

BY-LAWS OF
ROCKY MOUNTAIN ATHLETIC TRAINERS' ASSOCIATION, INC.
AN ARIZONA NON-PROFIT CORPORATION

ARTICLE I
NAME AND GEOGRAPHIC AREA NAME, GEOGRAPHIC AREA AND OFFICE

This corporation is an autonomous, self-sustaining professional association named the ~~The name of this corporation, in accordance with the requirements of the laws of the state of incorporation, shall be ROCKY MOUNTAIN ATHLETIC TRAINERS' ASSOCIATION, INC. (*Association*). The geographic area from which the membership of the corporation *Association* shall be drawn includes the states of Arizona, Colorado, New Mexico, Utah, and Wyoming, which is also the geographic area known as District 7 of the National Athletic Trainers Association, Inc. (NATA). Throughout these By Laws and in any and all official records, documents, correspondence, and publications of the corporation, the organization may be variously referred to as "the Corporation," "the Association," "the District," or "RMATA," all of which designations shall be synonymous. For the most part, throughout these By-Laws the organization shall be referred to as "the Association."~~ *The Association shall have a registered office and a registered agent as required under the laws of the State of Arizona.*

ARTICLE II
PRINCIPAL OFFICE

~~The principal office for the transaction of the business of the Association is hereby fixed and located at 113 West Michelle Drive, Phoenix, Arizona 85023. The Board of Directors may at any time change the location of the principal office from one location to another within the State of Arizona, and may also designate places outside the State of Arizona where other offices may be established and maintained for the transaction of Association business.~~

ARTICLE III
SEAL

~~The seal of the corporation shall be in the form of a circle and set forth the name of the corporation and shall have inscribed thereon the words: "Rocky Mountain Athletic Trainers' Association, Inc.," graphic image of the five states which make up the geographic area of the Association, and the year of incorporation. Such seal may be engraved, lithographed, printed, stamped, impressed upon or fixed to any contract, conveyance or other instrument executed by the corporation.~~

ARTICLE IV //
PURPOSE AND MISSION

The purpose and mission of the Rocky Mountain Athletic Trainers' Association, Inc. shall be:

- ~~(a) To function as an autonomous, self-sustaining professional organization which provides quality services to meet the total needs of its members of all categories, recognizing issues in athletic health care unique to the Rocky Mountain region.~~
- ~~(b) To provide specific means (including meetings, clinics, symposia, publications, etc.) for continuing education, which facilitate professional improvement and fulfillment of certification requirements.~~
- ~~(c) To provide information and promote free exchange of ideas and concerns relating to all issues affecting the athletic training profession and its individual members.~~
- ~~(d) To enhance the opportunities and professional atmosphere for the practice of athletic training in the Rocky Mountain region.~~
- ~~(e) To properly address the particular needs of affiliated state associations and their members.~~
- ~~(f) To promote and reward excellence in athletic training.~~

(g) To facilitate a continuing network of support for individual members to address their specific needs and concerns.

The mission of the Association is to develop and promote the professional practice of athletic training. In doing so the Association shall:

- (a) Promote the core aspects of the athletic training profession.
- (b) Educate members on current issues and standards of care.
- (c) Encourage networking among athletic training professionals.

ARTICLE V III MEMBERSHIP

The corporation shall be a voluntary membership Association. Voting members must be voting members of the NATA in good standing.

(a) ~~Classifications. There shall be a minimum of four (4) classifications of membership as listed below with other non-voting classifications as adopted by the Board of Directors. An individual shall not be eligible for more than one class of membership at a given time.~~

- 1. Certified
- 2. Retired Certified
- 3. Student
- 4. Honorary

~~(b) The definition of each class of membership shall be the same as set forth in the By Laws of the NATA. The Board of Directors shall establish policies and procedures for membership in the Association. Such policies and procedures shall be distributed in writing to all members of the Association.~~

