

**BYLAWS
OF
TALLAHASSEE ASSOCIATION OF WEDDING PROFESSIONALS, INC.**

Article I - Name and Location

The Tallahassee Association of Wedding Professionals, Inc. is a Florida Not for Profit Corporation. The title may be abbreviated "TAWP." The mailing address for the organization is P. O. Box 10444, Tallahassee, FL 32302. The principal office of the corporation will be at a location designated by the Board of Directors, and meetings of members and Directors may be held at such places within 50 miles of Tallahassee, FL as may be designated by the Board of Directors.

Article II - Objectives and Principles

Section 1. Mission Statement. The Tallahassee Association of Wedding Professionals is an organization committed to ethically advancing standards of excellence for its members and the wedding industry in Tallahassee, Florida and the surrounding area. Through education, community engagement, and wedding events we strive to showcase premiere vendors and foster strong relationships through networking and cooperation.

Section 2. Meetings. Meetings will provide individual members networking and educational opportunities, developmental tools, and support.

Section 3. Goals. The membership will promote the following goals in the Tallahassee area wedding industry:

- (a) Raise the standards of excellence among members;
- (b) Elevate the integrity of the Tallahassee wedding industry together;
- (c) Validate individual members;
- (d) Enforce a standard of ethics and acceptable business practices as to its members;
and
- (e) Inform the greater Tallahassee community more about its local wedding industry.

Section 4. Referrals. Association members should feel comfortable making referrals for the services of any other TAWP member, including any business which is analogous to their own. It is not the intention of the organization to promote the least expensive alternative but rather to focus on the greatest quality and best service to each wedding couple.

Article III – Members

Section 1. Qualifications. In order to be considered for membership, a prospective member ("Applicant") must meet the following qualifications.

- (a) Applicant must provide a copy of current city, county, and/or state occupational licenses in the name of the company/individual applying for membership.
- (b) Applicant must have been in business for at least one year working as a wedding

- professional or participating in the Tallahassee area wedding industry.
- (c) Applicant must provide a business card, a copy of a business contact, and the names of three clients served within the most recent six months.
 - (d) Applicant's company must be physically located in the Tallahassee area or within 50 miles of the borders of Leon County, Florida.
 - (e) Applicant must have two TAWP sponsors who have worked events with the Applicant and have knowledge of Applicant's work and its quality.
 - (f) Applicant must meet any category-specific membership criteria, including, but not limited to, portfolio review, website reflecting wedding industry involvement, and submission of other applicable licenses and necessary accreditations.
 - (g) Membership shall not be denied to otherwise qualified Applicants based on race, creed, sex, age, physical abilities or country of origin.
 - (h) Membership in any given category is capped at 15% of membership total. All qualifying Applicants for capped categories shall be placed on a waiting list and will be notified once there is an available space in the category.

Section 2. Categories of Professionals. Businesses serving in categories of wedding services may apply for membership to TAWP. Additional categories may be added based on service to the wedding industry. The current categories of professionals eligible for admission to TAWP are:

- Accommodations
- Attire
- Baker
- Beauty
- Catering
- Ceremony and Reception Site
- Ceremony and Reception Site with Lodging
- Florist
- Music
- Officiant
- Photobooth
- Photography
- Printing
- Pyrotechnics
- Rentals
- Transportation
- Travel
- Videography
- Wedding Planner

Section 3. Application Procedures. Applications are reviewed and voted on in the following procedures:

