

1 **Bylaws of the Texas Society for Histotechnology**

2  
3 **PREAMBLE**

4 The organization shall be known as the Texas Society for Histotechnology (referred to in these  
5 Bylaws as TSH).

6  
7 These bylaws establish the Texas Society for Histotechnology and the procedures for the conduct of  
8 its business.

9  
10 **ARTICLE I.**  
11 **OFFICE AND DISTRICTS**  
12

13 **1.01 Registered Office**

14 The Society shall continuously maintain in the State of Texas a registered office, and a  
15 registered agent as required by the Texas Non-Profit Corporation Act.

16  
17 **1.02 Districts**

18 The State shall be divided into three districts, each representing specific counties, for  
19 representation on the Executive Board and in the House of District Representatives. TSH  
20 Members may elect the district in which they wish to be registered.

21  
22 **District I** consists of the following counties: Anderson, Andrews, Archer, Armstrong,  
23 Bailey, Baylor, Borden, Bowie, Bosque, Briscoe, Brown, Callahan, Camp, Carson, Cass,  
24 Castro, Cherokee, Childress, Clay, Coleman, Collin, Collinsworth, Comanche, Concho,  
25 Cooke, Coryell, Cottle, Crosby, Dallam, Dallas, Dawson, Deaf Smith, Delta, Denton,  
26 Dickens, Donley, Eastland, Ellis, Erath, Fannin, Fisher, Floyd, Foard, Franklin, Freestone,  
27 Gaines, Garza, Gray, Grayson, Gregg, Hale, Hall, Hamilton, Hansford, Hardeman, Hartley,  
28 Haskell Hemphill, Henderson, Hill, Hockley, Hood, Hopkins, Howard, Hunt, Hutchinson,  
29 Jack, Johnson, Jones, Kaufman, Kent, King, Knox, Lamb, Lampasas, Lamar, Limestone,  
30 Lipscomb, Loving, Lubbock, Lynn, McLennan, Marion Harrison, Martin, Mitchell, Miles,  
31 Montague, Moore, Morris, Motley, Navarro, Noland, Ochiltree, Oldham, Palo Pinto, Panola,  
32 Parker, Parmer, Potter, Rains, Randall, Red River, Roberts, Rockwall, Rusk, Scurry,  
33 Shackelford, Sherman, Smith, Somervell, Stephens, Stonewall, Swisher, Tarrant, Taylor,  
34 Terry, Throckmorton, Titus, Upshur, Van Zandt, Wheeler, Wichita, Wilbarger, Wise, Wood,  
35 Yoakum and Young.

36  
37 **District II** consists of the following counties: Angelina, Austin, Bastrop, Bee, Bell, Brazoria,  
38 Brazos, Brooks, Burleson, Caldwell, Calhoun, Cameron, Chambers, Colorado, DeWitt,  
39 Duval, Falls, Fayette, Fort Bend, Galveston, Goliad, Gonzales, Grimes, Hardin, Harris,  
40 Hidalgo, Houston, Jackson, Jasper, Jefferson, Jim Hogg, Jim Wells, Kenedy, Kleberg,  
41 Lavaca, Lee, Leon, Liberty, Madison, Matagorda, Milam, Montgomery, Nacogdoches,  
42 Newton, Nueces, Orange, Polk, Refugio, Robertson, Sabine, San Augustine, San Jacinto, San  
43 Patricia, Shelby, Starr, Trinity, Tyler, Victoria, Walker, Waller, Washington Webb,  
44 Wharton, Willacy and Zapata.

