## **Bylaws**

### The National Association of wedding Professionals

1986,1987,1990,1991,1992,1993,1994,1995,1996,1997,1998,1999 2000, 2001, 2002, 2003, 2004-2005-2006

# Article I The National Association of Wedding Professionals NAWP The Name

#### Section 1 Name:

The name of this organization shall be The National Association of Wedding Professionals, here in after referred to as NAWP.

### Section 2 Organization:

NAWP is a not-for-profit Association consisting of, but not limited to Regional Charter Chapters and Membership-At-Large operating for the purpose hereinafter.

## Article II The Objectives Of NAWP

The objectives of the NAWP shall be to carry on, within the territorial limits defined in these Bylaws, the activities of the NAWP; to provide a meeting place and an opportunity for the members to exchange views and discuss matters of mutual interest within the wedding industry; to disseminate information to the membership; to raise the general standards prevalent with in the wedding industry; to provide for continuing education of its members; to conduct a program of public information with respect to the profession and the functions of its members; generally to provide for the mutual development and professionalism of its members by means of, its members by means of, but not limited to the foregoing; and to do any and all things necessary and lawful for the accomplishment of these purposes.

### **Code of Ethics**

Members of The National Association of Wedding Professions are pledged to uphold the highest standards of business and personal ethics and to raise the general standards prevalent with the wedding industry by means of education (both public and private), networking and mutual responsibility.

# Article III Establishment of Charter Chapters

### Section 1 Charter Chapters:

Membership in The National Association of Wedding Professionals shall be through a NAWP Charter Chapter and/or Membership-At-Large.

### Section 2 Requirements for a Charter Chapter:

- A. Charter Chapters. Any group of eligible persons with fifteen (15) or more applicants desiring to join NAWP as Active Members who each also fulfill Association Membership requirements as specified in these bylaws, may become a Charter Chapter providing no Chapter exists in that area, upon approval of the application by the National Board of Directors will consider objections for a period of fifteen days before confirming membership.
- B. Membership-At-Large, any business directly or indirectly related to the wedding industry where no Charter Chapter exists can apply for Membership-At-Large status. Said membership will be attached to the National Board of Governors until such time as there is an existing Charter Chapter in their region. When a Charter Chapter is developed in said region the member-at-large will be absorbed in to said chapter.
- C. A Charter Chapter may be revoked by the National Board of Directors/officers where the conduct of the Charter Chapter is in violation of the Bylaws and/or prejudicial to the best interest or objectives of the NAWP. Notice of charges shall be mailed by the National Board of Directors/Officers to the Charter Chapter President with copies to the Chapter Members of record and any Member or Members of the Charter Chapter may appear in its defense before the National Board of Governor. Upon revocation of a Charter Chapter, all active members will be considered Members-At-Large as provided by Article IV, Section 1 of this Article.

### Article IV Membership

### Section 1 Classes of Membership:

#### A. Active Member:

Active Members, shall presently own, operate or hold a key management position in retail or service business which provides services, directly to Brides and grooms and/or bridal parties: also any Professor or accredited instructor teaching courses related to the Wedding Industry at College or University level. The member must be duly licenses, insured and certified to do business as may be required by law and must operate as an upstanding member of the business community. Each company is entitled to one vote during normal course of NAWP business.

### C. Affiliate/ Associate Member:

Affiliate members shall presently own, operate or hold a key management position in a retail business which has a direct interest in the wedding industry in-so-far as it supplies services and/or merchandise which directly supports the wedding industry and the members of NAWP. Affiliate members have the full privileges of an active member with the exception of holding the office of Chapter President or National President. They must be duly licensed, insured and certified to do business as may be required by law and must operate as an upstanding member of the business community. Affiliate members may serve on committees and/or hold board positions. Each company is entitled to one vote during the normal course of NAWP business.

### E. Corporate Member:

Corporations can choose to join as a Corporate Member where dues are determined by the National Board of Governors. The corporate member may select to remain as a Member-At-Large status or delegate company membership to selected charter chapters in the regions where said corporation has a fully operational retail business. Corporate member may hold board positions and will have one vote per-member. Corporations will not hold more than one National Board of Governors position and/or National Board of Directors/Officers position.

#### D. Student Member:

A chapter member who is a junior or senior college student, majoring or minoring in a curriculum which is associated with the bridal industry may become a student member with no voting privileges. The student member may be granted by the National Board of Directors/Chapter Board of Directors the right to serve on a committee upon request of the committee chair/National President. The National President will receive and sign documentation from the Student Members College. Student Members will pay a token filing fee of \$25.00 for membership.