- (a) The Board will vote on new members as received and reserves the right to call for special vote(s) via email or a special meeting as the Board deems necessary to expedite the application process.
- (b) The Board of Directors shall use an application form for membership.
- (c) The application form, the qualifications for membership and the guidelines for membership will be provided on the website: www.tawp.org. Members may refer potential applicants to the website.
- (d) The applicant will return a completed application form, qualifying documents (current city, county and/or state licenses in the name of the company/individual applying for membership), current website (or social media accounts) that reflect involvement in the wedding industry.
- (e) When the application is in order, the Membership Chair will email the sponsors with the new applicant's information.
- (f) Once the sponsors have approved the applicant, general membership will be emailed the applicant's information.
- (g) Members will be allowed to express via email or phone call to the Board any feedback regarding the applicant's admission into TAWP.
- (h) The Board will review any objections and determine the legitimacy of any concerns and then make a determination as to the applicant's qualifications to become a member. If there are no objections expressed by the membership, then the applicant will be voted on by the Board.
- (i) If the applicant's category is capped, the applicant will be placed on the waiting list and the Membership Chair will keep track of membership status. The Membership Chair will notify the Board of any available category openings and will notify the applicant(s) in the order that they applied.
- (j) If the category is capped (15% of the membership), the applicant will be informed and added to the waiting list. If the applicant's category has a slot available and the applicant has been approved for membership by the Board, the Membership Chair will submit the information for the new member to be placed on the website.
- (k) Should an applicant file any false statements or information on, or should the applicant have shown contempt and/or malice, either stated or implied toward TAWP, its members for its objectives, etc., his/her application may be denied until such charges or activities have been cleared or discharged.
- (l) Any rejected applicant shall wait no less than six (6) months before reapplying.

Section 4. Class of Members. Membership shall be divided into two classes:

- (a) Primary Membership – An individual, partnership, or corporation lawfully engaged in the business of wedding and event services in Tallahassee and the surrounding areas can apply for this level of membership. There will be only one primary membership per person or company. The company may designate two representatives per membership, but each membership shall be entitled to vote on TAWP policies and for elected office. Only one representative from a member's company may be permitted to run for office.

(b) Secondary Membership – These memberships are available to businesses who already have a primary membership and conduct business in more than one category. Current members are available to add a secondary membership at any time if the category has an opening. The secondary membership is offered at a 25% price reduction from the primary membership but does not include additional representatives or votes. Secondary memberships will be promoted equally in both categories they belong to. Members can speak and promote their umbrella of services at TAWP events, but TAWP will only promote and list members under one category. TAWP will only promote multi-service providers offerings in multiple categories if they have paid the secondary listing fee. There are two options for secondary memberships:

- Separate entity – Members who have second businesses with separate names and offerings must be operational for at least one year and must provide two TAWP sponsors with whom they have worked while operating under that category.
- Multi-service provider - Members whose businesses or practices include multiple categories of service in the wedding industry. Additional services must be operational for at least one year and provide two TAWP sponsors that with whom they have worked while operating under that category.

Section 5. Disciplinary Action and Termination. Ethics complaints can be submitted through an online form under the TAWP Member login.

- (a) External. All members, as a condition of membership, must operate their businesses according to the policies, rules, and these bylaws.
- Upon the receipt of a written complaint from a client against a member of TAWP, the Board of Directors via the Ethics Chair shall investigate the complaint and determine its legitimacy.
 - All complaints shall be treated in a confidential manner. The member in question will receive written notice stating the complaint and notify them they are under investigation by the Board.
 - During the course of the investigation, the member in question may attend any general meeting but may not attend any Board meetings.
 - All documentation and responses shall be done in writing or by email and submitted to the Ethics Committee.
 - Should the complaint be found justified, the member will be given thirty days to resolve the complaint to the satisfaction of the Board of Directors.
 - The committee shall review all documentation on the complaint and response and shall make recommendations to the Board of Directors for final action on the matter.
 - Membership may be terminated due to an ethics complaint in the sole discretion of the Board of Directors. If the Board of Directors chooses

to terminate a membership for any reason, the corporation shall retain all membership fees paid and all privileges and benefits of membership shall be revoked as to that member.

- The Board of Directors may choose to issue a warning, temporarily suspend membership, or terminate membership based on its sole discretion and independent analysis of an ethics violation.
- A terminated member must remove forthwith from its advertising any reference to membership in TAWP.

(b) Internal. All members, as a condition of membership, must operate their businesses according to the policies, rules, and bylaws of TAWP.