45  
46 **District III** consists of the following counties: Aransas, Atascosa, Bandera, Bexar, Blanco,  
47 Brewster, Burnet, Cochran, Coke, Comal, Crane, Crockett, Culberson, Dimmit, Duval,  
48 Ector, Edwards, El Paso, Frio, Gillespie, Glasscock, Guadalupe, Hays, Hudspeth, Irion, Jeff

49 Davis, Karnes, Kendall, Kerr, Kimble, Kinney, LaSalle, Live Oak, Llano, Mason,  
50 McCulloch, McMullen, Maverick, Medina, Menard, Midland, Pecos, Presidio, Reagan, Real,  
51 Reeves, Runnels, San Saba, Schleicher, Sutton, Terrell, Tom Green, Travis, Upton, Uvalde,  
52 Val Verde, Ward, Williamson, Wilson, Winkler, and Zavala,  
53  
54

## 55 **ARTICLE II** 56 **MEMBERS**

### 57 **2.0**

58 Application for and acceptance of membership in the Society implies an acceptance of all Rules,  
59 Regulations and Bylaws that govern the Association.

60 The membership year is from Nov 1<sup>st</sup> of the current year to Oct 31<sup>st</sup> of the following year.

### 61 **2.01 Classes of Members**

62 The Society shall have four classes of members. Members, Student members, Retired  
63 members and Honorary members.  
64

#### 65 **2.01A Members**

66 Individuals interested in the field of Histotechnology who are not eligible as student  
67 members.  
68

#### 69 **2.01B Student Members**

70 Individuals who are students in an educational program of Histologic Technique  
71 recognizable by the TSH until they become Registry eligible. Student members shall have all  
72 the privileges of membership but shall be non-voting members.  
73

#### 74 **2.01C Honorary Members**

75 This category includes individuals who have made significant contributions to the field of  
76 Histotechnology and also those members who have been active members of the Society but  
77 have retired from active laboratory practice. Recommendations must be submitted to the  
78 Board accompanied, not less than sixty days prior to an annual meeting. Honorary member  
79 status shall be conferred by a majority vote approval of the House and will be effective  
80 immediately thereafter. Honorary members have voting privileges but are not required to pay  
81 dues or fees to the Society.  
82

#### 83 **2.01D Retired Members**

84 Retired members shall only include members who have been current members for the past 1  
85 year, are retired, and wish to remain active in the society. Retired members will have voting  
86 privileges and will pay a reduced membership fee to the Society, as determined by the TSH  
87 Board.  
88

89 **2.02 Membership applications** shall be by submission of a completed TSH membership  
90 application form, accompanied by the appropriate fees, to the Membership Committee chair  
91 who will then forward details to the TSH Treasurer and the President.  
92

#### 93 **Membership Dues**

94 Annual membership dues shall be recommended by a majority vote of the Board and  
95 determined by a majority vote of the House of District Representatives. The first dues notice  
96 will be sent either through regular U.S. Postal System, or by electronic notice or email a

97 minimum of 30 days in advance of the annual collection date.

98  
99  
100 **2.03 Delinquent Dues**

101 A member who fails to remit dues within thirty days following the annual dues collection  
102 date shall be deemed delinquent. The Membership Committee shall notify the delinquent  
103 member of this status, and if the dues are remitted within thirty days following this  
104 notification, the member shall be reinstated. Failure to submit dues within the 30-day  
105 notification period will result in forfeiture of membership, until dues are paid. Member will  
106 not be in good standing for that membership year and not eligible for awards, voting or  
107 running for office.

108  
109 **2.04 Officers of TSH**

110 Officers and chairpersons are elected for two-year terms beginning at the end of the Annual  
111 Meeting in an election year, but this may be extended if a successor cannot be found.  
112 Officers and chairpersons have a term limit of two consecutive two-year terms and must then  
113 vacate such office for a two-year term before they may be nominated for election or be  
114 appointment to the same office.

115 The Officers of this Society shall be a President, Vice President, Secretary, Treasurer,  
116 Immediate Past President, and District Directors.

117 An Officer must have been a member in good standing for at least one year prior to election  
118 and have current membership. Candidates for the office of President and Vice President  
119 shall have served at least one term on the Board prior to election.

