# BYLAWS OF THE ALLIANCE OF MEDICAL TATTOOING

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*Revised January 28th, 2025*

## ARTICLE I: Name and Location

**Section 1.** The name of this organization shall be the Alliance of Medical Tattooing (The Alliance)

**Section 2.** The offices of the Alliance shall be located in the State of New York and/or any other location(s) selected by the Board of Directors.

## ARTICLE II: Purposes

The purposes of the Alliance shall be:

- (1) To benefit humanity by advancing the art and science of medical and restorative tattooing.
- (2) To promote the highest standards of professional skills and competence among medical tattoo artists.
- (3) To promote the exchange of information among artists, the community, and healthcare professionals.
- (4) To establish legal and ethical standards in effort to protect the medical tattooing field
- (5) To provide the public with information about scientific progress and research in the medical tattooing field.
- (6) To provide board certification to individuals who have met a defined standard of education, training and knowledge in the field of medical tattooing

## ARTICLE III: Membership

**Section 1.** *General*: Membership in the Alliance shall be decided by review of the applicant's credentials. Tattoo artists engaged in the practice of medical tattooing, and others who demonstrate that they fulfill the applicable requirements of these Bylaws, may be admitted to membership in the Alliance. All members must agree to abide by the Alliance's Bylaws and Code of Ethics.

**Section 2.** *Classes of Membership*: The Alliance shall have the following classes of members: (A) Active Members, (B) International Members, (C) Non-Tattooist Associate Members, and (D) Honorary Members.

**Section 3.** *Active Membership*:

A) *Basic Requirements*: Active Members shall be those with the legal capacity to tattoo and of high moral and ethical standing; shall have demonstrated ethical competence by conforming to the Alliance's Code of Ethics; shall be actively engaged in the practice of medical tattooing; and shall have demonstrated tattooing competence by obtaining certification by The Alliance of Medical Tattooing via board review.

B) *Citizenship/Residence Requirements*: There shall be no citizenship or residency requirement for Active Membership. Individuals who do not reside and practice in the United States are eligible to be considered for Active Membership or, if they so desire, International Membership in the Alliance.

C) *Application Procedure*: An applicant for Active Membership must fill out an application and interview, take a Membership Test if required, and submit all required documents through the Alliance's official website. All applicant's credentials are peer reviewed by our AMT Review Committee who make a recommendation to the Board of Directors to determine approval/denial status of membership. Election to Active Membership shall be by a majority vote of the Board at a meeting at which a quorum is present. If the Board of Directors does not elect an applicant to membership, the applicant may request the reason for denial from the Review Committee. Denied applicants may also request to appeal the board's decision by submitting a request.

The hearing shall be conducted pursuant to Section 8 of this Article. Individuals who are not approved after a hearing or who do not receive the affirmative vote of the Board of Directors can reapply for membership ***twelve months*** after initial application.

Such individuals may apply again for Active Membership, provided they fulfill the requirements pertaining to Active Membership then in effect.

D) *Rights and Privileges*: After election to Active Membership, and after payment of any entrance fees, dues or assessments, Active Members shall have all the rights and privileges of membership in the Alliance with the right to vote at all meetings of the members of the Alliance, to be eligible to hold office, and to serve on all eligible committees of the Alliance.

**Section 4.** *International Membership*: International Membership is for medical tattoo artists who reside and practice in countries other than the United States and U.S. Territories.

Upon approval by the Board of Directors, Active Members who later reside and practice in countries other than the United States may, if they so desire, become International Members.

A) *Basic Requirement*s: International Members shall be those with the legal capacity to tattoo and of high moral and ethical standing; shall have demonstrated ethical competence by conforming to the Alliance's Code of Ethics; shall be actively engaged in the practice of medical tattooing; and shall have demonstrated tattooing competence by obtaining certification by The Alliance of Medical Tattooing via board review. International Members must reside and practice at the time of their application in countries other than the United States and U.S. territories.

B) *Application Procedure*:  An applicant for International Membership must fill out an application and interview, take a Membership Test if required, and submit all required documents through the Alliance's official website. All applicant's credentials are peer reviewed by our AMT Review Committee who make a recommendation to the Board of Directors to determine approval/denial status of membership. Election to International Membership shall be by a majority vote of the Board at a meeting at which a quorum is present. If the Board of Directors does not elect an applicant to membership, the applicant may request the reason for denial from the Review Committee. Denied applicants may also request to appeal the board's decision by submitting a request.

The hearing shall be conducted pursuant to Section 8 of this Article. Individuals who are not approved after a hearing or who do not receive the affirmative vote of the Board of Directors can reapply for membership **twelve months** after initial application.

Such individuals may apply again for International Membership, provided they fulfill the requirements pertaining to International Membership then in effect.

C) *Rights and Privileges*: After election to International Membership, and after payment of any entrance fees, dues or assessments, International Members shall have all the rights and privileges of membership in the Alliance with the right to vote at all meetings of the members of the Alliance, to be eligible to hold office, and to serve on all eligible committees of the Alliance.

