



**BY LAWS**  
of  
The American Handwriting  
Analysis Foundation  
adopted October 9, 2025

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AMERICAN HANDWRITING ANALYSIS FOUNDATION  
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Article I  
Name

The name of this organization shall be the American Handwriting Analysis Foundation, herein after refer to as AHAF or the foundation. formed under California Corporations Code and as a 501(c)(6) under IRS Code of 1954

Article II  
Purpose

The purpose of the foundation is to promote and advance the profession of handwriting analysis (graphology) by uniting those engaged in the study and/or practice of handwriting analysis, to educate and inform members and the general public about the profession, to foster research, conduct seminars, provide professional certification, and other activities to advance the profession.

Article III  
Membership

1. The membership year shall be 365 days from the date of membership.
  - a. Members 60 days delinquent in payment of dues shall be dropped from membership.
2. There shall be 4 categories of membership:
  - A. General Members are those engaged in the study of handwriting analysis, and not enrolled in a formal academic program, or are hobbyists.
  - B. Professional Members are those who have achieved certification in the profession by AHAF or an AHAF approved organization
  - C. Student Members shall be those who are enrolled in a formal academic program of study recognized by the foundation.
  - D. Affiliate members are those who are in related profession (i.e.: mental health, education, etc.) who are not themselves in the practice of handwriting analysis.
2. Rights and Duties of members
  - a. All members are to abide by and be subject to the Code of Ethics for AHAF, and be subject to disciplinary action under that code and the Process for Review and Disposition of Complaints.
  - b. General, Professional, and Student members have the right to attend meetings of the foundation, vote on matters presented to the members for approval, and in all other ways fully participate in the work of the foundation.

c. Affiliate members shall not attend any meeting in which the business of the foundation is being conducted, unless invited to do so, but in no case shall they have a vote on any matter presented.

### 3. Dues

1. Dues for all categories of membership shall be set annually by the board of directors at the Annual Meeting each year to be effective on the date of renewal.

2. Upon petition by a member, the Board of Directors, by a majority vote, may waive all or part of the dues owed for a situation of hardship,

A. This decision is solely the purview of the Board of Directors

### 4. Annual Meeting

1. There shall be an annual membership meeting between July 1 and October 31 at a place and time to be determined by the Board of Directors.

A. The Annual meeting may be held by electronic means.

2. Notice of the Annual Meeting shall be given by mail or electronic means to all members not less than 10 days nor more than 90 days in advance of the meeting

3. The quorum for the Annual Meeting shall be 20% of the membership as of the date of the notice of the meeting.

## Article IV

### Officers

1. The elected officers of the foundation will be a President, a Vice President, a Secretary, and a Treasurer.
2. Officers shall be elected to two-year terms, or until their successors are elected, at the Annual Meeting.
3. Officers shall take office at the Annual Meeting after which they were elected. Files and records shall be turned over within thirty (30) days to the incoming officers.
4. To be eligible for President or Vice President, a person must have been a member for not less than two years at the commencement of their term, and be a Certified Member.
5. To be eligible for Secretary or Treasurer, a person must have been a member for two years at the commencement of their term.
6. The Duties of each Officer shall be those normally incident to that office and other duties as assigned by these bylaws, policy documents, or by the President or the Board of Directors, except that the President shall appoint all standing and special committee chairs, except the Nominating Committee.
7. Vacancies in office, including Directors at Large, shall be filled by nomination by the President and a majority vote of the Board of Directors to fill the term until the next Annual Meeting, at which the members shall elect a new officer.

Article V  
Board of Directors

1. The Board of Directors shall consist of the elected officers, and three elected directors at large. Proviso: The 3 directors at large shall be elected at a special election by mail or electronic ballot to be held after passage of these bylaws, to serve until the next Annual Meeting (this proviso shall expire and be removed from these bylaws after the annual meeting at which the election of the board takes place.
2. The Board of Directors shall meet not less than quarterly, and may meet by electronic means
  - a. A board member may be removed if that member does not attend at least 75% of the meetings of the board in any 12-month period, as per Article VII, Section 1.
3. A quorum for any board meeting shall be a majority of the seated members, provided that the President or Vice President, and one other elected officer is present
4. The Board of Directors shall have full authority to conduct the business of the foundation, except of those actions reserved to the members, and all other powers normally incident to a Board of Directors.