- Upon the receipt of a written complaint against a member of TAWP, the Board of Directors via the Ethics Chair shall investigate the complaint and determine its legitimacy.
- All complaints shall be treated in a confidential manner. The member in question will receive written notice stating the nature of the complaint and notify said member that they are under investigation by the Board.
- All grievances must be in written form. There are two different categories:
 - Informal - anonymity guaranteed
 - Formal - name attached to complaint
- All grievances will be sent to the Ethics Chair's TAWP email. the Ethics Chair shall contact the member who submitted the charge or complaint and shall investigate it, following the same guidelines as with external complaint.
- If three informal complaints are filed against the same member, the Ethics Chair shall contact those who made the informal complaints and ask if any of them would like to make a formal complaint. If yes, at that time, then the Ethics Chair will move forward with Formal Complaint guidelines.

Section 6. Membership Kit. Members will be provided a membership kit with information about Bylaws, meeting dates, special event dates, Board Member names, positions and emails, Code of Ethics, member responsibilities.

Section 7. Resignation. Membership may be terminated by resignation. A member who resigns is not entitled to the return of any fees or dues. A resigned member must remove forthwith from all its advertising any reference to membership in TAWP and shall be removed from all TAWP marketing and promotions.

Article IV - Meetings of Members

Section 1. General Meetings. General meetings of members will be held on the second Wednesday of every month at a location and time determined by the Board of Directors. Meetings are open to all members and to invited guests. Members are permitted to bring two

associates per meeting. Guests who are professionals from within the wedding industry are permitted to attend free of charge. Guests must be sponsored by a TAWP member who will then be responsible for their introduction and decorum at the meeting. A guest may attend a maximum of one meeting per calendar year before membership is required. All meetings for TAWP shall be conducted in accordance with the Bylaws set down by the agenda and under the direction of the President. The chairperson for the meeting will be the President, Vice President, or any office of the Board of Directors appointed to act as chairperson. All rules of order not provided for, herein, shall be governed by the Bylaws.

Section 2. Attendance Policy. Members are required to attend or send a representative to at least one meeting in each quarter amounting to a minimum of four meetings per year. Members must ensure that their contact information is current so they can be notified of meetings. A person can only represent one company per meeting. Secondary Memberships do not require additional representatives. The first quarter that a member fails to meet the attendance policy, the member's membership is suspended. A member who is unable to meet the attendance requirements for personal or medical reasons may petition the Board formally in writing, for an excused leave of absence. If approved, the member can avoid suspension and termination for absence. Attendance status and requirements are ongoing and automatically renew for members in good standing.

Section 3. Suspension and reinstatement. Suspension precludes participation in any TAWP functions (wedding show, styled shoots, wedding workshops, socials and the like) and the name of the suspended business will be removed from the website until such time the suspension is lifted. If the suspended member meets the requirements of attendance in the following quarter, the suspension is lifted. The member must meet the attendance requirements for the following two quarters in order to keep its membership active.

Section 4. Special Meetings. Special Meetings of members may be called at any time by the Board of Directors, or on written request of members who are entitled to vote ten percent (10%) of the voting interests in TAWP. Only matters identified in the notice of special meeting of members may be considered at a special meeting of members.

Section 5. Notice of Meetings. Written notice of each meeting of members will be given by, or at the direction of, the Secretary or other person authorized to call the meeting, via email not less than seven (7) days before the meeting. Notice will specify the day, hour and place of the meeting, and in the case of a special meeting, the purpose of the meeting. Members are requested to notify the Secretary if they are attending.

Section 6. Quorum. A majority presence at a meeting in person or by proxy, of members entitled to cast votes of the membership will constitute a quorum for authorization of any action, except as may otherwise be provided in the Articles of Incorporation or these Bylaws. If a quorum is not present at any meeting the members entitled to vote thereat will have power to adjourn the meeting from time to time, without notice other than announcement at the meeting until a quorum is present.

Section 7. Proxies. A proxy can represent only one business at a meeting. Proxies will adhere to all Bylaws, including attendance and voting. At all meetings of members, each member may vote

in person or by proxy. All proxies will be in writing (including email) and filed with the Recording Secretary. Proxies will be reversible, and the proxy of any owner will automatically terminate when membership is terminated.