~~(c) Rights and Duties.~~

~~(1) Each voting member shall have the same rights and duties as are provided for voting members of the NATA by its By-Laws. Voting members shall also have the right to vote in all elections and other business matters of the Association, and the duty to advance the interests and support the By-Laws of the Association.~~

~~(2) All other members shall have such rights and duties as are established by resolution of the Board of Directors of the Association.~~

~~(d) Application for Membership.~~

~~(1) All persons who are members of the RMATA at the time these By-Laws are adopted, are automatically deemed members of the same classification in the incorporated Association.~~

~~(2) All persons who are accepted as members in the NATA who reside within the geographic area of the Association shall be members of the Association.~~

~~(3) Members of the NATA in good standing of any classification who relocate into the geographic area encompassed by the Association shall be included on the Membership rolls of the Association.~~

(a) Voting Members

(1) Qualifications: Voting members shall possess Board approved national certification in athletic training or state licensure in athletic training. Those who have possessed national certification or state licensure and retire may be voting members if they meet the qualifications set by the Board.

The Board may establish policies creating sub-sets of the voting members.

(2) Rights: Each voting member shall have the right to one (1) vote on any matter coming before the members and the right to attend the Annual Clinical Symposia, the Annual Members' Meeting, and all other meetings of the Association. Voting members shall have the right to exercise such other privileges as may be prescribed from time to time by the Board.

(b) Non-voting Members. The Board may adopt policies creating non-voting member categories.

(c) Dues for categories of membership shall be determined by the Board.

(d) Membership Policies. The Board may adopt policies regarding application for membership, dues payment methods, and suspension and termination of membership.

ARTICLE VI
IMPOSITION OF DISCIPLINARY MEASURES

The Board of Directors shall establish policies and procedures for disciplining of membership, to include suspension and termination of membership and may include other less stringent measures, the appeal process pertaining thereto, and reinstatement of membership following suspension or termination. Such policies and procedures shall be distributed in writing to all members of the Association, and shall incorporate and be subject to the following guidelines:

- (a) For any voting member, suspension or termination of ones membership in the NATA shall automatically result in the same effect upon one's membership in the Association.
- (b) For non voting members, suspension or termination of one's membership in the NATA shall constitute grounds for consideration of the same effect upon one's membership in the Association.
- (c) In suspending or terminating any membership, the Association shall follow principles of due process and fundamental fairness.
- (d) For voting members, the final decision to terminate one's membership in the Association (except for termination of membership by the NATA), or to rescind termination upon appeal therefrom, shall rest with the voting membership of the Association. Such issues will be voted upon only at a regularly scheduled business meeting of the Association and shall require a two-thirds (2/3) majority roll call vote of the members present at such meeting with a quorum not necessary to conduct the vote.
- (e) Upon any suspension or termination of membership, and pending decision upon appeal of such action (or other reinstatement of membership), the voting privileges of the member shall be suspended.
- (f) As to non voting members, the final decision as to suspension or termination of membership (except for suspension or termination of membership from the NATA) shall rest with the Board of Directors. Such decisions shall be made only at a regularly scheduled meeting of the Board and require a two-thirds (2/3) majority vote.

ARTICLE VII
DUES

- (a) Dues shall be paid by all members of the Association with the exception of Honorary and Retired Certified members.
- (b) Member dues shall be determined by the Board of Directors.
- (c) Member dues may be paid simultaneously with NATA dues in accordance with the By-Laws of the NATA.

ARTICLE VIII
VOTING PRIVILEGES

The voting members shall be Certified and Retired Certified members of the Association in good standing. Each voting member shall be entitled to one vote on each matter submitted for a vote of the membership.

