general membership in a manner to be determined by the governing body.

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