120  
121  
122 **ARTICLE III**

123 **3.0 MEETINGS**

124 The Executive Board is responsible for designating the meeting location, within the State of  
125 Texas, for the annual meeting, and for any special meetings called by the Executive Board.  
126 A quorum shall consist of one-tenth of the members present at the meeting who are eligible  
127 to vote.

128 Roberts Rules of Order shall govern the procedures unless otherwise specified in these  
129 bylaws.

130  
131 **3.01 Annual Meeting**

132 An annual meeting of the members shall be held at the Annual Symposium at which time  
133 new officers shall be announced.

134  
135 **3.02 Special Meeting**

136 Special meetings may be called by the President, at the request of the Executive Board, or by  
137 a minimum of ten percent of members with voting rights.

138  
139 **3.03 Notice of Meeting**

140 Every effort should be made to ensure that meetings are as convenient as possible as regards  
141 time and venue for all members. The President or their designate shall make every  
142 reasonable effort to inform all members, by written notice stating the place, specific time and  
143 purpose of the meeting, of any meeting. Such notice is to be delivered to each member  
144 entitled to vote at such meeting, a minimum of 5 days prior to the meeting.

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148 **ARTICLE IV**  
149 **EXECUTIVE BOARD**  
150

151 **4.01 General Responsibilities**

152 The Executive Board acts as the administrative section of the Society and must carry out all  
153 policies and recommendations that have been approved by the membership. The Board and  
154 all members must be familiar with their responsibilities and abide by these bylaws.

155 The Board is responsible for setting the time and place of the Annual Meeting, making  
156 recommendations to the membership, taking action on all matters initiated by the House,  
157 providing for the publication of a newsletter, and determining editorial policies for the  
158 newsletter. It shall provide for an Audit of the Society's accounts, report its activities to the  
159 House and General Membership in a timely manner, and represent the Society with full  
160 power and authority over administrative affairs of the Society.  
161

162 **4.02 Composition**

163 The Executive Board shall consist of elected Officers, President, Vice President, Past  
164 President, Secretary and Treasurer, the Speaker of the House, the District Directors, or their  
165 designated alternate, and Committee Chairs.  
166

167 **4.03 Presiding Officer**

168 The President shall, whenever possible, preside at all Executive Board meetings. In their  
169 absence the officers who preside at the board meeting shall, in order, be the Vice President,  
170 past President and the Secretary.  
171

172 **4.04 Meetings**

173 A regular annual meeting of the Executive Board shall be held during the Annual Meeting.  
174 Other meetings may be held as described below. For the purpose of ensuring timely  
175 conducting of business, email may be used if agreed upon by a majority of the Board and if  
176 every effort is made to contact any members who do not have email access.  
177

178 Special meetings of the Executive Board shall be called by or at the request of the President  
179 or at the request of any two members of the Board.  
180

181 Actions can be taken by the board by conference call or physically meeting if deemed  
182 necessary by the President of the Society and two other Board members. Notice of the  
183 special meeting and an agenda is to be prepared in advance and sent electronically to  
184 members of the Executive Board at least 5 days ahead of the scheduled meeting.  
185

186 A quorum of the Executive Board shall consist of at least one member representing each  
187 district.  
188

189 **4.05 Notice**

190 Notice of any special meeting of the Executive Board shall be given at least five days  
191 previously by written notice distributed to Board members by acceptable methods such as  
192 US mail, or electronic notice. All members must ensure that the Membership Chair has

193 current information related to their address, current email and/or most appropriate means of  
194 contacting them.

195  
196  
197

198 **4.06 Vacancies and removal**

199 Any vacancy occurring in the Executive Board shall be filled for the remainder of the  
200 term by a person elected by a majority vote of the remaining members of the Board  
201 within thirty days of notification of the vacancy

202 Any Executive Board member elected by the members may be removed by a two-thirds vote  
203 of the members voting at any meeting of the Board members at which a quorum is present.  
204 The member must be notified of their removal within 10 days of the action being taken.