**Section 5.** *Non-Tattooist Associate Membership*: Non-Tattooist Associate Membership shall only be open to Non-Tattoo Artists who support the mission of the Alliance.

A) *Basic Requirements*: Non-Tattooist Associate Members shall be individuals of high moral and ethical standing and are not in the active practice of tattooing. There shall be no citizenship requirement to become a Non-Tattooist Associate Member.

B) *Application Procedure*: To be considered for Non-Tattooist Associate Membership, an applicant must fill out an application and interview, a questionnaire, and submit all required documents through the Alliance's official website. All applicants credentials are peer reviewed by our AMT Review Committee who make a recommendation to the Board of Directors to determine approval/denial status of membership. Election to Non-Tattooist Associate Members shall be by a majority vote of the Board at a meeting at which a quorum is present. If the Board of Directors does not elect an applicant to membership, the applicant may request the reason for denial from the Review Committee. Denied applicants may also request to appeal the board's decision by submitting a request.

The hearing shall be conducted pursuant to Section 8 of this Article. Individuals who are not approved after a hearing or who do not receive the affirmative vote of the Board of Directors can reapply for membership **six months** after initial application.

Such individuals may apply again for Non-Tattooist Associate Membership, provided they fulfill the requirements pertaining to Non-Tattooist Associate Membership then in effect.

C) *Rights and Privileges*: After election to Non-Tattooist Associate Membership, and after payment of any entrance fees, dues or assessments, Non-Tattooist Associate Membership shall have all the rights and privileges of membership in the Alliance with the right to vote at all meetings of the members of the Alliance, to be eligible to hold office, and to serve on all eligible committees of the Alliance. Non-Tattooist Associate Members may not present themselves as AMT Certified Tattoo Artists.

**Section 6.** *Honorary Membership*: Honorary Members shall not pay dues or an annual fee. Honorary Members shall have such rights and privileges as may be determined from time to time by the Board of Directors (if any) but may not hold office or serve on committees of the Alliance. Honorary Members do have the right to vote in member meetings.

A) *Basic Requirements*: Honorary Membership may be conferred upon any individual who has made exceptional contributions to the art and science of medical tattooing. There shall be no citizenship or residence requirements.

B) *Application Procedure*: To be considered for Honorary Membership, an individual must be nominated by a member of the Board of Directors or apply in writing to the Board of Directors. Election to Honorary Membership shall be by a majority vote of the Board, at a meeting at which a quorum is present.

C) *Rights and Privileges*: Honorary Members shall enjoy such rights and privileges as designated by the Board of Directors from time to time (if any); however, they shall not pay dues, hold office, or serve on committees and do have the right to vote.

**Section 7.** *Agreement*: Applicants for all categories of membership, except Honorary Membership, must sign the Alliance's application form and a statement that they agree to abide by the Alliance's Bylaws and Code of Ethics. The completed application and statement must be sent to the AMT Review Committee.

In addition to the requirements of these Bylaws, the AMT Review Committee and/or the Board of Directors may request any additional letters or information in support of or in reference to any applicant, if necessary to assess the applicant.

**Section 8.** *Procedural Rules*: The Board of Directors may adopt rules governing investigations, hearings, appeals from adverse decisions, and other matters relating to the election of an individual to membership.

**Section 9.** *Resignation and Reinstatement*: Any member may resign by filing a written statement with the Director of Global Member Relations and President. Resignation shall not relieve the individual of their obligation to pay outstanding dues, assessments, or any other charges incurred prior to resignation. Reinstatement may require a new application, payment of dues, assessments, or other charges in arrears at the time of prior resignation, completion of any open investigation or disciplinary matter pending at the time of resignation or completion of any disciplinary action imposed by the Alliance unfulfilled or incomplete at the time of resignation. The Board of Directors may adopt policies and procedures governing such reinstatement processes.

**Section 10.** *Termination of Membership*: Notwithstanding any other provision of these Bylaws, the ethics committee can make a recommendation to the Board of Directors to terminate or otherwise affect the membership status of any member whenever in its discretion it determines that such action would be in furtherance of the best interests of the Alliance.

## ARTICLE IV: Meetings of the Members and Voting

**Section 1.** *Annual Meeting*: The Annual Meeting of the Alliance shall be held at such time and place as the Board of Directors may determine. The Annual Meeting shall consist of business and scientific sessions.

Attendance at the Annual Business Meeting of the membership of the Alliance shall be limited to members with voting rights. Members may attend all or portions of the business meetings of the Alliance in a designated area, at the discretion of the President of the Alliance or the presiding officer. Guests are permitted at the discretion of the President of the Alliance or the presiding officer.