Article VI  
Elections

1. The officers and board members shall be elected by ballot, either by mail or email, sent not less than 30 days prior to the opening of the Annual Meeting
2. The Teller shall tally the ballots, and report the results as the first item of business at the Annual Meeting (after the open ceremonies, adoption of the credential report, the rules, and the program reports).
3. The President shall make an announcement of all appointments of standing committee chairs immediately after the Tellers Report.
4. The members at the Annual Meeting in the non-election year, shall elected the Nominating Committee by ballot vote at the Annual Meeting.
  - a. Members of the Nominating Committee shall not be eligible to stand for office.
  - b. To be eligible to serve on the Nominating Committee a person must have been a member for not less than 2 years.
  - c. One member of the Nominating Committee shall act as teller for the election.

Article VII  
Removal or Discipline of an Officer, Director, or Member

1. An officer or director shall be removed from the board for cause, as defined in California Corporations Code section 5221
2. An officer or director may be removed without cause under California Corporations code Section 5222
3. Any member may be removed for a violation of the Code of Ethics after the procedure as delineated in the Policy document "Process for Review and Disposition of Complaint"
4. Standing Committee Chairs may be removed and replaced by the President, with the approval of the Board of Directors

Article VIII  
Standing Committee

1. The Standing Committees of this foundation shall be
  - a. Nominating
  - b. Certification
  - c. Ethics
  - d. Education
  - e. Campaign for Cursive
  - f. Membership
  - g. Library-Archive
  - h. Financial Oversight
  - i. Research
  - j. Marketing
  - k. Website Maintenance
2. All Standing Committees Chairs shall be appointed by the President with the approval of the Board of Directors.

Article IX  
Parliamentary Authority

All meetings of this foundation shall be conducted in accordance with the current edition of Robert's Rules of Order Newly Revised

Article X  
Amendment

These bylaws may be amended or revised by a 2/3 vote of the members present at the Annual Meeting, provided such amendment was noticed, with full text and rationale, to the members along with the notice of the annual meeting, and shall take effect at the end of the Annual Meeting unless otherwise stated in a proviso to that amendment.

Article XI  
Indemnification/Insurance

1. Directors and Officers shall be indemnified to the maximum amount allowed by current California Corporation Law.
2. The corporation shall hold such Directors and Officers Insurance and General Liability Insurance in the amounts it deems necessary.

Article XII  
Conflict of Interest

1. AHAF shall not enter into any contract or other transaction or action in which any Director or Officer of AHAF, or with any business in which one or more of AHAF's Directors or Officers are directors or officers or in which they have a material financial interest, directly or indirectly, unless (a) the material facts as to the transaction and such Director's or Officer's interest are fully disclosed in good faith or know to the members and such contract or transaction is approved by the membership in good faith, with any interested Director or Officer not being entitled to vote thereon; or (b) the material facts as to the transaction and such Director's or Officer's interest are fully disclosed in good faith and noted in the minutes, or are known to all Directors prior to the Board's consideration of such contract or transaction and such contract or transaction is authorized in good faith by the Board by a vote sufficient for that purpose without counting the votes of the interested Director(s) or Officer(s).

Article XIII  
Dissolution

- A. This foundation may be dissolved by a 2/3 vote of the Board of Directors.
- B. Upon dissolution, the President and the Treasurer shall pay all debts and obligation outstanding. The remaining assets will be distributed to a qualified non-profit entity constituted for the same or similar purposes as this foundation, as approved by the executive board.
- C. Any assets held in trust will be disposed of in a manner required by law or appropriate court order.