205  
206

206 **4.07 Compensation**

207 Executive Board members, as such, shall not receive any stated salaries for their services as a  
208 Board member but by resolution of the Executive Board a fixed sum and expenses of  
209 attendance, if any, may be allowed for attendance at each meeting of the Board.

210

211 **4.08 Standing Committees Originating from the Board of Directors**

212 Committees arising from the Board shall be composed of a Chair and whenever possible, one  
213 member from each District. The Chair shall be appointed by the President and submitted for  
214 approval at the first Board meeting of the newly elected Board. The Chair shall serve two  
215 years, concurrent with the Society officers elected that year. Any member in good standing  
216 shall be eligible for appointment. The Chair shall choose Committee members within thirty  
217 days of the appointment to carry out the function of that committee. Outgoing Committee  
218 Chairs shall turn over all records and property related to the Committee, to their successor  
219 within thirty days. The President with Board approval shall fill vacancies occurring among  
220 the Board Committee Chairs.

221

222 **4.08A Awards Committee**

223 This committee shall establish criteria for all Society Awards and conduct the business of  
224 selecting recipients of awards.

225

226 **4.08B Health and Safety Committee**

227 This committee shall be responsible for keeping the General Membership informed as to all  
228 pertinent information relating to health and safety.

229

230 **4.08C Membership Committee**

231 This committee shall be responsible for processing membership applications, maintaining  
232 and distributing a current list of members, distributing annual membership notices and  
233 society membership materials to new and renewing members and developing ways to attract  
234 new members.

235

236 **4.08D Public Relations Committee**

237 This committee shall be responsible for public relations aspects including publication of the  
238 Newsletter.

239

240 **4.08E Special Committees**

241 Special committees may be formed as deemed necessary by the President or the Board.

242 **ARTICLE V**

243 **OFFICERS**

244  
245 **5.01 Officers**

246 The Officers of this Society shall be a President, Vice President, Secretary, Treasurer,  
247 Immediate Past President, and District Directors.

248 An Officer must have been a member in good standing for at least one year prior to election  
249 and have current membership. Candidates for the office of President and Vice President  
250 shall have served at least one term on the Board prior to election.

251  
252 **5.02 Election and Removal of Officers**

253 The Officers of the Society shall be elected by a majority vote of the Voting members by  
254 mail-in ballot, in accordance with these bylaws. The announcement of the results of the  
255 election shall be made at the Annual Meeting of the members.

256 Any Officer elected by the members may be removed by a two-thirds vote of the members  
257 voting at a regular or special meeting of the members at which a quorum is present.

258 A vacancy in any office may be filled by the Executive Board, within thirty days of the  
259 vacancy, for the unexpired portion of the term.

260  
261 **5.03 Duties**

262 The Officers shall serve concurrently as voting members of the Board and the House.

263  
264 **5.03A President**

265 The President shall be the principal executive officer and shall generally supervise all  
266 business and affairs of this Society; submit credentialing information to the NSH Credentials  
267 Chair; preside over and prepare agendas for all meetings of the members and the Board;  
268 serve as alternate Speaker of the House; be ex-officio member, without vote, of all  
269 committees. Upon approval of the Board the President shall designate all Chairs and  
270 committees arising from the Board and Society representatives. The President, together with  
271 the Secretary, shall sign all legal instruments, with the exception of contracts for the State  
272 Education Meetings, that the Board has authorized to be executed. The President shall  
273 submit a written annual report to the Board and the House and when necessary, call special  
274 meetings of the Board. The President shall represent the Society at the Annual NSH  
275 President's and House of Delegates Meetings. The President or their designate shall present  
276 all honors and awards, perform all duties incident to the office and other duties as may be  
277 designated by the Board.

278  
279 **5.03B Vice-President**

280 In the absence or the inability of the President to act, the Vice President shall perform the  
281 duties of the President. The Vice President shall serve in the capacity of coordinator of all  
282 Committees of the Executive Board, the District Education Programs and shall be  
283 responsible for an educational account, which provides funds for educational meetings. The  
284 Vice President, in cooperation with the District Director, shall sign the contracts for the State  
285 Educational meeting site. The Vice President shall submit a written report at the General  
286 Membership Meeting. The Vice President shall perform all other duties assigned by the  
287 President or the Board.