ARTICLE IX *IV*
DIRECTORS

- (a) Number of Directors. The Board of Directors, *referred to as the Board throughout these By-Laws*, shall consist of seven (7) persons; ~~namely~~, the President and Secretary ~~as defined below~~, and one representative from each of the five (5) states which make up the ~~geographic area of the Association~~.
- (b) Election and Term of Office. The President and Secretary shall be elected and serve ~~terms of office~~ in accordance with the provisions of Article ~~X V below~~. The state representatives shall be ~~selected~~ by the members of their respective state associations in accordance with terms, conditions and methods established by those state associations; provided, however, that each state representative must be a Certified voting member of the NATA and RMATA Association in good standing.
- (c) Powers of Directors. ~~Subject to the powers of directors as provided by law, and as established by the By-Laws of the Association,~~ All corporate powers of the Association shall be exercised, and the business and affairs of the Association shall be conducted and controlled by the Board of Directors, which shall have the following powers:

(1) To change the principal office for the transaction of the business of the Association from one location to another; to fix and locate additional offices for conducting the business of the Association;

~~(2)~~ To adopt, make, and use a corporate seal, ~~and to alter the form thereof from time to time,~~ provided such seal shall at all times comply with the provisions of law.

~~(23)~~ To establish, and appoint members to, such committees ~~as may be appropriate or necessary~~ to fulfill the ~~purpose and mission~~ of the Association. The Board may not delegate to a committee the responsibility for taking any final action in behalf of the Board or the Association.

~~(34)~~ To act as a medium of information exchange between the NATA and the membership of the ~~RMATA Association~~, and to provide information to the general membership of the ~~RMATA Association~~ concerning actions of the Board of Directors.

~~(45)~~ To review meeting agendas of the Board of Directors of the NATA in order to determine how the ~~RMATA District Director~~ shall represent the Association upon ~~that~~ the NATA Board of Directors.

~~(56)~~ To establish policies and procedures for implementing these By-Laws and conducting the business of the Board and the Association, which ~~policies and procedures~~ shall be distributed in ~~writing~~ made available to all members of the Association.

~~(67)~~ To take any other action necessary to fulfill the ~~purpose and~~ mission of the Association and serve the interests of the members.

(d) Vacancies. If for any reason a vacancy should occur on the Board of Directors, the Board shall appoint a replacement to fill the vacated position until such time as a replacement is selected by the membership through the designated electoral process.

(1) The electoral process for selecting a replacement for the offices of President and Secretary is set forth in Article ~~X~~ V below.

(2) Determination of the electoral process for selecting a replacement for state representatives to the Board shall be the responsibility of their respective state associations.

(3) A person appointed by the Board as a replacement for a state representative shall be a Certified voting member of the Association in good standing, residing and professionally employed in the state represented.

(e) Advisory Members. The Board ~~shall establish policies and procedures for the~~ may appointment of advisory members to the Board of Directors. ~~These may include, but are not limited to, past Presidents and/or past representatives of the Association to the NATA Board of Directors (District Directors).~~ Advisory members shall be non-voting members of the Board of Directors and may be excluded from Executive Session.

(f) Meetings of the Board.

(1) Annual Meeting. The annual meeting of the Board of Directors shall be held in conjunction with, and at the location of, the annual clinical symposium of the Association. The time and place of the annual meeting shall be established by the President, and notice thereof shall be given ~~in writing by the Secretary~~ to all members of the Board not less than sixty (60) days prior to the annual meeting.

(2) Semi-annual Meeting. A semi-annual meeting of the Board shall be held in conjunction with, and at the location of, the annual clinical symposium of the NATA. The time and place of the meeting shall be determined by the President and notice thereof shall be given ~~in writing by the Secretary~~ to all members of the Board not less than ~~sixty (60)~~ thirty (30) days prior to the semi-annual meeting.

(3) Other Regular Meetings. Other regular meetings of the Board may be held at such times and places as may be designated by the President resolution of the Board, ~~or by written consent of all members of the Board.~~ The exact time and place of such regular meetings shall be determined by the President, and notice thereof shall be given ~~in writing by the Secretary~~ to all members of the Board not less than ~~thirty (30)~~ fifteen (15) days prior to the scheduled meeting. ~~Upon resolution or written consent of a majority of the Board, and provided the notice requirement is met, any such meeting may be conducted by telephone conference call.~~ Such a meeting may be conducted by electronic means as long as all participants can hear all other participants.