### E. Honorary Life Time Member:

Honorary Membership is reserved for members in good standing who have achieved recognition in the wedding industry, NAWP founding members, Past National Presidents, Chapter Charter Members, Members retired from active business are considered acceptable for Honorary Membership, members related to the wedding industry (such as a Non-profit organizations) may be elected by a majority vote of the National Board of Directors/Officers. The member will have the right to sit on a committee and maintain their membership and voting privileges. If said member chooses to sit as an elected officer they must maintain a business in the wedding industry. Honorary membership will be excluded from membership dues and pay a \$25.00 per-year filing fee.

### D. Members-At-Large:

Any person otherwise eligible for membership residing or employed in an area in which there is no chapter may become a Member-At-Large under the jurisdiction of the National Board of Directors/Officers. They will maintain full membership privileges of an active member with the exception of voting privileges. Applications shall be considered and approved by the National Board of Directors/Officers.

### Section 2 Qualifications for Membership:

### A. Qualifications Interpretation:

Interpretation of the required qualifications for membership will be the prerogative of the Charter Chapter Board of Directors/ National Board of Directors/Officers, providing the application is accompanied by the appropriate payment of dues and fees and is approved by the Charter Chapter Board of Directors/National Board of Directors/Officers, membership shall be approved by two-thirds vote of those present at the Charter Chapter Board Meeting. The Chapter President can call for a vote by phone during a membership drive. The Chapter Board of Directors must submit their vote in writing either by fax or e-mail in this case.

### B. Equal Opportunity Membership:

Membership shall not be denied to anyone otherwise qualified because of race, creed, sex, age, or national origin.

### Section 2 Qualifications for Membership

### C. Business in Good Standing:

Prospective members must be engaged in a legitimate business. Prospective members must adhere to the NAWP Code of Ethics and operate that business in good standing. Prospective members should have been in business continuously in their region for a period of one year prior to application for membership. A Charter Chapter Board of Directors by a two-thirds vote can make an exception to this one year ruling. Members must possess all licenses and tax certificates required by the municipality, county and state/country in which the conduct business and must submit copies of same with their application.

### D. Quality of Service:

Goods and Services sold by a member of NAWP to a customer must be delivered on a timely basis and in an efficient and professional manner. The value of goods and services delivered must be of a quality which meets or exceeds the standards of their industry.

#### E. Business Conduct:

Members and their employees must conduct themselves in such a way so as to not cause embarrassment to or loss of public confidentiality or credibility in The National Association of Wedding Professionals. (See Code of Ethics, page 1)

### F. Compliance:

Compliance with the above membership standards will be determined by the Charter Chapter President and The National resident. (See violations and fact finding review policies and procedures.) The Charter Chapter Board of Directors by two-thirds vote will ask the National Board of Governors to take action and the member may be dismissed or suspended as a result of a fact finding review. (See Section 5 of Article IV)

### Section 3 Membership Application:

### A. Sponsorship:

A proposed member shall have the sponsorship of an Active NAWP Member in good standing who shall attest to the character and suitability of the applicant. Not individual or corporation shall be considered for membership without appropriate sponsorship.

### B. Membership Application:

A proposed member shall make application for membership on the National approved application form as established by the National Board of Governors.

### C. Membership Applications Submitted on the NAWP website:

Applications receive from regions that have established Charter Chapters will be faxed or e-mailed applications. The membership process will stay the same as listed in the bylaws. Applications received for membership-at-large will be processed by the National President following the process listed in the bylaws.

#### Section 4 Introduction and Official Status:

### A. Introduction:

Each prospective member may attend not more than three (3) Chapter Meetings to determine the desire of join NAWP. During this period of time the prospective member has no rights including the right to hold office, serve on a committee, vote, or any other rights or privileges of membership.

### B. Official Status

Upon receipt and approval of the application by majority vote and upon receipt of initiation fees and dues, the applicant is a member. New members must be provided with a welcome package, membership certificate and a copy of the bylaws. New members must be instructed to read article IV, Section 5 Relinquishment of Membership.

### Section 5 Relinquishment of Membership:

A. Termination of membership rights and privileges. Upon termination of membership approved by the National Board of Governors all rights and privileges of membership (of any membership class) including the right to hold office, serve on committees, vote, NAWP advertising, membership listings, listings and the advertising on the NAWP website is terminated and may be exercised.