289 **5.03C Secretary**

290 The Secretary shall keep and report minutes of all meetings of the members and the Board.  
291 These minutes shall be distributed within ninety days to the Board. The Secretary, together  
292 with the President, shall sign all official documents, with the exception of contracts for the  
293 State Educational Meeting; affix the Corporate Seal to all official records and documents.  
294 The Secretary shall submit a quarterly written report to the President and a written annual  
295 report at the General Membership Meeting and shall perform other duties incident to the  
296 office.

297  
298 **5.03D Treasurer**

299 The Treasurer shall perform all bookkeeping duties of the Society; be responsible for all  
300 monies, funds, securities, and negotiable instruments of the Society and maintain accurate  
301 records. The Treasurer shall submit a written quarterly report to the Executive Board and a  
302 written annual report at the General Membership Meeting and shall perform other duties  
303 incidental to the office as assigned by the President or the Board. The Treasurer is entrusted  
304 with filing the annual taxes for the society and having either an external audit performed or  
305 to have an external audit performed or to have an audit committee to perform such audit.  
306

307 **5.03E Immediate Past President**

308 The Immediate Past President shall be a member of the Board and assume such tasks as the  
309 President may require.  
310

311  
312 **ARTICLE VI**  
313 **DISTRICTS**  
314

315 **6.01 District Directors**

316 Each District shall elect one District Director and one Assistant District Director by a  
317 majority of votes cast by the voting members in the District. The District Director and  
318 Assistant Director shall be members in good standing for one year prior to nomination and  
319 have current membership. The District Director shall be responsible for coordinating and  
320 promoting Society activities for the District represented and shall submit a written quarterly  
321 report to the Executive Board. That person shall disseminate Society information and  
322 activities at the District level. The District Director shall insure a slate of district nominees  
323 for State office and present this to the Nominations Committee.

324 The District Directors shall attend and exercise voting privileges at all Board meetings.  
325 The Assistant District Director shall be responsible for assisting the District Director and  
326 acting as alternate to the Board of Directors and/or House of District Representatives.  
327

328 **6.02 Dissolution of District Organization**

329 Upon dissolution of a district organization, all monies and assets are to be paid to the TSH  
330 treasurer for use by the Society and used for educational and other professional purposes in  
331 the district from which they are received.  
332

333  
334 **ARTICLE VII**  
335 **Nominations-Election Procedures**  
336

337 **7.01 Nomination Qualifications**

338 Any member may submit, to their District member of the Nominations-Election Committee  
339 or the Nominations-Election Chair, names of individuals they wish to nominate for office.  
340 The Nominations-Election Committee shall present to the voting members at least one  
341 candidate for each office. All Nominations-Election Committee members are ineligible to be  
342 nominees  
343

344 **7.02 Voting by Mail**

345 Officers shall be elected by secret ballot. The Nominations-Election Committee shall  
346 present a slate of candidates in ballot form to all voting members. All ballots shall be mailed  
347 sixty days prior to the Annual meeting in which there is to be an election with a postmarked  
348 deadline of 30 days for return of the ballot. Ballots shall be counted by the Nominating  
349 Committee Chair and by two Committee members selected by the Chair. A report containing  
350 the full slate of nominees for each office and those elected shall be sent to the President and  
351 the Speaker of the House not less than ten days prior to the Annual meeting. Tied votes  
352 require a decisive vote by the House of District Representatives  
353

354 **ARTICLE VIII**

355 **Delegates to the National Society of Histotechnology**

356 **8.01 Delegates to the National Society of Histotechnology**

357  
358 The Delegate to the National Society for Histotechnology shall be elected by a majority vote  
359 of the members voting, in accordance with the standards set up by the National Society for  
360 Histotechnology, Inc. The President shall submit credentialing information to the NSH  
361 Credentials Chair before the deadline.  
362  
363