**Section 2.** *Special Meetings*: Special meetings may be called by the President, or the Board of Directors, or upon the written request of not less than twenty percent of voting (make a higher percentage and change as we grow) Members of the Alliance. The business to be transacted at special meetings shall be stated by the President, or the Board of Directors, or in the written request; no business other than that stated in the notice may be transacted at special meetings. Attendance at special meetings of the membership of the Alliance shall be limited to voting members.

**Section 3.** *Notice of Meetings*:

A) *Annual Business Meeting*: A written, printed, or electronic notice stating the place, day, and time of the Annual Business Meeting shall be provided to each member eligible to attend at least thirty (30) days prior to the date of the meeting by mail, print, facsimile, or electronic means.

B) *Special Meeting*: A written, printed, or electronic notice stating the place, day, time, and purpose of a special meeting shall be delivered to each voting Member at least fifteen days prior to the date of the special meeting.

**Section 4.** *Voting*: At all meetings of members of the Alliance, only voting Members have the right to vote. Each voting member has one vote. Voting at meetings of the Alliance must not be done by proxy.

Voting may be by voice, by show of hands, or by rising except when voting shall be by written or electronic secret ballot for: election of directors;(remove) election of committees; election of Ethics Committee members; or cases in which a secret ballot is requested by a majority vote.

**Section 5.** *Quorum*: Twenty five percent of the voting Members registered at the meeting as of the closing of registration on the day prior to the Annual Business Meeting or five percent of the voting Members, whichever is less, shall constitute a quorum for the transaction of business at any meeting of the Alliance. Only voting members actually present shall be counted in determining whether a quorum exists.

**Section 6.** *Rules of Orde*r: Except as otherwise provided by these Bylaws, meetings of the membership of the Alliance shall be governed by the current edition of the American Institute of Parliamentarians Standard Code of Parliamentary Procedure (formerly, the Sturgis Standard Code of Parliamentary Procedure).

**Section 7.** *Cancellation of Meetings*: The Board of Directors may cancel any annual or special meeting for cause. If the Annual Business Meeting is canceled, or if a special meeting called to elect individual(s) to office or as directors is canceled, the Board Vice President or Director of Global Member Relations) shall alert the voting members of this cancellation via a written or electronically transmitted notice. Said notice shall contain the report, if any, of the Nominating

Committee and a statement that additional nominations, endorsed in writing by not less than fifty percent (50%) voting members, may be made by notifying the Board Vice President or Director of Global Member Relations within fifteen days after the mailing. Thirty days after the fifteen days, a ballot shall be mailed to the last known postal or electronic mail address of each voting member. Said ballot shall be returned to the Vice President of the Alliance by mail, facsimile, or electronic transmission within thirty days after it was originally mailed. The ballots shall be counted by the Director of Global Member Relations or committee.

For a mail vote to be valid not less than ten percent  of the voting members must cast ballots, and a majority of the votes cast in a valid mail vote shall determine the action. Any action taken by mail ballot shall have the same effect as if it were taken at a meeting of the Alliance.

**Section 8.** *Emergency Mail Voting*: The Board of Directors may recommend by the affirmative vote by a majority of all Directors then in office, which vote may be taken at a regular meeting of the Board of Directors or by telephone conference with subsequent confirmation by mail ballot, that an emergency need exists for a mail ballot of the membership, limited to this specific issue, and stating the details of the emergency need and the question to be decided. For the purpose of this section, a quorum shall require that ballots be returned by over one-half of the combined voting membership within thirty days of the mailing of the ballot. Passage shall require a simple majority of returned ballots.

**ARTICLE V: Election by Mail Ballot**

The report of the Nominating Committee nominating individuals to serve as Directors, committee members, and any other position that the Nominating Committee is charged with providing a nominee for election by the membership shall be submitted by mail, facsimile or electronic transmission to the voting members together with a ballot containing the names of the individuals nominated by the Nominating Committee not less than sixty days prior to the Annual Business Meeting.

The ballots must be returned by the voting members within thirty days after delivery of the ballot in order to be valid. The ballot may be returned by mail, facsimile, or electronic transmission. Ballots must be returned by not less than five percent of the voting members in order for the election to be valid and the affirmative vote of a majority of the voting members returning ballots shall be necessary for election. If the requisite number of ballots are not returned or if an individual does not receive a majority of the ballots cast, the election of that individual or individuals shall take place during the Annual Business Meeting.

## ARTICLE VI: Board of Directors

**Section 1.** *Authority and Responsibility*: The governing body of the Alliance shall be the Board of Directors. The Board shall supervise, control, and direct the business and affairs of the Alliance, its committees, and publications; shall determine its policies, which shall be recorded in an official policy manual; shall actively promote its purposes; and shall supervise the investment and disbursement of its funds. The Board of Directors may adopt such rules and regulations for the conduct of the Alliance's affairs as it deems necessary or advisable.

**Section 2.** *Composition*: The Board of Directors shall be composed of the President, the Vice President, Treasurer, Secretary, Director of Policy and Compliance, Director of Global Member Relations, Director of Development, and Director of Media Outreach.