Article V - Board of Directors - Term of Office; First Election; Removal

Section 1. Number. The affairs of TAWP will be managed by a Board of seven Directors, each of whom shall be a member of TAWP. There are five elected Board Members, and two Directors who are appointed by the President.

Section 2. Term of Office. At the November monthly meeting of members, the members will elect Board members for a term of two (2) years beginning in January of the coming year.

Section 3. Removal. Any Board Member may be removed from the Board, with or without cause, by a majority vote of the members of TAWP. In the event of death, resignation, or removal of a Board member, a successor will be selected by the remaining members of the Board and will serve for the unexpired term of the predecessor.

Section 4. Board Dues. The Board of Directors are exempt from paying annual dues. This includes the President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, and two Directors. If a Board Member is excused from their position on the Board for any reason, they then will be required to pay their annual dues at a prorated amount.

Article VI - Board of Directors and Officers - Nomination and Election

Section 1. Nomination. Nomination for election to the Board of Directors, including officers, will be made by any members in good standing at the October meeting. The election committee will consist of a chairman, who will be a member of the Board of Directors, and two members of TAWP in good standing. The Correspondence Secretary will provide list of members who are in good standing and eligible to be voted for. Membership can submit any nominations, in writing, no later than October 15th. Nominated members must notify, in writing, if they accept or decline their nomination, by October 20th for creation of a ballot. In no event will the election committee nominate less than the number of vacancies to be filled.

Section 2. Election. Election of officers will be by secret written ballot at the November Membership meeting. At such election the members or their proxies may cast one vote for each vacancy. Absentee voting must be arranged with the Board prior to the November meeting and should only be done via special circumstances. Absentee ballots must be submitted in writing via email and will not be anonymous in order to prevent multiple ballots from the same person. The person receiving the largest number of votes will be elected.

Section 3. Qualifications. Officers and members of the Board of Directors shall be members of TAWP. To be elected as President or Vice President, a member must serve as a member in good standing for at least two years and as an officer and/or Board member for one of those two years. To be elected as Treasurer, Corresponding Secretary, or Recording Secretary, a member must be

in good standing for one year in TAWP. The President appoints two Directors.

Section 4. Transition of Officers and Chairpersons. Newly elected officers shall take office on January 1st following the election and serve until December 31st of their second year. The outgoing officers will transfer records and playbook of duties to the newly elected Board members by the January Board meeting.

Article VII - Board of Directors – Meetings

Section 1. Regular Meetings. Regular meetings of the Board of Directors will be held once a month at such place, date and hour as may be fixed from time to time by resolution of the Board. Board meetings shall be open to the general membership. Committee reports shall be shared verbally at each meeting. The Recording Secretary will keep typewritten and dated minutes and standard agenda notes for each meeting. The minutes will be kept in chronological order and shall be made available online in a timely manner.

Section 2. Special Meetings. Special meetings of the Board of Directors will be held when called by the president of TAWP or by any two Directors after not less than 48 hours notice to each director.

Section 3. Quorum. A majority of Directors will constitute a quorum for the transaction of business. Every act performed or decision made by a majority of Directors present at a duly held meeting in which a quorum is present will constitute the act or decision of the Board.

Section 4. Attendance. Board members may not miss more than two Board meetings annually, unless special circumstances are communicated in writing prior to missed meetings. The Board may declare the office of a member of the Board of Directors to be vacant if a Board member is absent from three consecutive regular meetings of the Board of Directors.

Article VIII – Board of Directors – Powers and Duties

Section 1. Powers. The Board of Directors will have power on behalf of TAWP all powers, duties, and authority vested in or delegated to TAWP and not specifically reserved to the membership by the Declaration, Articles of Incorporation or by other provisions of these Bylaws. Board Members should not reimburse themselves for their expenses; another signing Board Member must do that. In addition, the Board may declare the office of a member of the Board of Directors to be vacant in the event that such member is absent from three consecutive regular meetings of the Board of Directors.