364 **ARTICLE IX**

365 **HOUSE OF DISTRICT REPRESENTATIVES**

366 **9.01 General Powers**

367  
368 The House of District Representatives is composed of representatives from all districts and,  
369 at the annual General meeting, determines the policies that govern the Society. Its action  
370 shall be binding. The House shall create, appoint and elect committees, adopt guidelines for  
371 and receive reports from them, regulate their activities and act upon their reports. It shall  
372 alter, amend or repeal the Bylaws, approve Honorary Members, and shall vote on  
373 recommendations by the Board. In addition to the above duties, the House shall make  
374 recommendations to the Executive Board. The House shall formally communicate any  
375 activities to the Board within ninety days.  
376  
377

378 **9.02 Membership and Qualifications**

379 The House of District Representatives shall consist of a Speaker, a Secretary, the Board,  
380 Chairs of all Standing Committees (or their delegate), District Directors, or Assistant  
381 Directors, the State Delegates to the National Society for Histotechnology, House of  
382 Delegates and one selected District Representative for every ten members (or portion  
383 thereof) of each District. Each selected Delegate must be a member in good standing and be  
384 duly credentialed before the Annual Convention by the Credentials Committee. All

385 members shall have one vote with the exception of the Speaker who may vote only in case  
386 of a tie.

387

388 **9.03 Method of Selection**

389 Each District shall be responsible for establishing fair methods of selection for District  
390 Representatives and such procedures shall govern the selection of each District  
391 Representative. District Representatives shall be prior to the Annual House selected prior to  
392 the Annual House of District Representatives meeting. The credentials of said selected  
393 representatives shall be tendered to the Credentials Chairperson no later than thirty (30) prior  
394 to the Annual House Meeting.

395

396 **9.04 Duties of the Delegates**

397 The House delegates are responsible for representing their constituents at all times,  
398 communicating any concerns of their constituents to the House and for reporting the  
399 activities of the House to their constituents.

400

401 **9.05 Term of Office**

402 The term of office of each Delegate and alternate shall begin when they are credentialed and  
403 notified by the Credentials Chairperson and end one (1) year after that time or when a  
404 successor is credentialed and notified.

405

406 **9.06 Officers**

407 The House of District Representatives shall elect a Speaker and a Secretary from any  
408 delegate member in good standing. These Officers shall be elected prior to the close of  
409 business of the House in an election year for the Society Officers, to serve a two-year term  
410 concurrent with Society Officers.

411

412 **9.06A Speaker of the House**

413 The Speaker of the House shall preside at all meetings of the House, coordinate Standing  
414 Committees of the House, appoint a Parliamentarian before the Annual Meeting, and be  
415 responsible for the preparation and distribution of an agenda for the Annual House Meeting  
416 to its members at least thirty days prior to the Annual Meeting.

417

418 **9.06B Secretary of the House**

419 The Secretary of the House shall keep and report an accurate record of all proceedings of  
420 the House, distribute the minutes of all meetings and transactions of the House to all it's  
421 members within ninety days following the Annual meeting, and perform such other duties  
422 as may be assigned by the Speaker.

423

424 **9.07 Annual Meeting and Notice**

425 The annual meeting of the House of District Representatives shall be held concurrently  
426 with the Annual Symposium for the transaction of such business as may come before the  
427 House.

428 Special meetings shall be at the call of the Speaker of the House or by the Speaker at the  
429 request of any five representatives. Notice of such meeting stating the place, day and hour  
430 of any Meeting of the House shall be delivered to each representative either personally or  
431 by mail, not less than five days before the date of such special meeting.

432 In the absence of the Speaker, the President shall preside. Thereafter the vacancy shall be

433 filled by the Vice-President, then the immediate Past President. In the absence of the  
434 Secretary, the presiding officer shall appoint a temporary secretary.