(4) Special Meetings. Special meetings of the Board of Directors may be called by the President or by any two voting members of the Board of Directors for any purpose(s). The time and place of the meeting shall be determined by the President, or the two Board members calling the meeting, and written notice of the time, and place and purpose(s) of any such special meeting shall be given ~~in writing by the Secretary, or the Board members calling the meeting,~~ to each Board member not less than ten (10) days prior to the date of the special meeting. The business conducted at any such

meeting shall be limited to the purpose(s) indicated. If the special meeting is attended by all members of the Board, the notice requirements and limitations as to purpose(s) may be waived by a majority vote of the Board. Written acknowledgment of such waiver by those voting in favor thereof shall be made a part of the minutes of the meeting. ~~Upon resolution or written consent of a majority of the Board, and provided the notice requirement is met, any such meeting may be conducted by telephone conference call. Such a meeting may be conducted by electronic means as long as all participants can hear all other participants.~~

(g) Quorum. The presence at any meeting of the Board of four voting (4) members shall constitute a quorum for the transaction of ~~any and all~~ business; provided, however, that a Board member entering in the minutes a written notice of protest of the meeting for reasons of inadequate notice, shall not be included in the numerical determination of the presence of a quorum.

(h) Adjournment. In the absence of a quorum at any meeting the Board members present may discuss Association business but no action may be taken, the majority of the Board present may adjourn the meeting to another time and place. ~~Written notice of the time and place of rescheduling an adjourned meeting shall be given by the Secretary to all members of the Board not less than thirty (30) days prior to the adjourned meeting.~~

(i) Executive Session. At any meeting of the Board, ~~including those adjourned for lack of a quorum,~~ the Board may adjourn into Executive Session. ~~The Board shall establish written policies and procedures pertaining to the conduct of Executive Sessions.~~ Unless minutes of the Executive Session are recorded, a summary of the matters discussed at Executive Session shall be entered into the minutes of the ~~next~~ meeting of the Board of Directors, subject to such protections of confidentiality and privilege as may be deemed necessary by a majority of the participants in the Executive Session.

(j) Compensation. Directors shall receive no compensation for their services as members of the Board of Directors; ~~provided, however, that the Board may adopt policies and procedures, which shall be distributed in writing to members of the Association, providing for reimbursement of Directors .~~ Directors may be reimbursed for their expenses incurred in attendance at meetings of the Board or in carrying out their duly assigned responsibilities as Board members.

ARTICLE X-V OFFICERS

(a) Officers. The officers of the Association shall be a President, District Director, Secretary, and such other officers as the Board of Directors may ~~determine by resolution~~ establish. The same person may not hold any two offices, ~~except for President and District Director.~~

(b) Election. The President, District Director, and Secretary shall be elected by the ~~general~~ voting membership of the Association in accordance with the following provisions, terms and conditions:

(1) The President, District Director, and Secretary shall have been ~~Certified~~ voting members of the NATA Association for a period of not less than five (5) years immediately prior to their nomination; ~~shall have resided and practiced professionally within the geographic area encompassed by the Association for a period of not less than two (2) years immediately prior to their nomination.~~

(2) Nominations for the offices of President, District Director, and Secretary may be submitted in writing prior to, or received from the floor during, the annual business meeting of the Association for the year prior to the year of completion of the current term of office of the persons holding such offices.

(3) Following the submission of nominations, a ~~written~~ ballot of the entire voting membership shall be conducted ~~by mail~~ with a majority vote required for election to the office. Only voting members of the NATA may vote for District Director.

(4) ~~The Board shall establish policies and procedures for conducting elections, which shall be distributed in writing to all voting members.~~

(c) Appointment. Any officer(s) established by ~~resolution~~ of the Board, shall be appointed by the President with the approval of the Board. ~~The Board shall establish policies and procedures for the appointment of officers, which policies and procedures shall be distributed in writing to all members of the Association, provided that all~~ All appointed officers shall be Certified voting members of the Association in good standing, ~~and shall reside and practice professionally within the geographic boundaries of the Association.~~

(d) Terms of Office.