The individual voted to be the next Board of Directors President shall be known as the President-Elect. The President-Elect is not a member of the Board of Directors but shall automatically assume the position of President at the end of the term of the incumbent President. All board positions shall be elected by the Voting Members. No individual may hold more than one position on the Board of Directors at the same time.

**Section 3.** *Qualifications:* Only voting members in good standing are eligible for nomination and election to the Board of Directors.

**Section 4.** *Nomination*: The nomination and election of the President-Elect, and all Board positions shall be completed in accordance with Article IX: Section 1 of these Bylaws.

**Section 5.** *Term of Office*: All Members of the Board of Directors shall serve a term of two years with a maximum of four terms.

**Section 6.** *Quorum of the Board*: A majority of Board Members shall constitute a quorum for the transaction of business. The act of a majority of those present at a meeting at which a quorum is present shall be the act of the Board.

**Section 7.** *Meeting of the Board*: Regular meetings of the Board of Directors shall be held not less than four times each governance year at such time and place as the Board of Directors may determine.

Special meetings of the Board of Directors may be called by either the President of the Alliance or a majority of the members of the Board of Directors. The person, or persons, authorized to call a special meeting shall fix the purpose, time, and place of such meeting.

The Board of Directors or any committee of the Board of Directors may conduct a meeting of such Board or committee through the use of a conference telephone or other communications equipment by means of which all persons participating in the meeting can hear each other.

Except as otherwise required by law, a written or printed notice stating the place, date, and time of meetings, and, in the case of special meetings, the purpose, shall be delivered to each director not less than seven days before the date of the meeting.

**Section 8.** *Voting*: Each member shall have one vote. Voting shall not be delegated or exercised by proxy.

**Section 9.** *Action without a Meeting*: Any actions that may be taken at a meeting of the Board of Directors, or a committee thereof, may be taken without a meeting if written documentation, setting forth the action so taken, is approved in writing by all of the directors (or all committee members as the case may be) entitled to vote with respect to the subject matter thereof. The consent shall be evidenced by one or more written approvals, each of which sets forth the action taken and provides a written record of approval. All the approvals evidencing the consent shall be delivered to the Board President and/or appropriate director or committee to be filed in the corporate records. The action taken shall be effective when all the directors (or the committee members, as the case may be) have approved the consent unless the consent specifies a different effective date.

**Section 10.** *Resignations & Vacancies*: Any Director may resign by giving written notice to the Board of Directors. Such resignation is effective when the notice is delivered unless the notice specifies a future date. Their successors become members of the Board of Directors. Vacancies in any Board position shall be filled for the balance of the term by the Board of Directors. Any and all applicable vacancies shall be filled according to Article IX: Section 1.

**Section 11.** *Compensation*: Directors shall not receive compensation for their services as a Director. Directors may be compensated for their services as an officer as approved by the Board of Directors from time to time. A Director may be reimbursed for any out-of-pocket expenses incurred on behalf of the Alliance or in connection with the transaction of the Alliance affairs and approved for reimbursement consistent with the policies and procedures adopted by the Board of Directors from time to time.

## ARTICLE VII: Duties of Directors

**Section 1.** The Board of Directors shall have the ability to vote to increase the number of seats for the Board of Directors. Upon the creation of a new seat, the Nominating committee shall fill the vacancy in accordance with Article IX.

**Section 2.** *President:* The President shall be the Chief Elected Officer of the Alliance, shall serve as Chair of the Board of Directors, with the right to vote, and shall serve as an ex-officio member, with the right to vote on all committees that the President is part of. The President shall preside at all meetings of the membership of the Alliance and shall make all appointments to standing and special committees, unless otherwise provided for in these Bylaws.

A) *President-Elect*: The President-Elect shall perform all duties incident to the office and any other duties prescribed by the Board of Directors. The President-Elect shall automatically succeed to the presidency upon expiration of the President's term. In the event that the office of President becomes vacant for any reason before the end of the term, the President-Elect shall succeed to the office of President. Prior to such succession, the President-Elect is not a member of the Board of Directors.

In that circumstance, the individual would serve both the unexpired term and the term for which they were originally elected. If the President requests, is absent, or is temporarily unable to act, the President-Elect shall perform the duties of President and, when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

**Section 3.** *Board Vice President:* The Board Vice President shall aid the presiding officer and advise the Board of Directors, committees, and members on questions of parliamentary law; and shall perform all duties incident to the office and any other duties prescribed by the Board of Directors of the Alliance. In the event that the Board President and President-elect are unable to fulfill their duties, the Board Vice President shall perform said duties.

**Section 4**: *Secretary*: The Secretary shall be responsible for keeping the minutes of all meetings of the members and of the Board of Directors; shall manage correspondence between board members; shall assist in any necessary filings; and any other duties prescribed by the Board of Directors.