Section 2. Duties. It will be the duty of the Board of Directors to:

- (a) Keep a complete record of all its acts and corporate affairs and to present a statement thereof to the members of the Board at each meeting of the Board, or at any special meeting of the Board;
- (b) Supervise all officers, agents and employees of TAWP and assure that their duties are properly performed;
- (c) Act with care and within the best interests of TAWP, and remain loyal to its

- mission;
- (d) Procure and maintain adequate liability and hazard insurance on all property owned by TAWP;
 - (e) Procure and maintain adequate event insurance as needed; and
 - (f) Cause all officers or employees having fiscal responsibilities to be bonded, as it may deem appropriate.

Article IX – Officers and Their Duties

Section 1. Enumeration of Officers. The offices of TAWP will be a President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer, each of whom will at all times be members of the Board of Directors.

Section 2. Election of Officers. The election of officers will be by members at the November meeting.

Section 3. Term. Each officer will hold office for a term of two years unless he/she sooner resigns, is removed or is otherwise disqualified to serve.

Section 4. Special Appointments. The Board may elect such other officers as the affairs in TAWP may require, each of whom will hold office for such period, from time to time, may determine. Such additional officers shall not be members of the Board.

Section 5. Resignation and Removal. Any officer may be removed from office by the members at any time with or without cause by a majority vote of the members. Any officer may resign at any time by giving written notice to the Board, the President, or the Recording Secretary. Such resignation will take effect on the date of receipt of such notice or at any later time specified therein, and, unless otherwise specified therein, the acceptance of such resignation will not be necessary to make it effective.

Section 6. Vacancies. A vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy will serve for the unexpired term of the officer replaced.

Section 7. Multiple Offices. No person will simultaneously hold more than one of any of the other offices, except in the case of special offices created pursuant to Section 4 of this Article.

Section 8. Duties. The duties of the officers are as follows:

- (a) President. The President will preside at all meetings of TAWP and the Board of Directors; and
 - Will see that orders and resolutions of the Board are carried out.
 - Will plan, organize, and control the agenda and direction of TAWP. Will introduce guests at meetings.
 - Will create and dissolve committees and any special positions required of TAWP.
 - Will sign all leases, mortgages, deed, and other instruments, and will

- cosign all checks and promissory notes.
 - Will perform such other duties as may be required by the Board or by law.
- (b) Vice-President. The Vice-President will act in place of the President in the event of the President's absence, inability, or refusal to act; and
- Will exercise and discharge such other duties as may be required by the Board.
 - Will oversee all committees, task force, and special projects.
 - Will carry out any other duties and responsibilities as outlined to him/her by the President.
 - Will perform such other duties as may be required by the Board or by law.
- (c) Recording Secretary. The Recording Secretary will record the votes and keep the minutes of all the meetings and proceeding of the Board and of the members; and
- Will prepare those minutes in a written form for publication for the membership.
 - Will keep all official records of TAWP.
 - Will keep attendance at general meetings through sign –in sheet.
 - Will perform such other duties as may be required by the Board or by law.
- (d) Corresponding Secretary. The corresponding Secretary will serve notice of meetings of the Board and of Members; and
- Keep appropriate current records showing the Members of TAWP together with their contact information.
 - Prepare and reply to routine correspondence.
 - Will keep records of all Association communication.
 - Will perform such other duties as may be required by the Board or by law.
- (e) Treasurer. The Treasurer will receive and deposit in appropriate bank accounts all funds of TAWP; and
- Will disburse such funds as directed by resolution of the Board of Directors.
 - Will sign all checks and promissory notes of TAWP will keep proper books of account.
 - Will cause an annual audit of TAWP books to be made by a certified public accountant at the completion of each fiscal year.
 - Will prepare a monthly treasury report of income and expenditures.
 - Will prepare collaboration budgets for approval of the Board.
 - Will perform such other duties as may be required by the Board or by law.

- (f) Directors. Two Directors are appointed by the President, and;
- Shall have a vote at all Board meetings.
 - Will perform such other duties as may be required by the Bard or by law.