### B. Membership Transfer:

Members in good standing may transfer to another Charter Chapter providing appropriate action is taking with regard to Charter Chapter qualification requirements. The transferred member is absorbed into the new Charter Chapter and simply pays renewal dues upon their original renewal date of membership to the new Charter Chapter.

### C. Suspension:

Members may be suspended from the NAWP for a designation period or may be expelled for cause such as a violation of the Bylaws or a violation of the NAWP policies and Procedures such as conduct prejudicial to the best interest of the NAWP, the community or the wedding industry, or for engaging in business practices deemed by the National Board of Governors to be unethical. Suspension or expulsion shall be by a two thirds vote of the National Board of Governors, after the defaulting member has had a reasonable opportunity to be heard by the National Board of Governors. (See Policies and Procedures)

### D. Reinstatement of Membership:

Members who have been suspended under Article IV Section 5 may apply for reinstatement to the National President. However, such reinstatement shall not be made absolute until all conditions have been reviewed by the National Board of Governors. Reinstatement will occur upon approval of the National Board of Governors, by a two thirds vote.

### Article V Revenue

Section 1. Fiscal Year:

The fiscal year of NAWP and its Charter Chapters shall commence on January 1 and end of December 31 of each year.

#### Section 2. Dues Structure:

- A. Membership dues shall be set by a two-thirds vote of the National Board of Governors. Charter Chapters will establish dues and/or assessments for their membership <u>as</u> <u>determined by the National Board of Governors.</u> The National Association of Wedding Professionals shall assess such dues on an annual basis and remit Charter Chapter dues and assessments to the Appropriate Chapter upon Collection.
- B. Dues will be billed annually up to 60 days in advance of the Member's anniversary date. (See Policies and Procedures)

### Section 3 Delinquent Dues Payment:

- A. Members who have outstanding dept. to any Charter Chapter will not be allowed to renew their membership until all outstanding debts are paid in full.
- B. Dues will be billed annually up to 60 days of their anniversary date, will be excessively delinquent in their dues and will be dropped from all NAWP Membership Listings, including the NAWP website. Those members who fall delinquent will require to pay a reinstatement fee to the National Treasury in order to become a member in good standing again.

### Article VI Meetings

### Section 1. Annual National Membership Meeting:

- A. There shall be an Annual National Membership Meeting of NAWP between June 1<sup>st</sup> and September 30 of each year. Notice of such meetings and proposed agenda's shall be published at least (30) days before the time of appointed for such meeting. Chapters shall have (15) days to request additions to the agenda. The final agenda shall be circulated to all concerned at least (30) days before the annual meeting is to take place.
- B. Installation of Officers and receiving annual reports will take place at each charter chapters January general membership meeting. National Officers and Board of Governors Chairs will accept installation at the January National Board of Governors Meeting.
- C. National Board of Governors Meetings. NAWP is required to have at least four National Board/National Board of Governors Meetings annually. Dates to be set by the National President.

### Section 2. Emergency:

A. In the event of an emergency of major importance affecting Charter Chapter Board Meetings, Charter Chapter Membership Meetings, National Board of Directs/National Board of Governors Meetings, the Charter Chapter President or The National President may cancel, curtail or postpone such meeting. All emergency pertaining to a Charter Chapter Meetings must be reported to the National President.

### Section 3. Special Meetings:

Special meetings of NAWP may be called by the National Board of Directors/Officers and Charter Chapter Board of Directors for any purpose or purposes whatsoever. Notice for any special meeting shall be given in the same manner as for the National Board of Governors Meeting.

### Section 4. Quorum:

A majority of certified Charter Chapter Delegates and National Board of Governors Members in good standing shall constitute a Quorum at the Annual Meeting.

# Continuing Article VI Meetings

#### Section 5. Order of Business:

Where no order of business is so provided and when not otherwise expressly provided for by these Bylaws, any meeting shall use Robert's Rules of Order as a guide line. The National Board of Governors by vote can set additional policy of order of business. (See Policies and Procedures)

### Section 6. Voting at Annual Meeting:

Any member of a Charter Chapter Board of Directors may be duly certified to act a delegate and may represent his/her Charter Chapter in the affairs of the NAWP, including holding office. The number of delegates from any one Chapter shall be based upon the number of duly paid Active Members in the Chapter represented and may equal up to one (1) delegate for each fifteen (15) paid Active Members of the Charter Chapter. No Charter Chapter may have more than 20 delegates from any one Charter Chapter.

