

American Handwriting Analysis Foundation



Bylaws

Revised 2011

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Bylaws Revised 2011

Contents

ARTICLE I	Name
ARTICLE II	Purpose
ARTICLE III	Membership
	A. Qualifications for Membership
	B. Categories of Membership
	C. Leave of Absence
	D. Resignation
ARTICLE IV	Officers, Duties, Elections
	A. Officers
	B. Duties of Officers
	C. Election of Officers
	D. Removal of Officers
	E. Vacancies
	F. Reimbursements
ARTICLE V	Board of Directors
	A. Definition, Appointment, Term of Office
	B. Powers, Quorum, and Vacancies
	C. Committee Chairpersons and their Duties
ARTICLE VI	Meetings
	A. Annual Meeting
	B. Board of Directors
	C. Voting by EMail
	D. Non-profit Status
ARTICLE VII	Dues
	A. National and Chapter
	B. Fiscal Year
	C. Delinquent Dues
	D. Dual Residence
ARTICLE VII	Dissolution
ARTICLE IX	Amendments
ARTICLE X	Parliamentary Authority

Bylaws of the

AMERICAN HANDWRITING ANALYSIS FOUNDATION

Revised 2011

ARTICLE I NAME: The legal name of this organization shall be the

American Handwriting Analysis Foundation
(hereafter referred to as AHAF)

ARTICLE II PURPOSE

- A. The purpose of AHAF is to:
1. Unite those engaged in the study and/or practice of handwriting analysis as a means of advancing the handwriting science as a helping profession; to educate and inform members and the general public; to foster research and increase knowledge in the field; to conduct seminars and classes within the public and private educational systems; to promote the understanding and practice of graphology by qualified analysts.
 2. Establish and maintain a dynamic code of ethics that dictates a high standard of conduct and helps develop handwriting analysis as a valid science.
 3. Provide standard certification testing.
 4. Provide communication through the AHAF Executive Board Report on progress, activities, and education of AHAF members.
 5. Establish local chapters and study groups.
 6. Stimulate public relations within the graphological community and with the public at large.
 7. Provide an informative, educational Journal.

ARTICLE III MEMBERSHIP

A. QUALIFICATIONS FOR MEMBERSHIP

1. Membership is open to those engaged in the study and/or practice of handwriting analysis as a means of advancing the handwriting sciences as a helping profession.
2. Members in good standing are those who:
 - a. Strive to promote the purposes of AHAF.
 - b. Abide by the current Bylaws and code of ethics.
 - c. Pay current dues.
3. Membership Privileges
 - a. Vote
 - b. Hold office and serve on committees

- c. AHAF Journal and Executive Board Report
- d. A Certification Program and Mentor supervision
- e. Access to AHAF Resource Library
- f. Research Development
- g. Join a local chapter, study group, or specialized division
- h. Attend National conferences, seminars, and workshops at a member-discount rate.

B. CATEGORIES OF MEMBERSHIP

1. General Membership
 - a. General membership consists of all members dedicated to the principles, practices, and study of graphology for either personal benefit and/or professional (business) services for remuneration.
2. Supplemental Membership:
 - a. Join a Local Chapter or form a local Study Group
3. Life Membership

Membership is available as specified in the Manual of Operational Procedures
4. Certified Graphologist (CG)

The Certified Graphologist membership category may be attained by meeting the requirements of the Certification Committee in accordance with the applicable sections of the Manual of Operational Procedures and any test materials prepared to validate those requirements. The certification process shall validate that the applicant:

 - a. Meets minimum education and training requirements.
 - b. Meets knowledge requirements.
 - c. Can demonstrate handwriting analysis and synthesis abilities
 - d. Has a solid understanding of the development, uses, and limitations of graphology when used professionally as a personality assessment tool.
 - e. Agrees to accept any special ethical requirements specified in the Manual of Operational Procedures that apply to this category of membership.
 - f. To maintain certification status, certified member must meet the conditions stated in the continuing education program as outlined by the Education Committee in the Manual of Operational Procedures, meet any conditions outlined by the Certification Committee in the Manual of Operational Procedures, and maintain active membership status.

5. Certification Reciprocity

Under the following conditions AHAF will accept as a substitute for AHAF C.G. certification the professional certification of other graphology organizations:

 - a. That the organization has a certification protocol with a similar scope and level of difficulty as AHAF. The determination of scope and difficulty shall be the responsibility of the Certification Committee. The final decision to accept the Certification Committee's recommendation shall be made by the AHAF Executive Board.
 - b. That the member agrees to accept any special ethical requirements specified in the AHAF manual of operational procedures that apply to this category of membership.
6. Certified Master Graphologist (CMG)

The Certified Master Graphologist membership category may be attained by meeting the requirements of the Certification Committee and shall validate that the applicant:

 - a. Meets minimum education requirements (a bachelor's degree from an accredited university).
 - b. Is a certified member of AHAF and meets continuing education requirements.
 - c. Has a minimum 10 years experience in the handwriting sciences.
 - d. Has made a significant contribution to the handwriting sciences through published research, thesis, dissertation, or other scholarly work.