**Section 5.** *Director of Development* : The Director of Development shall be responsible for monitoring progress on strategic objectives; shall be responsible for plans of action for AMT, collecting all published articles, related research, news items, and information pertaining to the Alliance; shall act as liaison with other organizations; shall be responsible for compiling an annual chronicle suitable for publication of the Alliance; and shall perform all duties incident to the office and any other duties as prescribed by the Board of Directors of the Alliance.

**Section 6.** *Treasurer*: The Treasurer shall perform all duties incident to the office and any other duties prescribed by the Board of Directors of the Alliance; shall be the principal financial director of the Alliance; and shall be in charge of, and responsible for, the Alliance's funds, shall collect all dues, assessments, fees, and charges; shall establish and maintain proper accounting procedures; shall deposit the Alliance's funds in such banks, trust companies, and/or investments as approved by the Board of Directors of the Alliance; shall report on the Alliance's financial condition as requested by the Board of Directors or the President of the Alliance; shall appoint a certified public accountant knowledgeable with the Alliance's financial history if one is not already appointed; shall submit subsequent to the end of the fiscal year, an annual report based upon an audit by a certified public accountant; and shall, as requested by the Board of Directors of the Alliance, insure that adequate fidelity bonds are secured on the officers and/or employees of the Alliance.

The Treasurer shall see that all notices required by law or these Bylaws are properly given; shall be custodian of the financial corporate seal and records; and shall ensure protection, proper disbursement, and use of the Alliance's funds.

**Section 7.** *Director of Media Outreach*: The Director of Media Outreach is responsible for the handling of all Alliance social media, marketing, advertising, website development, and any other media outreach determined by the Board of Directors; shall ensure that all media content is in line with the Alliance's branding; shall be chair of Social Media Committee; and any other duties prescribed by the Board of Directors.

**Section 8.** *Director of Global Member Relations:* The Director of Global Member Relations shall oversee the activities of the committees responsible for membership recruitment, retention, and engagement initiatives for all classes of membership; shall keep a roster of the members of the Alliance; shall notify the members of proposed amendments to these Bylaws; shall act as liaison with both Alliance members and the Board of Directors to ensure the needs and concerns of each member are represented in Alliance activities; shall notify members of proposed amendments to these Bylaws; shall act as the chair of the AMT Review Committee; and shall perform all duties incident to the office and any other duties prescribed by the Board of Directors of the Alliance .

**Section 9.** *Director of Policy & Compliance:* The Director of Policy & Compliance shall act as the chair of the Ethics Committee; shall write, revise, and present all Alliance policy and Bylaw changes to the Board of Directors; shall keep a record of all previous and current Alliance policies; shall investigate all allegations of member misconduct and present findings to the Ethics Committee; shall record and file all findings of members misconduct; and make recommendations to the Board of Directors as to the disciplinary actions that should be taken against such members.

## **ARTICLE VIII: Advisory Board**

**Section 1.** *AMT Advisory Board* (AMTAB): Advisory Board nominations and appointments are handled by the Board of Directors by a majority vote; nominees are not required to, but may hold AMT Membership; nominees must be in alignment with the Alliance's mission, ethics, and standards; shall not have any term limits, but may resign at any time by written notice to the

Board of Directors; shall not have a limited amount of advisory members; shall not have voting rights unless they hold AMT membership; they may attend annual membership meetings; shall be asked upon request by the Board of Directors for input, advice, guidance, or any other requests that relate to the Alliance's Mission; members of the advisory board can be removed by a majority vote of the Board of Directors for any reason.

## ARTICLE IX: Standing and Special Committees and Subcommittees

**Section 1.** *Nominating Committee*:

(A) *Nomination*. The Board Nominating Committee consists of members in good standing and shall make nominations for election to the Board of Directors. Nominations may also be made from the floor of the annual meeting. The Board Nominating Committee shall consist of a Chairman, who shall be the President of the Board of Directors, and two or more other persons. The Board Nominating Committee shall be appointed by the President of the Alliance prior to each annual meeting of the members, to serve until the close of the annual meeting. The Board Nominating Committee shall make as many nominations for election to the Board of Directors as it deems appropriate, but not less than the number of vacancies to be filled. The criteria for nomination to the AMT Board are: submit for review to the nominating committee a letter of intent and a resume no later than thirty days before the election. Nominees must be members in good standing. (Members in good standing means being a current member, dues paid and current in training and certification if applicable).

(B) *Qualification*: All members of the Board Nominating Committee shall be Active Members of the Alliance in good standing.

(C) *Term*: All members shall serve until the conclusion of the Annual Business Meeting following their election or appointment.

(D) *Vacancies*: In the event that there is a vacancy, The Chairman of the Board Nominating Committee shall appoint an individual to fill that vacancy.