435 A majority of the members present shall constitute a quorum at any meeting of the House  
436 of District Representatives, providing that this includes one representative from each  
437 district.  
438

### 439 **9.08 Standing Committees**

440 Chairs of the House Standing Committees shall be elected by the House at the annual  
441 meeting. The Chair of each committee shall choose, whenever possible, a Committee  
442 Member from each District within thirty days of the election to properly carry out the  
443 function of the Committee. Outgoing Committee Chairs shall turn over all records and  
444 property related to the Committee, to their successor within thirty days. When a vacancy  
445 occurs in any chair, the Speaker, in conjunction with the affected Committee Members,  
446 shall appoint a qualified person to serve the unexpired term. The Speaker of the House,  
447 with Board approval, may remove any member. When a vacancy occurs in any committee  
448 the Chair should make every effort to appoint a qualified person to fill the un-expired term.  
449

#### 450 **9.08A Bylaws Committee**

451 This committee shall be responsible for maintaining current the bylaws, suggesting changes  
452 to facilitate efficient operation of the Society and ensuring that members are made aware of  
453 any bylaw changes or proposed changes in a timely manner.  
454

#### 455 **9.08B Credentials Committee**

456 This committee shall be responsible for ensuring that all delegates and alternates are  
457 qualified to sit in the House of District Representatives and that all nominees for House  
458 Offices, House Committee Chairs are qualified for the position.  
459

#### 460 **9.08C Nominations-Election Committee**

461 Each District shall select a representative to this committee following the election of the  
462 Chair of this committee. This committee shall be responsible for performing the procedures  
463 described in Article VII. The House Speaker with approval of the Committee shall fill any  
464 Committee Chair vacancy occurring between the House of District Representatives  
465 meetings. The District Director through appointment shall fill District Representative  
466 vacancies occurring between the House meetings to the committee with Speaker and  
467 Committee approval. The term of office for this committee shall be for a term of two years  
468 beginning with the close of the annual meeting prior to an election year at which they were  
469 elected.

470 The Speaker of the House shall appoint any special committees as needed.  
471

## 472 **ARTICLE X**

### 473 **FINANCIAL TRANSACTIONS**

474

#### 475 **10.01 Contracts, Checks and Drafts**

476 The Executive Board may authorize any officers or agents of the TSH, in addition to those  
477 authorized by these bylaws, to enter into any contract or execute and deliver any instrument  
478 in the name of and on behalf of the Society. Such authority must be submitted to the officer  
479

480 or agent in writing.

481 **10.02 Checks and Drafts**

482 All checks, drafts or orders for the payment of money, notes or other evidence of  
483 indebtedness issued in the name of the Society shall be signed by such officer or officers,  
484 agent or agents of the corporation and in such manner as shall from time to time be  
485 determined by resolution of the Executive Board. Such instruments shall be signed by the  
486 Treasurer and countersigned by the President or Vice President of the Society.

487 The following shall be bonded in an amount deemed appropriate by the Executive  
488 Committee - President, Vice-President, Treasurer, Membership Chair and the Annual  
489 Convention Registrar.

490  
491 **10.03 Deposits**

492 All funds of the Society shall be deposited within 60 days of receipt to the credit of the  
493 Society in such banks, trust companies, or other depositories as the Executive board may  
494 select.

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**ARTICLE XI  
AMENDMENTS TO BYLAWS**

500 **11.01 Amendments to the Bylaws**

501 Any member in good standing shall submit proposed amendments or changes to these  
502 Bylaws in writing to the Bylaws Committee Chairperson. The Bylaws Committee shall  
503 submit all proposed amendments to the Speaker for distribution as agenda items for the  
504 HODR. House members retain the right to propose amendments to any circulation Bylaws  
505 amendment during debate on that amendment. Any changes in the Bylaw may be adopted  
506 by an affirmative majority vote by the members of the HODR present at any regular meeting  
507 or at any special meeting, if at least thirty days written notice is given of the proposed  
508 changes at such a meeting.

509

510