C. LEAVE OF ABSENCE

1. Requires a written request to the Membership Chairperson.
2. Request is granted or denied in writing.
3. Past dues are waived on reinstatement.
4. Leave of absence is reviewed by the Membership Chairperson bi-annually and membership is either continued or terminated upon written notification to member.

D. RESIGNATION

1. A member is considered to have resigned upon non-payment of dues without due cause, or upon written notice to membership chairperson.
2. Reinstatement requires current year's dues.

ARTICLE IV OFFICERS, DUTIES, ELECTIONS

A. OFFICERS – Elected

1. Elected officers of AHAF shall consist of President, Vice President, Secretary, and Treasurer and shall be known as the Executive Board.

2. The Executive Board shall:
 - a. Consist of members elected from the general membership. The executive office of President requires the member to be certified.
 - b. The Executive Board has emergency power to act for the Board of Directors between regular meetings.

B. DUTIES

1. The duties of the PRESIDENT shall be to:
 - a. Preside at all regularly scheduled meetings.
 - b. Demonstrate a knowledge of parliamentary procedures.
 - c. Make appointments of committee chairpersons.
 - d. Act ex officio to all committees except nominating.
 - e. Supervise the effective function of officers and appointees.
 - f. Provide an annual report to the membership.
 - g. Safeguard organizational documents and relinquish them to the successor within thirty (30) days of the end of the term of office.
2. The duties of VICE PRESIDENT shall be to:
 - a. Assume the duties of the president when the president is unable to serve.
 - b. Attend regularly scheduled meetings.
 - c. Serve as membership chairperson
 - d. Provide an annual report to the president.
 - e. Process study groups and a charter for new chapters.
 - f. Safeguard organizational records and relinquish them to the successor within thirty (30) days at end of the term of office.
3. The duties of the Executive Secretary shall be to:
 - a. Attend regularly scheduled meetings.
 - b. Record attendance; keep and distribute copies of the minutes.
 - c. Answer official correspondence.
 - d. Maintain a file of correspondence, official documents and Bylaws of AHAF and its chapters.
 - e. Safeguard organizational records and relinquish them to the successor within thirty (30) days of the end of the term of office.
4. The duties of the Executive Treasurer shall be to:
 - a. Attend regularly scheduled meetings.
 - b. Be custodian of AHAF funds, collect monies, pay invoices when due.
 - c. Maintain a checking account and the necessary records, and have a complete financial report available on request.
 - d. Submit an annual report to the president and Executive Board as required under non-profit status.

- e. Submit reports to Internal Revenue Service and State Franchise board as required under non-profit status.
- f. Notify members of dues and delinquencies.
- g. Have books audited annually and before relinquishing all records to the successor within thirty (30) days of end of term of office.

C. ELECTION OF OFFICERS

1. The Executive officers are elected for a two year term. They assume their duties at the end of the annual meeting of even numbered years.
2. Officers may be elected for more than one, but not more than two consecutive terms, except the Treasurer.

D. REMOVAL OF OFFICERS

An officer or committee chairperson may be removed when the Board of Directors decides this action to be in the best interest of AHAF. This action proceeds as follows:

1. Recommendation is received from Ethics Committee.
2. Requires a two-thirds vote of Board of Directors by sealed ballot.
3. The officer may be present at the special meeting.

E. VACANCIES

The President shall nominate a candidate to fill an unexpired term of an elected officer. The nominee is confirmed by a majority of Board members.

F. REIMBURSEMENTS

1. Reimbursements of officers and standing committees shall be determined by the current budget in the Manual of Operational Procedures.
2. The Executive Board may vote to allow additional reimbursement for unusual expenditures, such as the year when the Bylaws and Manual of Operational Procedures are revised.
3. The elected officers shall receive a quarterly compensation for the amount specified in the Manual of Operational Procedures and allowed in the annual budget.

ARTICLE V BOARD OF DIRECTORS

A. DEFINITIONS, APPOINTMENT, TERM OF OFFICE

1. DEFINITION: Board of Directors consists of:
 - a. Elected officers
 - b. Immediate Past President
 - c. Current Standing and Special Committee Chairpersons
 - d. Chapter Presidents or representatives
 - e. Administrative Assistant
 - f. Conference Chairperson
2. APPOINTMENT – standing committee
 - a. Committee chairpersons are appointed by the President.
 - b. Committee members are appointed by the chairpersons.
 - c. Nominating chairperson is elected by nominating committee.
 - d. Chapter representatives are elected by their respective chapters or appointed by the chapter president.
3. TERM OF OFFICE
 - a. Members of standing committees serve for one-year term, and may be reappointed.
 - b. Elected officers serve a two-year term unless removed from office, in which case the replacement will serve the remainder of the term.