The Nominating Committee shall conduct its business in two phases. During the first phase, the Nominating Committee shall consider and evaluate candidates for all applicable positions on the Board of Directors. The Nominating Committee shall provide its recommendations for elevation, retention, or lateral assignment to the Board of Directors prior to soliciting applications from the Voting Members for any elected office on the Board of Directors. The Board of Directors may accept, reject, or modify those recommendations consistent with the policies and procedures for the Nominating Committee adopted by the Board of Directors. The slate as approved by the Board of Directors shall be the slate presented to the membership for election. The Board of Directors shall adopt such procedures addressing the nomination and Nominating Committee process as it deems advisable, specifically including procedures outlining the process for consideration and evaluation of candidates during each phase of the Nominating Committee's term.

In Phase 2, the Nominating Committee shall report its nominations and the Phase 1 slate as approved by the Board of Directors to the Voting Members of the Alliance not less than sixty days prior to the Annual Business Meeting.

**Section 2.** *Membership Review Committee*

(A) *Composition.* The Membership Review Committee shall consist of a Chairman, who shall be the Director of Global Member Relations, and two or more members in good standing who must be tattoo artists that the Chairman appoints. Voting Members appointed by the President of the Alliance.

(B) *Term*: Members of this subcommittee shall serve for one year.

(C) *Duties*: The Membership review Subcommittee shall review applications for each category of membership; shall conduct any investigation it deems necessary or appropriate to determine whether an applicant has complied with the requirements set forth in these Bylaws; and shall submit to the Board of Directors its recommendations for, or against, the admission of each applicant.

(D) *Vacancies*: In the event that there is a vacancy, The Chairman of the Review Committee shall appoint an individual to fill that vacancy.

**Section 3.** *Ethics Committee*

(A) *Composition*: The Ethics Committee shall consist of a Chairman, who shall be the Director of Policy and Compliance, and two or more other members in good standing.

(B) *Term*: The members of the Ethics Committee shall be appointed for a term of two years.

(C) *Appointment:* Members of the Ethics Committee shall be appointed by the Director of Policy and Compliance.

(D) *Duties*: The Ethics Committee shall investigate substantiated complaints alleging violations by Voting Members of the Alliance's Bylaws, Code of Ethics, rules and regulations or any other conduct detrimental to the reputation or best interests of the Alliance. In the event that the Ethics Committee determines that a violation may have occurred, it shall present such evidence to the Board of Directors. Said investigations and presentations of evidence shall be governed by procedural rules established by the Board of Directors of the Alliance from time to time; shall provide interpretation and guidance on issues affecting conflicts of interest, including affiliations with other for-profit and not-for-profit organizations; and shall recommend appropriate resolution of conflicts of interest, including resignation from a position or positions, and, when dictated by the circumstances; shall keep record of the Alliance's previous Bylaws, and make any recommendations for pertinent adjustments to current Bylaws to the Board of Directors.

(E) *Vacancies*: In the event that there is a vacancy, The Chairman of the Ethics Committee shall appoint an individual to fill that vacancy.

## ARTICLE X: Affiliated Organizations

Affiliated Organizations that represent medical tattooing may be established by action of the Board of Directors. Affiliated Organizations will be governed by their own bylaws.

**Section 1.** *Creation or Combination*. The Board of Directors may create a new Affiliated Organization or combine existing Affiliated Organizations by outlining:

A) the need for the proposed Affiliated Organization;

B) the contemplated jurisdiction of the Affiliated Organization, which must be within the purposes of the Alliance and must not substantially conflict with the jurisdiction of any Affiliated Organization or committee whose continuance is contemplated;

C) the proposed bylaws of the Affiliated Organization, including a description of its jurisdiction;

D) the proposed committees of the Affiliated Organization;

E) the proposed budget for the Affiliated Organization for the first two years of its operation;

**Section 2.** *Discontinuance and Change of Name*:

A) Upon receipt of a petition or request from the Affiliated Organization leadership, the Board of Directors may discontinue or terminate the Affiliated Organization. Discontinuation or termination may be conditioned upon an undertaking by the Affiliated Organization to, for a period of time following discontinuation or termination, not to enter into a similar affiliation with an Organization competitive to AMT.

B) Upon receipt of a petition or request from the leadership of the Affiliated Organization, the Board of Directors may change the name of the Affiliated Organization.

**Section 3.** *General Membership*: Members of Affiliated Organizations must be AMT members (in any category of membership) and must meet the requirements of the bylaws of the respective Affiliated Organizations. This limitation does not prevent cooperation or affiliation that the Board of Directors has approved between Affiliated Organizations and non-member groups.

**Section 4.** *Officers and Council*: An Affiliated Organization shall have a President and such other officers as its bylaws may provide. It shall also have a Board or Council consisting of officers and such other members as its bylaws may provide.

**Section 5.** *Dues*: With the approval of the Board of Directors, Affiliated Organization members may be required to pay dues, which funds shall become part of the Affiliated Organization's budget.

## ARTICLE XI: Finance

**Section 1.** *Fiscal Period*: The fiscal period of the Alliance shall be determined by the Board of Directors.

**Section 2.** *Budget*: Within sixty days following the end of the fiscal period, the Treasurer shall furnish the Board of Directors with a financial report for the year just completed. After considering recommendations, the Board of Directors shall adopt an operating budget for each fiscal period.