### Section 7. Voting Proxy:

Anyone named as a proxy must be an Active Member in good standing. No Proxy shall be accepted or acknowledged unless the Charter Chapter shall have submitted a signed certification of such Proxy. No other means of communication, other than a certified proxy, shall be accepted or acknowledged as a signed certification. Said Member may only hold the proxy for one Charter Chapter vote other than his/her own vote.

### Section 8. Charter Chapter Meetings:

- A. Charter Chapters of NAWP shall hold at least ten (10) Chapter Board of Directors Meetings and (10) Chapter General Membership Meetings per year on a day, time and place to be determined by the Charter Chapter Board of Directors.
- B. Charter Chapter Special meetings may be called by a chapter upon written request of the majority of its members, or at the request of the Charter Chapter President.

# Continuing Article VI Meetings

Section 9. Majority National Board of Directors Meetings and Chapter Board of Directors Meetings:

A. A majority of certified officers in good standing shall constitute a quorum at all,

National Board of Directors/Officers Meetings National Board of Governors Meetings Charter Chapter Board of Directors Meetings

# Article VII Annual Elections See Policies and Procedures

Section 1. National Board of Directors/Officers:

A. Each Charter Chapter will vote for National Officers during the Chapter election process. Elected Officers on the National Board of Directors consist of, National President, National 1<sup>ST</sup> Vice President, National 2<sup>nd</sup> Vice President, National Secretary, National Treasurer, Nomination Forms for the election of National Officers will be presented at the October Charter Chapter General Membership Meetings, (See Policies and Procedures) Ballots will be presented and collected at the November Charter Chapter Meetings. All Ballots will be sent to the Nomination Committee for a count and the Announcement of National Officers will take place by the 31<sup>st</sup> of December of each year.

### B. National Board of Governors:

When Charter Chapter elections take place the candidates elected to Chapter President, Chapter 1<sup>st</sup> Vice President, Honorary Chapter Chairman of the Board by their regional Members will serve as their representative on the National Board of Governors. The National Board of Governors is the Governing body for national policy and procedures.

### C. National Board of Governors Representation:

National President, National 1<sup>st</sup> Vice President, National 2<sup>nd</sup> Vice President, National Secretary, National Treasurer, All Charter Chapter Board Chairman (Current Past President) All Charter Chapter Presidents. All Charter Chapter 1<sup>st</sup> Vice Presidents.

# Continuing Article VII Annual Elections See Policies and Procedures

### D. Term of Office:

The National Board of Directors/ Officers shall be elected for a term of one year. Any officer whose term shall have expired may be re-elected not to exceed three consecutive terms in the same office. With the exception of the National President who will serve two year terms not to exceed three terms without serving as National Board Chairman.

### E. National Board of Governors Terms:

Term of Office is directly related to the local Charter Chapter Board of Directors Elections. (See Policies and Procedures)

### Section 2. Local Chapter Board of Directors:

- A. There shall be elected by ballot from among the eligible candidates, a Chapter President, Chapter 1<sup>st</sup> Vice President, Chapter 2<sup>nd</sup> Vice President, Chapter Secretary, Chapter Treasurer, (See Policies and Procedures for eligibility standards)
- B. There shall be elected by ballot from among the eligible candidates elected standing committee chairs for, chapter recruitment, chapter membership, and chapter affiliate membership. The election of standing committee's will coincide with the election of chapter officers. (See Policies and Procedures for eligibility standards)
  - C. Other Charter Chapter Board of Directors Members:

The Charter Chapter Board of Directors in addition to the above noted minimum number of officers may not include the following:

- 1- The Past President who remains in good standing shall continue to serve as Chairman of the Chapter Board of Directors as an advisor to the board. For a period not limited to one year.
- 2- Chapter Standing committees must have maintained active membership in good standing.
- 3- Chapter Presidents are required to be Active Members in good standing that have served on a Charter Chapter Board for at least one year prior to accepting the presidency of a local chapter. With the exception of an appointment of the National President.