(1) The term of office of the President and Secretary shall be ~~three (3)~~ two (2) years, commencing at the annual business meeting of the Association next following their election and continuing until the annual business meeting of the Association ~~three~~ two years later. The same person may be elected to not more than two (2) successive terms of the same office.

~~(2) The term of office of the District Director shall be three (3) years, commencing at the annual meeting of the NATA next following the election, and continuing until the annual meeting of the NATA three (3) years later. The same person may be elected to not more than two (2) successive terms of the same office, as established in the NATA Bylaws.~~

~~(2.3) The term of office of any appointed officer shall be determined by the policies and procedures established by the Board.~~

(e) Vacancies. The Board shall establish policies and procedures for selection of a replacement for a vacated elected office. ~~the remainder of that term of office, should the office of President, District Director or Secretary be vacated before completion of a term. Such policies and procedures shall be distributed in writing to the members of the Association.~~

(f) Compensation. Officers shall receive no compensation for their services as officers of the Association; ~~provided, however, that the officers may adopt policies and procedures, which shall be distributed in writing to members of the Association, providing for reimbursement of officers.~~ Officers may be reimbursed for their expenses incurred in attendance at meetings of the Board of the Association or in carrying out their duly assigned responsibilities as officers.

ARTICLE XI-VI
POWERS AND DUTIES OF OFFICERS

(a) President.

(1) To serve as official spokesperson for the Association.

~~(2) To chair all meetings of the Board of Directors. The President shall abstain from voting on all matters relating to determination by the Board of the manner in which the President, as District Director, shall represent the Association.~~

(3) To preside over all meetings of the Association.

(4) To make such appointments as are called for by the these By-Laws of the Association, or determined by resolution of the Board.

(5) Review and sign, or authorize the signing of, all contracts entered into by the Association.

(b) District Director.

(1) To represent the Association on the Board of Directors of the NATA.

(2) Pursuant to direction from the President or the Board of the Association, to serve as a spokesperson for the Association in matters relating to the NATA, the NATA Board of Certification, Inc., or of otherwise national significance.

(3) To carry out such other reasonable duties in support of the Association and its members ~~as may be directed by the President with approval of the Board.~~

(c) Secretary.

(1) To represent the Association on any NATA committee requiring the Secretaries' membership.

(2) To serve as custodian of all records and documents of the Association.

(3) To record and distribute minutes of meetings of the Board of Directors and Association.

~~(4) To record and distribute minutes of meetings of the Association.~~

~~(5.4) To chair meetings of the Board and preside over meetings of the Association at which the President is not in attendance, in which event the Secretary shall assign to another member of the Board of Directors of the Association the responsibility for recording the minutes of such meeting.~~

~~(6.5) To facilitate preparation and transmittal of all correspondence of the Association, including meeting notices.~~

~~(7.6) To maintain an accurate and current mailing list of the membership of the Association.~~

~~(8) To facilitate and oversee the preparation, distribution, receipt, and tabulation of ballots in all elections and other votes of the membership conducted by ballot.~~

~~(9.7) To facilitate, oversee, and maintain~~ assure the maintenance of an accurate record of all financial matters of the Association, including the collection of membership dues.

~~(10) To advise the President and Board of Directors concerning matters of parliamentary procedure.~~

~~(11) To assure that meetings of the Board and of the Association are conducted in compliance with "Robert's Rules of Order."~~

~~(d) Appointed Officers. The powers and duties of appointed officers shall be determined by the policies and procedures established by the Board.~~

ARTICLE XII STANDING COMMITTEES

~~The Board of Directors may establish standing committees to assist in fulfilling the purposes of the Association and serving the interests of the members. The Board shall establish specific policies and procedures governing the creation and implementation of standing committees, which policies and procedures shall be distributed in writing to all members of the Association; provided that the Board may not assign to a standing committee the final responsibility for making binding agreements, expending funds, or taking any other final action in behalf of the Board or the Association.~~