**Section 3.** *Checks, Drafts, Etc.*: All checks, drafts, and other orders for payment of money, notes or other evidence of indebtedness issued in the name of the Alliance shall be signed by such officers or agents as the Board of Directors may determine.

**Section 4.** *Deposits*: All funds of the Alliance shall be deposited to the credit of the Society in such banks, trust companies, or other depositories as the Board of Directors may determine.

**Section 5.** *Gifts*: The Board of Directors may accept any contribution, gift, or bequest to the Alliance.

**Section 6.** *Investments*: Subject to the limitations or conditions contained in any gift, devise, or bequest, the Alliance shall have the right to retain all, or part of, securities or property acquired by it and shall have the right to invest, and reinvest, any funds held by it in mortgages, bonds, debentures, shares of preferred or common stock, or other securities and investments. Upon recommendations of its committees or agents, the Alliance's investments shall be determined by the Board of Directors.

## ARTICLE XII: Dues, Fees, Assessments, and Other Charges

**Section 1.** *Establishment of Charges*: Annually, the Board of Directors shall establish all dues, application fees, assessments, registration fees and other charges. These sums may be changed on an annual basis by action of the Board of Directors. Voting Members shall be notified within 30 days of any such changes.

**Section 2.** *Payment*: All dues, assessments, and other charges are payable annually by a date determined by the Board of Directors. Any dues, fees, assessments, or other charges for an individual or individuals disabled by prolonged illness may be waived at the discretion of the Board of Directors.

**Section 3.** *Penalty for Non-Payment by Members*: The Treasurer shall send written notice by certified mail, return receipt requested, or via (preferred) electronic mail for any member who is delinquent in the payment of any dues, fees, or assessments thirty days after such amounts become due. Said notice shall state that the delinquency automatically results in suspension from membership in the Alliance and that suspended members are ineligible to vote, to hold office, or to serve on committees.

If payment is not received within thirty days after mailing said notice, the delinquent member shall be automatically expelled from the membership rolls of the Alliance and shall forfeit all the rights, benefits, and privileges of membership in the Alliance.

If, within the next fiscal year, a former member, thus expelled from membership, becomes current in the payment of all outstanding dues, fees, and assessments, past and present, the Board may reinstate said former member. Upon application for reinstatement at any time, any member so expelled for failure to pay dues, who was under investigation, had a hearing pending before the Ethics Committee or was subject to any disciplinary action imposed by the Ethics Committee must complete the disciplinary process and/or fulfill the disciplinary requirements imposed upon such member before reinstatement to full privileges of the applicable membership category will be effective.

## ARTICLE XIII: Discipline

**Section 1.** *General Principles*: Any Voting Members may be censured, suspended, expelled, or otherwise disciplined for violating the Alliance's Bylaws, Code of Ethics, or rules and regulations, or for any other conduct detrimental to the reputation or the best interests of the Alliance, unless such authority is otherwise expressly delegated to another body by the Alliance's Board of Directors or these Bylaws. Each Voting Member shall annually attest to their compliance with the Alliance's Bylaws and Code of Ethics, and continued satisfaction of the Basic Requirements of their applicable membership as set forth in Article III above.

**Section 2.** *Initiation and Investigation of Complaints*: Any Voting Members sanctioned in any manner by an informant shall have an affirmative obligation to notify the Ethics Committee of such sanction. Self-reported discipline may be investigated as a complaint. Further, any Voting Member whose license to tattoo has been revoked, placed on probation, or suspended may summarily have their membership in the Alliance revoked, placed on probation, or suspended concurrent with the duration of their license's revocation, probation or suspension unless such member has an unrestricted license to practice in another jurisdiction.

Other complaints raising disciplinary considerations may be made by any interested party. All complaints shall be submitted in writing to the Ethics Committee or Director of Policy and Compliance. The procedures for the complaint intake and review, and investigation procedures shall be adopted by the Board of Directors from time to time. In the event that the Ethics Committee determines that a violation may have occurred, it shall present such evidence at hearings of the Board of Directors and, in the event of appeal to the Board of Directors, participate in such an appeal process as required by the disciplinary procedural rules adopted by the Alliance from time to time.

**Section 3.** *Notice and Hearing*: Written notice specifying the alleged violation shall be prepared by the Ethics Committee and sent to the affected individual in accordance with the disciplinary procedure rules adopted by the Board of Directors from time to time, including via electronic notice. Such notice shall be delivered to the member not less than thirty days prior to the date of the hearing. The notice shall state the time and place of the hearing and apprise the individual of their right to appear before the Ethics Committee with legal counsel or any other representative they choose, and to present such information responsive to the allegations against them. The policies for the format, venue and procedures for the hearing and process for submission of written materials to the Ethics Committee shall be set forth in procedural rules adopted by the Board of Directors from time to time.