Article X – Committees

Section 1. Committees. The Board of Directors may appoint members in good standing to the committees of Membership, Advertising/Publicity, Programs/Hospitality, Website, Ethics, Expo, and Elections. Other committees may be organized at the discretion of the Board.

Section 2. Duties. The duties of the Committee chairpersons are as followed.

- (a) Membership. The Membership Chairperson must be a Board member. The Membership Chair and committee will keep current lists of members in good standing; and
- Will coordinate the quarterly membership nominations.
 - Information for new membership inquires, and all information necessary to new members of TAWP.
 - Will be responsible for the follow-up of guests and new members.
 - Membership Chair receives email from applicant and sends to sponsors. If sponsors agree, Membership sends out to group, collects responses, presents membership responses to Board. Membership notifies new member of Board's vote and sends notification to group.
- (b) Marketing. The marketing chairperson and committee will work with Membership Chairperson on content and branding of membership packets; and
- Will coordinate all printed marketing materials.
 - Will work with the Website Committee to promote the TAWP website and will oversee additional publicity duties as needed.
 - Will create content and branding for TAWP's advertising, social media, printed and digital marketing materials and public relations.
 - Will create all graphics for all committees and events to ensure consistent branding.
 - Will work with a social media manager, which can be a contracted position.
 - Will use content with equal representation of all members as possible, based on content provided members to the marketing committee.
 - Images must be captured by member photographers for the purposes of promotion on social media platforms.
 - TAWP cannot promote vendors or organizations who are not members.
 - Submissions must be real weddings or TAWP workshops/styled shoots.

- (c) Hospitality. The Corresponding Secretary will be an advisor to this committee. The hospitality chairperson and committee will arrange monthly general meetings with scheduled membership showcases and/or guest speakers; and
- Will arrange monthly meeting sites- including food, beverages, and special needs for general meeting. Begin securing locations for next year in October, finish in November, hand-out list to members in December.
 - Arranging member showcases, guest speakers on quarterly basis.
 - Will be responsible for any and all special Association functions
 - Will insure introduction of guests at each monthly meeting.
 - Coordinate TAWP Cares including membership celebrations, milestones, life events, and coordinate charity partnership for December meeting.
- (d) Website. The President will serve as the advisor for this Committee which will create a website for the organization; and the website shall
- Maintain hosting, maintain domain, update with relevant content including, but not limited to, articles, images and membership directory.
 - Have a webmaster, which can be a contracted position.
 - Will develop content which provides equal representation of all members as possible, based on content provided by members to the marketing committee.
 - Will contain images captured by member photographers for the purposes of promotion on social media platforms.
 - Not promote vendors or organizations which are not members.
 - Contain only submissions of real weddings or TAWP workshops/styled Shoots.
- (e) Ethics. The President will serve as the advisor for this committee. The President ethics chairperson and committee will establish, publish, and promote Codes of Ethics for TAWP and will serve as the review Board for misconduct.
- (f) Wedding Show. The Chairperson must be a Board Member. The previous year's chair will be the co-chair.
- The chair and committee will establish a budget for TAWP's annual wedding show, for approval of the Board.
 - Will organize vendor participation.
 - Will decide on the times, cost, and set-up for the event.
 - Work with the Marketing Committee to promote the Wedding Show and TAWP's members through the Wedding show.
- (g) Collaborations. A Board Director will be the advisor for this committee. The collaborations chairperson and committee will establish for Board approval:

- A location and budget for TAWP's collaborations.
- Organize vendor participation, themes for the collaborations, times/dates, and set-up for the event.
- Will work closely with the marketing committee to promote the collaborations and TAWP's members.
- Examples include styled sessions, workshops, wedding camps, wedding show, etc.
- These events shall be open to all members in good standing.

Article XI – Ethics

Section 1. Representation. Association members will act and speak professionally so as to not offend or bring discredit to the wedding services profession or TAWP.

(a) External.