# Continuing Article VII Annual Elections See Policies and Procedures

### D. Officers Meeting Requirements:

The Charter Chapter Board of Directors shall meet at least ten (10) times a year at the discretion of the Chapter President to give consideration to NAWP business and he/she is empowered to direct the governing of the Charter Chapter business. (See Policies and Procedures)

### E. Administrative Term:

Charter Chapter Board of Directors will take office following his/her election and shall continue office until his/her successor is duly qualified, selected and installed in his/her position.

### F. Replacement of Officers:

If for any reason any officer must vacate/resign his or her elected office, the Charter Chapter President will with the advisement of the Chapter Board of Directors appoint a member in good standing to the vacant position.

### G. Counting The Ballots:

The presiding President shall appoint at least two active members, none of whom shall be a candidate for office. After collection the ballots these chosen members will duly record the results of the election. The results of the election will then be reported to the Chapter President and National President, who will be responsible for announcing the results to the general membership. The results will then be recorded into the record and he vote declared valid.

### Section 3. Orderly Transition:

It shall be the duty and obligation of all officers and members to turn over to their successors all NAWP record and correspondence related to their terms of office and such other documents and materials as may pertain to their office. The foregoing obligation shall be completed and not later than ten (10) days after the new officers and members have taken office.

# Article VIII National Board of Directors/Officers

### Section 1. Administration:

NAWP shall be governed by the National Board of Directors and the National Board of Governors. The affairs and business of NAWP shall be controlled and directed by the National President with the approval of the National Officers/National Board of Directors.

### Section 2. National Board of Directors/Officers

#### National Board of Governors

The National Board of Directors/Officers shall consist of the National President, National 1<sup>st</sup> Vice President, National 2<sup>nd</sup> Vice President, National Secretary, National Treasurer and The National Chairman of the Board (Past National President)

The National Board of Governors shall consist of the National Board of Directors/Officers and All Charter Chapter Presidents, Chapter 1<sup>st</sup> Vice President and Chapter Chairman's of the Boards, (Past Chapter President).

#### Section 3- National Boards Duties:

- A. The National Board of Directors shall meet at such times and places as may be determined by the action of the National President. One meeting shall be in conjunction with the annual meeting and one shall be in conjunction with the yearly elections. The National Board of Directors/Officers can call a meeting of the National Board of Directors/Officer and or The National Board of Governors with four or more members of the board provided that there shall be at least four meetings per-year.
- B. Written notice of the time and place of all meetings of the National Board of Directors or The National Board of Governors shall be printed, mailed, e-mailed, faxed, to each member of the National Board of Directors/Officers and/or The National Board of Governors not less than fifteen days before the appointed time of the meeting.
- C. A conference call may be used as necessary providing there is a quorum in attendance. If a member of the National Board of Governors can only be in attendance via conference calling or by speaker phone this will be considered present to the roll call for attendance.

# Continuing Article VIII National Board of Directors/Officers

### Section 4 Agenda and Minutes:

A meeting agenda will be prepared by the National President and distributed to all National Board Officers and National Board of Governors Chairs.

The Minutes of the National Board of Directors Meetings/National Board of Governors Meetings shall be duly received by the secretary or by the National President whose duty it shall be to mail to each board member a copy of the minutes of each meeting within five days after said meeting.

### Section 5 National President/Officers Authority:

A. The Authority for the conduct of the NAWP business shall include, but not be limited to, approving new Charter Chapters, to suspend or expel Chapters and/or membership, should such action be warranted; to appoint committee; to print and circulate documents and public articles in the public interest and for the welfare of NAWP; to correspond and communicate with other groups or individuals associated with the Wedding Industry; to authorize expenditures of treasury funds and maintain accountability thereof; and to execute other measures as they may deem proper, necessary and expedient to promote the objectives of NAWP and to best protect the interest and welfare of NAWP members; to maintain and approve all National advertising for NAWP: to include but not limited to the NAWP website. All items listed above must have the direct approval of the National President.

- B. Job Descriptions of the National Officers:
  Please see NAWP policies and procedures.
- C: National Officers Qualifications:
  Please see NAWP policies and procedures.
- D. Travel Expenses:

Reasonable expenses for the current National President, National Chairman of the National Board, and others approved by the National Board of Directors/Officers, attending authorized meetings as a result of NAWP business shall be reimbursed upon presentation of itemized expenses. Which are accompanied by supporting receipts. Expected expenses must be considered before budget for travel can be set.