ARTICLE XIII VII REMOVAL FROM OFFICE

~~The Board shall adopt specific policies and procedures for the removal from office of officers, directors, and appointees, which policies and procedures shall be distributed in writing to all members of the Association. Such policies *Policies* and procedures *adopted to implement this Article* shall incorporate principles of due process and fundamental fairness, and be subject to the following guidelines:~~

~~(a) Removal from elected office shall be by impeachment and conviction. The grounds shall be embezzlement, malfeasance in office, and actions contrary to or in violation of the By-Laws.~~

~~(b) Any action by the Association to remove an elected officer, or other voting member of the Board of Directors, shall require formal impeachment proceedings to be undertaken by the Board of Directors and conviction upon the impeachment charges by the voting members of the Association.~~

~~(1) The impeachment proceedings shall take place only in a regularly scheduled meeting of the Board of Directors noticed for that purpose, which meeting shall be open to the membership.~~

~~(2) Any trial on the impeachment charges shall take place only in a *an annual or semi-annual* meeting of the Association, scheduled and noticed in accordance with Article ~~XIV VIII~~ below, with a minimum of sixty (60) days notice to the membership that the trial on impeachment charges is an agenda item for the meeting. Action on the impeachment charges shall be determined by secret written ballot.~~

~~(3) Upon the return of impeachment charges by the Board of Directors, and pending the outcome of the trial, the officer or director charged shall be suspended from office and a replacement appointed by the Board to fill the office.~~

~~(4) Conviction shall require a two-thirds vote of the voting members in attendance at a meeting of the membership *the meeting of the membership at which the impeachment proceeding takes place*, with a quorum not necessary to conduct the vote.~~

~~(5) A officer convicted of impeachment charges may be barred from holding office in the Association by a two-thirds vote of the voting members at the meeting of the membership where the impeachment conviction takes place, with a quorum not necessary to conduct the vote.~~

~~(c) An officer removed from office by conviction on impeachment charges shall be replaced in accordance with Article ~~X, V~~ (e) above.~~

~~(d) In addition to the foregoing, any state association may adopt its own policies and procedures for removal from office of its designated state representative to the Board of Directors of the Association.~~

~~(e) Removal of appointed officers shall be pursuant to the policies and procedures established by the Board.~~

ARTICLE XIV VIII MEETINGS OF THE MEMBERSHIP

~~(a) Annual Meeting. The annual meeting of the Association shall be conducted during the annual clinical symposium of the Association, to be held in or about March of each calendar year.~~

- (1) Notice of the exact time and place of the annual meeting shall be given ~~in writing by the Secretary~~ to all members of the Association not less than sixty (60) days prior to the date of the meeting.
- (2) The agenda of the annual meeting shall be determined by the President and distributed in writing to the Board ~~of Directors~~ not less than one week prior to the date of the meeting. At that time the agenda shall also be made available, upon ~~written~~ request, to any member of the Association.
- (b) Semi-annual Meeting. A semi-annual meeting of the Association shall be conducted during the annual clinical symposium of the NATA. The time, place, and agenda of the semi-annual meeting shall be determined by the President and ~~written~~ notification thereof shall be distributed ~~by the Secretary~~ in accordance with the requirements of Article ~~XIV VIII~~, (a) ~~above~~, except that ~~written~~ notice shall be given to the members thirty (30) days prior to the date of the meeting.
- (c) Special Meetings. Special meetings of the Association may be called by the President or by a two-thirds (2/3) majority vote of the Board ~~of Directors~~. Any special meeting shall be for a specifically designated purpose or purposes.
- (1) The time and place of the special meeting shall be determined by the President or by the two-thirds (2/3) majority vote of the Board calling the meeting. Notice of the time, place, and purpose(s) of the meeting shall be given ~~in writing by the Secretary, or the two-thirds majority of the Board calling the meeting~~, to all members of the Association not less than thirty (30) days prior to the date of the meeting.
- (2) No business shall be conducted at a special meeting other than directly pertaining to the purpose(s) set forth in the ~~call and notice thereof~~ *meeting notice*.
- (d) Quorum. Attendance at any meeting of the Association by twenty (20) percent of the ~~Certified~~ *voting* members of the Association in good standing shall constitute a quorum for conducting business at the meeting except as specifically provided in these By-Laws.