- Will treat other wedding professionals with courtesy and dignity by avoiding degrading statements about competitors to clients or potential clients.
- Will not make false statements that injure another member's business reputation or personal integrity.
- Will not be party to agreements which unfairly limit or restrain access to the marketplace by any wedding professional, client or to the public, based on race, creed, sex, age, physical abilities or country of origin.

(b) Internal.

- Members agree to refrain from any defamation, libel or slander of another member's business reputation or personal integrity.
- Members agree to refrain from any defamation, libel or slander of TAWP's business reputation or personal integrity.
- Will not unfairly limit or restrain access based on race, creed, sex, age, physical abilities or country of origin.

Section 2. Communication. TAWP members will accurately represent their qualifications and expertise in all communications; will commit to understanding their customers' needs; will guide their customers without pressure selling tactics; will clearly state prices and services; and will fulfill all contracted obligations to clients and members.

Section 3. Trust. TAWP members will maintain the trust of clients and other members by respecting their affairs; will provide services only in areas of which they are qualified; and will protect the public against fraud or unfair practices.

Section 4. Violations. If a member is found to be in violation of these Bylaws, the allegation will be brought to the Ethics Chair who will investigate and communicate with the charging party and the member as provided herein, and who will present the situation to the Board at a special meeting, which can be a conference call or board meeting. The Board will, at that time, determine disciplinary action and/or termination.

Article XII – Dues and Term of Membership

Section 1. Annual Dues. The Board of Directors will determine the annual dues. Each member shall pay annual, non-refundable membership dues to TAWP. New members shall pay prorated membership dues established quarterly. A return check fee of \$25 or the maximum allowed by law including bank and attorney fees will be issued to any member causing the return.

Section 2. Membership Term. Membership is renewed annually and shall be from January 1st through December 31st of each year. Dues are due and payable on or before December 31st. The Treasurer will send out invoices on October 1st with payment due on or before December 31st. Any member which fails to pay dues on or before December 31st will have its membership terminated. A terminated member must re-apply for membership and will be moved to the end of any waiting list for his/her category, if approved again for membership.

Section 3. Board Dues. The Tallahassee Association of Wedding Professionals Board of Directors shall be exempt from paying annual membership dues. This includes the President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, and two Directors. If a Board Member is excused from their position on the Board for any reason, they then will be required to pay their annual dues at a prorated amount.

Article XIII – Books and Records; Inspection

The books, records and papers of TAWP will be subject to inspection by any member. Copies will be made available at a reasonable price or via email.

Article XIV – Corporate Seal

TAWP shall maintain a seal in circular form having within its circumference the words Tallahassee Association of Wedding Professionals, Inc. or the acronym TAWP.

Article XV – Fiscal Year

The fiscal year of TAWP shall be the calendar year, except that the first fiscal period on the date of incorporation and will end on December 31st of the year of incorporation.

Article XVI – Amendments

These Bylaws may be amended, at a regular meeting of members, by a vote of two-thirds approval by members of good standing present and voting. A member in good standing can present an amendment by written presentation to the Board of Directors.

Article XVII – Conflicts

In the case of any conflict between the Articles of Incorporation and the Bylaws, the Articles will control. In the event of conflict between these Bylaws and any state, local, or federal law or

regulation, the remaining Bylaws shall remain in full force and effect, but the provision determined to be in conflict shall be of no force or effect.

Article XVIII- Notice

Members and Directors may in writing consent to the provision of any notice required by these Bylaws, the Articles of Incorporation and law by electronic transmission. Bylaws were submitted to membership for review and input and on October 14, 2019 and November 8, 2019. Membership voted to approve bylaws at the membership meeting on November 13, 2019. These replace previous bylaws which will be kept on file by TAWP. Bylaws will be reviewed every other year.

ADOPTED this day ~~Jan 15, 2020~~ Jan 15, 2020
_____ of _____, 2020.

Katie Q. Butler

Recording Secretary

Signature: *Katie Q. Butler*
Katie Q. Butler (Jan 15, 2020)

Email: katie@socialcateringandevents.com