

**BYLAWS  
of the  
ARIZONA PROCESS SERVERS ASSOCIATION**

**Article I - NAME:**

This Association shall be known as the Arizona Process Servers Association, hereinafter referred to as APSA.

**Article II - PURPOSE**

To promote and upgrade the process serving industry through the following objectives:

Section 1 Promoting any legislation and rule changes which will help the industry.

Section 2 Combating legislation, which may harm the industry.

Section 3 Creating and maintaining a moral and ethical standard for the industry.

Section 4 Improving relations between the industry and the legal community - attorneys, judges, clerks and officers of the court - and the general public, statewide and nationally

**Article III - MEMBERSHIP**

Section 1 Membership in the Association shall be open to all persons who have been directly or indirectly affiliated with the profession of process serving. Membership is approved on an individual basis and is not transferable

Section 2 All applications for membership must be completed in full on a form approved and provided by the Association. Each application must be accompanied by one year's annual dues plus a non-refundable application fee as prescribed by the Board of Directors.

Section 3 Classes of membership and requirements for membership shall be defined by the Board

Section 4 Membership shall not be granted to any person who has been convicted of a felony unless such conviction was officially pardoned or the record of same has been expunged, or their civil rights restored. In addition, membership shall not be granted to any applicant who has had their license, permit or right to serve process revoked by any issuing authority

unless said revocation has been pardoned or expunged, or had their civil rights restored

Section 5. No person shall be denied membership because of their race, color, sex, or ethnic origin

Section 6. Membership may be suspended or terminated by the Board for violations of these Bylaws, Policy Manual and/or the Code of Ethics

Section 7. Termination of membership shall be effective thirty (30) days past the due date for annual dues.

#### Article IV - DUES

Section 1. The annual dues shall be determined by majority vote of the Board of Directors and shall remain in effect until changed

Section 2. The fiscal year covering the payment of dues shall be Jan 1 to Dec 31 each year

#### Article V - ELECTION of OFFICERS and DIRECTORS

Section 1. The officers shall consist of a President, First Vice-President, Second Vice-President, Secretary and Treasurer. Term of each officer shall be one (1) year.

Section 2. No member shall be eligible to be an officer until they have been a member for two years

Section 3. No member shall be eligible to be a director until they have been a member for one year.

Section 4. The immediate past president shall serve one year on the Board of Directors

Section 5. Three (3) directors shall be elected unless the current president is re-elected, in which event four (4) directors shall be elected.

Section 6. Officers shall be elected by majority vote of members present at the annual conference. Directors shall be elected in a single ballot with each member casting one vote for each seat to be filled. Nominees receiving the highest plurality of votes will fill all seats in order of total votes received. Majority vote shall not be required. No proxies shall be allowed

Section 7. No member shall hold the office of President for more than three (3) consecutive terms.

Section 8. A vacancy in any office or directorship shall be filled by the Board of Directors

#### Article VI - DUTIES of OFFICERS

Section 1 The administration and management of the association shall be controlled by the Board of Directors consisting of the officers and directors. They shall have the authority to do any and all things necessary for the administration of APSA. Decisions shall be reached by majority vote of the Board of Directors members present. No proxy voting shall be allowed.

Section 2. The President shall preside at all meetings, shall make all appointments that are deemed necessary to run the association, and shall submit at the annual conference an annual report describing programs and Board actions.

Section 3. The Vice-President shall perform the duties of the office of president whenever the President is unable to do so.

Section 4 The Secretary shall cause to be recorded the minutes of all Board meetings and the annual conference.

Section 5. The Treasurer shall be responsible for carrying out all fiscal policies and procedures adopted by the Board; shall be responsible for preparation of financial statements and presentation of these to the Board at each meeting; and shall submit a written annual report to the annual conference.

Section 6 A petition, signed by signatures representing fifteen (15) percent of the total votes eligible to vote at that time in the Association requesting the holding of an election for the purpose of recalling a member of the Board or any officer, may be filed at any time with the Secretary. If recall is for the Secretary, the petition shall be filed with the President. After verification of signatures, the President shall certify the petition and immediately direct a ballot be mailed to each member. The ballot shall read as follows:

shall --name of director -- be recalled?

yes \_\_\_\_\_ no \_\_\_\_\_

A "yes" vote shall be counted as for the recall and a "no" vote shall be counted as against the recall. Only members in good standing shall be entitled to vote at such elections. Such a recall shall require two-thirds affirmative vote of executed ballots received by the Secretary or President within fifteen (15) days. If the recall is successful the Board may fill the vacancy at its next meeting.

Section 7. The Board shall adopt procedures for arbitration and grievance. All members are bound by the arbitration and grievance procedures as adopted by the Board.

#### Article VII - MEETINGS

Section 1. An annual conference shall be held. Officers' reports, committee reports and any new or old business as the membership sees fit will be discussed at the meeting,

Section 2. Board meetings shall be called by the President. A board meeting must be called within thirty (30) days if requested by three (3) members of the Board, or if petitioned for by a majority of the members. The membership may be notified of all regular Board meetings

Section 3. Meetings of the Board may be held by mail or telecommunications.

Section 4. Members shall be admitted to all meetings and conferences except executive sessions. Non-members may be admitted to all meetings and conferences unless disapproved by a majority of the members present. Only meetings involving the personal affairs of any individual may be held in executive session.

Section 5. The latest edition of Robert's Rules of Order shall govern the conduct of all meetings

#### Article VIII - BYLAW AMENDMENTS

Section 1. Proposed bylaw amendments must be submitted to the Secretary sixty (60) days prior to the date of annual conference and published to the membership not less than thirty (30) days prior to the annual conference

Section 2. The bylaws may be amended or revised by an affirmative two-thirds vote of the membership present at the annual conference.

Section 3. Bylaw amendments or revisions may be acted upon only at the time published in the conference agenda unless a majority of the membership present at that time agrees to a later time for further action on them.

Section 4. The bylaws may also be amended or revised by unanimous vote of the Board of Directors