B. POWERS, QUORUM, and VACANCIES

1. POWERS of the Board of Directors shall be to:
 - a. Plan and direct AHAF business for the ensuing year.
 - b. Plan educational programs.
 - c. Establish effective public relations.
 - d. Elect Nominating committee at annual meeting prior to an election year.
2. QUORUM: A majority of elected officers and standing committee chairpersons shall constitute a quorum for transacting business.
3. VACANCY: A vacancy of a committee chair shall be filled by presidential appointment followed by approval of the Board.

C. COMMITTEE CHAIRPERSONS AND THEIR DUTIES

1. Shall be appointed by the President.
2. Duties are outlined in the Manual of Operational Procedures.

ARTICLE VI MEETINGS

A. ANNUAL MEETING

1. A membership meeting must be held annually. Time and location shall be determined by the Board and announced to the membership at least sixty (60) days in advance.
2. A quorum shall consist of one third of the members present at a regular meeting.
3. A member entitled to vote at any meeting may vote by written proxy delivered through the chapter representative or the membership chairperson.

B. BOARD OF DIRECTORS

The Executive Board of Directors shall:

1. Meet at least once a year and minutes recorded.
2. May hold meetings by email, U.S. mail, telephone, or in person.
3. Executive Board meetings in emergency sessions to resolve urgent problems.
4. The Board of Directors shall convene at the annual conference every fourth year (starting 1996) to revise and update the Bylaws and/or the Manual of Operational Procedures

C. VOTING BY EMAIL

Election ballots shall be emailed or sent by US mail to members without email, to the membership at least thirty (30) days prior to the Annual Meeting. Votes will be counted by the Secretary and results announced during the Annual Meeting.

D. NON-PROFIT STATUS

In spite of any other provisions of these Bylaws, AHAF shall not carry on any activity not permitted by an organization exempt from Federal income Tax under section 501(c)(3) of Internal Revenue Code of 1954 (or any other corresponding section).

ARTICLE VII DUES

A. NATIONAL and CHAPTER: National and chapter dues are established by a vote of the Board of Directors and indicated in the Manual of Operational Procedures under Treasurer.

- B. FISCAL YEAR: The financial year for National begins January 1 and ends December 31. Notification to members shall be sent by the treasurer prior to December 1. Dues become payable as of December 1 for the following year.

- C. **DELINQUENT DUES:** Dues are delinquent after February 1. Treasurer sends a reminder notice after February 1, at which time if there is no response in fifteen (15) days, membership is considered terminated.
- D. **MID-YEAR DUES:** Members joining after July 1 pay the full annual dues. Dues become payable as of June 1 for the following year. Treasurer sends a reminder notice after August 1, at which time if there is no response in fifteen (15) days, membership is considered terminated.
- E. **DUAL RESIDENCE:** Dual Residence membership(s) are available for two or more members who reside at the same address. One member pays full dues; each additional member pays on-half dues. When one dual resident is a Life Member, the other member pays the full annual amount.

ARTICLE VIII DISSOLUTION

- A. Should this corporation become dissolved for any reason, the assets after payment of, or the provision for payment of all debts or liabilities shall, in accordance with Article VII, Section c of the Articles of Incorporation, be distributed to a non-profit fund or corporation which is exempt from Federal Tax under section 501 (c)(3).
- B. Should any chapter of AHAF be dissolved for any reason, the assets after payment of or provisions for payment of all debts and liabilities, shall revert to the national AHAF within sixty (60) days from the last meeting. AHAF will disperse and document unsatisfied debts.

ARTICLE IX AMENDMENTS

These Bylaws may be amended by a majority of members and proxies present at the Annual Meeting, or by email, by a majority vote of those responding.

- 1. Members shall be notified of pending changes at least thirty (30) days prior to the meeting.
- 2. Members may be notified or pending Bylaws changes by email and vote by US mail or email within thirty (30) days or as designated.

ARTICLE X PARLIAMENTARY AUTHORITY

The parliamentary authority of this corporation shall be the newly revised *Robert's Rules of Order*.

AHAF Administrative Structure

Board of Directors

President, Vice President, Secretary, and Treasurer
 Immediate Past President
 Standing and Special Committees
 Chapter Representatives
 Administrative Assistant
 Conference Chairperson

Executive Board

(Elected Officers)

President, Vice President, Secretary, and Treasurer

Standing Committees – Appointed by President

Journal Editor(s)	Certification
Ethics/Legal	Parliamentarian
Resource Library	Chapter & Study Group Coordinator
Awards & Scholarships	Legislation
Research	Education: Continuing Education Mentor Program

Approved: July, 2011