# Article IX Charter Chapter Officers Charter Chapters Board of Directors

Section 1. National Officers Charter Chapter Privileges:

### A. National Chairman of The Board of Directors/Officers.

Shall have the right to vote when in attendance at any NAWP meeting or event, including any Charter Chapter Board of Directors Meetings or Charter Chapter general membership meetings.

### B. National President

Shall have the right to vote when in attendance at any NAWP meeting or event, including any Charter Chapter Board of Directors Meetings or Charter Chapter General Membership meetings.

## Section 2. Charter Chapter President/Charter Chapter Standing Committee National Board of Governors.

- A. The Charter Chapter President shall preside at all Charter Chapter meetings and shall be a member with the right to vote on all Charter Chapter standing committees, all National Board of Governors meetings, all Charter Chapter General memberships meetings, All annual meetings held by the National Board of Directors/Officers.
- B. He/she shall have the right at such times as he/she deems proper, the responsibility to communicate to the National Board of Directors/Officers such matters as he/she deems proper, will at the appropriate time make such suggestions as may in his/her opinion tend to promote the necessarily incident to the office of Charter Chapter President.
- C. The Charter Chapter President will serve for no less than one year as Charter Chapter Chairman of The Charter Chapter Board of Director, after his/her official term of office. The Charter Chapter Chairman of the board will retain all voting privileges on The Charter Chapter Board of Directors/Officers and The National Board of Governors. The Carter Chapter Chairman of the Board will not go through the annual election process but will appear on the ballot as a confirmed officer of the Charter Chapter Board of Directors.
- D. In the even that a Charter Chapter President and the chapter 1<sup>st</sup> Vice President can not continue to perform their term of elected office at the same time, the National Board of Directors/Officer will fulfill the responsibility of office until such time, as the National President can appoint an interim Chapter President and Chapter 1<sup>st</sup> Vice President. They will continue the obligation term of office until the yearly elections.

# Continuing Article IX Charter Chapter Officers Charter Chapters Board of Directors

### Section 3. Charter Chapter 1<sup>st</sup> Vice President:

A. In case of death or absence of the Charter Chapter President his/her inability for any cause to act, the 1<sup>st</sup> Chapter Vice President shall perform the duties of the President's office. He/she shall also serve on the National Board of Governors for the term of his/her office.

### Section 4. Charter Chapter 2<sup>nd</sup> Vice President:

A. IN the case of death or absence of the Charter Chapter President his/her inability for any cause to act, the 2<sup>nd</sup> Chapter Vice President shall perform the duties of the chapter 1<sup>st</sup> Vice President. When the new Chapter President is inducted into office the new Chapter President will appoint a new Chapter 2<sup>nd</sup> Vice President.

### Section 5. Charter Chapter Secretary:

A. Record Keeping: It shall be the duty of the Secretary/Membership Committee to give notice of all chapter meetings and or events and to keep a record of all business therein transacted. He/she shall execute all orders, votes, and resolutions not otherwise committed, keep a list of the NAWP membership, notify the officers and members of their appointment to committees, furnish the Charter Chapter Chairman of the Board, Charter Chapter President, the National President and the National Secretary of each committee with a copy of the minutes, votes under which the committee is appointed and at the Charter Chapter Presidents request, give notice of the meeting of the committees, and generally to devote his/her best efforts to forwarding the business and advancing the interest of the NAWP.

# Continuing Article IX Charter Chapter Officers Charter Chapters Board of Directors

### Section 6. Charter Chapter Treasurer:

### A. NAWP Recorded Records and Bookkeeping.

The Charter Chapter treasurer shall keep an account of all monies received and expended for the use of NAWP and shall deposit all funds received. He/she shall make a report at each meeting or whenever called upon by the Charter Chapter and National President. Shall monthly with in five days of the General Membership Meeting send the National President a report concerning the monies of said Charter Chapter.

- B. The Charter Chapter Treasurer shall turn in a yearly accounting of all transactions concerning the Charter Chapter for a year end report no later than December 15<sup>th</sup> of each year.
- C. At the expiration of his term of office, he shall deliver to his/her successor all books, monies and other property or in the absence of the Charter Chapter Treasurer elect will make such a delivery to the President.
- D. Security. The treasure shall, if required by the Chapter Board of Directors or the National President, give to the NAWP such securities for the faithful discharge of his/her duties as the Chapter Board of Directors may direct. At t the direction of the Chapter Board of Directors, the Treasurer shall have an outside auditor perform an annual review of the financial records. The Chapter Chapter Treasurer shall also serve on the Chapter Board of Directors for the term of his/her office.