ARTICLE XV BALLOT BY MAIL

~~Except as provided above and in addition to elections of officers, any matter of Association business may be submitted to a vote of the membership by mail ballot. The Board shall adopt policies and procedures for conducting such ballots, which policies and procedures shall be distributed in writing to all members of the Association.~~

ARTICLE XVI ~~IX~~ ARBITRATION OF GRIEVANCES

- (a) Any grievance of any member of the Association toward the Association or the Board ~~of Directors~~ shall be resolved only by arbitration proceedings, the results of which shall be final and binding.
1. A grievance may only be presented with respect to a final action of the Board or the Association. In cases of suspension or termination of membership, a grievance will lie only after an appeal has been made in accordance with the ~~By-Laws~~ *Policies and Procedures* and resolved against the interests of the member.
 2. There shall not be any right of grievance relating to removal from elected office by impeachment and conviction.
- (b) ~~The Board of Directors shall establish policies and procedures for the arbitration of grievances of members of the Association. Such policies and procedures shall be distributed in writing to the members of the Association and shall incorporate and~~ *Arbitration proceedings shall* be subject to the following guidelines:
- (1) There may be one or three arbitrator(s) and each party shall have equal voice in the selection. The arbitrator(s) need not hold membership in the ~~RMATA or NATA~~ *Associaiton*.
 - (2) The Board ~~of Directors~~ shall act for the Association in any arbitration.
 - (3) Each party shall be entitled to reasonable notice of the claims, allegations, and evidence to be presented by the other party, but judicial rules of discovery and other procedures shall not be employed.
 - (4) Hearings shall be conducted informally. Judicial rules of evidence shall not be followed and oaths shall not be administered.

- (5) Parties shall be entitled to legal counsel at their own expense.
- (6) The cost of arbitration shall be fairly and reasonably apportioned by the arbitrators.

ARTICLE XVIII X
AMENDMENT OF THE BY-LAWS

~~These By-Laws may be amended, altered, changed, supplemented or repealed only in accordance with the following provisions, terms, and conditions:~~

- (a) Any proposed change to the By-Laws shall be set forth in writing, indicating the exact terminology of the change and the reasons for the change, and submitted to the President and Secretary not less than 90 days prior to a scheduled meeting of the Association.
 - (1) The President shall then include the proposed change on the agenda of the scheduled meeting.
 - (2) The Secretary shall distribute copies of the proposed change and reasons to the membership of the Association.
 - (3) In addition to distribution of copies of the proposed change to the membership, the proposed change and reasons shall be ~~read~~ provided to the members in attendance at the meeting of the Association during which the change is to be considered.
- (b) Any change in the By-Laws shall require a two-thirds (2/3) majority vote of the voting members in attendance at the meeting of the Association during which the change is considered.
- (c) If a quorum is not attained at the meeting the amendment is to be voted upon, then a ~~mail~~ entire vote of the voting membership shall be conducted, with a two-thirds (2/3) majority of those ~~returning valid ballots~~ voting shall be required to adopt such an amendment.

ARTICLE XVIII XI
DISSOLUTION OF THE CORPORATION

If the Corporation (Association) should, ~~for any reason~~, be dissolved, all assets remaining after the payment of outstanding debt, shall be transferred to an organization meeting the ~~purpose and~~ mission of the Association as recommended by the Board of ~~Directors~~ and approved by the voting membership. Any such vote shall be taken at meeting of the Association, scheduled and noticed in accordance with Article ~~XIV~~ VIII ~~above~~, with a minimum of sixty (60) days notice to the membership that dissolution of the Corporation is an agenda item for the meeting, but a quorum shall not be necessary to vote on any dissolution issues.