### Section 7 Standing Chapter Board of Directors Committee's:

### A. Public Relations/Promotions

Shall increase interest and community awareness of NAWP, and will sit as a voting member on the Charter Chapter Board of Directors, will be elected by the membership during annual elections, and will report to the Chapter President. The Chapter President will define all general duties for this committee chair.

### B. Membership Committee Chair:

Shall increase interest with in the general membership of the Charter Chapter. They will promote activity and information for the membership. They will be an information resource for the general membership. He/she will report directly to the Chapter President. The Chapter President will define all general duties for this committee chair. He/she will sit as a voting member on the Charter Chapter Board of Directors. He/she will be elected by the chapter membership during the annual elections.

# Continuing Article IX Charter Chapter Officers Charter Chapters Board of Directors

### C. Charter Chapter Recruitment Committee Chair:

Shall foster growth and membership renewal with in the Chapter and the Charter Chapters regions, and shall be responsible for communication with companies within the wedding industry who would like to become official members of NAWP. He/She will report directly to the Chapter President. The Chapter President will define general duties. This committee chair will sit on the Charter Chapter Board as a voting member. They will be elected to office at the annual elections.

### D. Charter Chapter Activities/Affiliate Committee Chair:

Shall work directly with affiliate chapter membership to foster integrity among the affiliate membership, and shall accept all defined general duties by the Chapter President. He/she will report directly to the Chapter President. This committee chair will sit on the Charter Chapter Board as a voting member. They will be elected to office at the annual elections. An Affiliate member of NAWP will not serve as a Charter Chapter President or a National President. (See Policies and Procedures)

### E. Additional Committee Chair Positions:

The Charter Chapter President by appointment may select additional committee chair positions. They will report to the Charter Chapter President. They may give reports at the Charter Chapter Board meetings. They shall not have voting power on the Chapter Board of Directors. They will not be elected to office during elections. Additional Committee Chairs reports must be added to the Charter Chapter meeting minutes. Projects and reports must be approved by the Charter Chapter Board.

# Article X Internet Authority

### Section 1. Advertizing NAWP On The Internet:

A. The National Board of Directors/Officers shall maintain and approve any and all Internet promotion of NAWP. No Charter Chapter, No Member, No Advertizing affiliations can publish, link or contract NAWP Internet affiliation without Direct approval of the National President/National Board of Directors/Officers.

### Section 2. National Advertizing or Promotion

A. The National President/National Board of Directors/Officers shall approve and conduct any form of National or Nation Wide NAWP Advertizing and/or Promotions. All National Collateral Materials Representing NAWP must be Approved by the National President/National Board of Directors/Officers.

## Article XI Bylaws, Policy, Procedure, Logo Authority

Section 1. Acceptance Of The Bylaws/Policies and Procedures:

- A. This revised NAWP Constitution, Bylaws and the Policy and Procedures set forth by the NAWP shall be adopted by a majority vote of the National Board of Governors and shall become effective September 11<sup>th</sup> 2000.
- B. Amendments to this NAWP Constitution, Bylaws and the Policies and Procedures upon adoption, shall not be altered, amended or repealed, except under the following conditions:
- 1- Amendments to the Bylaws shall be provided to the National Board of Governors who shall see that it is published in the official publication of the NAWP not less than ten (10) days prior to the opening date of any National Guard of Governors Meeting. Amendments to the Bylaws, Policies and Procedures must be voted in by a majority vote of the National Board of Governors.
- 2- Amendments to any form of change in the membership dues for NAWP can only be approved and voted on by the National Board of Governors. Any and All changes in the structure of the membership dues for NAWP must be published no less than thirty (30) days in advance of any National Board of Governors meeting. Results of a majority vote by the National Board of Governors regarding the membership dues must be published in the official publication of the NAWP to its entire membership.
  - 3- All barter or trade agreements must be approved by the National President.
- 4- All National Board of Director/Officers, National Board of Governors, Chapter Board Officers appointments must receive the approval of the National President.
- 5- All Membership trade agreements must be approved by the National President And submitted to the National Treasurer.

# Article XI The NAWP Seal

Section 1. The Official NAWP Seal

At the Discretion of the National Board of Directors/Officers, the NAWP Official Seal will be used for official documents. The National President shall keep such seal. Its use is at the discretion of the National President/National Board of Directors/Officers.