**Section 4.** *Decision of the Ethics Committee* : If the Ethics Committee determines that an individual has committed a violation and should be disciplined, it shall forward its decision in writing to the individual together with a statement that the individual may request, within thirty (30) days of receipt of the notice, an appellate review of the adverse decision by the Board of the Alliance, unless such right to appeal has otherwise been waived by the individual pursuant to the disciplinary procedure rules adopted by the Alliance from time to time.

**Section 5.** *Appeal*: If, within said thirty days, the individual requests any appellate review of the Ethics Committee decision, the Board of Directors shall schedule such a review; provided such right to appeal has not otherwise been waived by the individual. The Board of Directors shall give the individual not less than thirty days' prior written notice of the time and place of the review. The individual, their legal counsel, and/or other representative may submit a written statement on the individual's behalf; they may also make oral presentations before the Board of Directors. The decision of the Board shall be final and binding.

**Section 6.** *Procedural Rules*: The Board of Directors may adopt procedural rules governing investigations, hearings, adverse decisions, and other matters related to discipline.

**Section 7.** *Reinstatement*: Any voting Member that resigns from membership (including a lapse due to non-payment of dues) while under investigation or prior to the effective date of any discipline imposed by the Ethics Committee following a hearing shall be required to complete such investigatory process and/or fulfill the requirements of the discipline imposed (without any right to appeal) prior to being eligible to be reinstated as an Member or being accepted for any other category of membership in the Alliance.

## ARTICLE XIV: Executive Officer and Staff

**Section 1.** *Appointment*: The Board of Directors may hire staff and conditions of employment shall be determined by the Board.

**Section 2.** *Authority and Responsibility*: The Board of Directors shall be responsible for all management functions and activities. The Board of Directors shall determine the duties of the staff, supervise their performance, establish their titles, fix their compensation within the approved budget, and establish those management responsibilities as shall, in the Board of Directors' judgment, be in the best interest of the Alliance. The Board of Directors may employ and may terminate the employment of members of the staff.

## ARTICLE XV: Indemnification of Directors and Officers

The Alliance shall indemnify, to the full extent permitted by law, every past and present Officer, Director, and Committee Member of the Alliance. This indemnification shall be against expenses actually and necessarily incurred in connection with defense or settlement of any action, suit, or proceeding to which any of them is made a party as a result of having served in any of the foregoing capacities. This indemnification shall not apply to matters in which the individual is judged liable for willful misconduct and to matters as shall be settled by agreement predicated upon the existence of such liability.

The term “expenses” shall include attorney fees; court costs, costs of investigation, cost of preparation for an attendance at trials, the amounts of judgments, fines and penalties, amounts paid at settlement (unless paid to the Alliance), and other expenses necessary and reasonable incurred in connection with the defense or settlement of any action or proceeding.

The foregoing right of indemnification shall not be exclusive of any other rights to which the parties may be entitled. This indemnification shall be in addition to any other power or right of the Alliance to indemnify its Officers, Directors, and Committee Members.

The Alliance may purchase insurance against any liability incurred as the result of a situation as described in the first paragraph of this Article.

**ARTICLE XVI: Dissolution**

The Alliance shall use its funds only to accomplish the purposes specified in these Bylaws. No part of said funds shall be used for the benefit of, or be distributed to, any member of the Alliance.

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(6) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

**ARTICLE XVII: Electronic and Facsimile Transmissions**

For the purpose of determining when any notice required under these Bylaws is effective, a notice shall be considered delivered when it is transmitted by electronic means or by facsimile to the address of the member appearing in the records of the Alliance. Actions provided for in these Bylaws that are required to be “in writing,” to be “written” or to have “written consent,” and actions providing for “written notice,” “written ballots,” “mailed ballots,” “written petitions” and similar actions shall include any communication transmitted or received by electronic means and any communication transmitted or received by facsimile. Electronic signatures on the part of either the Alliance or the member shall be effective for any such notices, communications, or actions.

**ARTICLE XVIII: Amendments and Resolutions**

**Section 1.** Amendments to the Bylaws may be proposed by the Board of Directors, the Ethics Committee, or any Voting Members. All amendments, other than those proposed by the Ethics Committee, shall be submitted to the Ethics Committee for review and recommendation. A copy of all proposed amendment(s) shall be sent by the Ethics Committee, with recommendations, to the Board of Directors. The Board of Directors shall approve, amend, or disapprove the proposed amendments. Those amendments approved by the Board of Directors shall be submitted to a vote of the Voting Members.

**Section 2.** A vote of the Voting Members may be conducted at the Annual Business Meeting, at a Special Meeting called and conducted in accordance with Article IV and Article V, or by written ballot.

If the vote is to be conducted at the Annual Business Meeting or at a Special Meeting, written notice of the proposed bylaw amendment(s) shall be sent to the Voting Members by mail, facsimile, or electronic transmission not less than thirty days prior to the Annual Business Meeting or fifteen days prior to the Special Meeting. Approval by two-thirds of the votes cast by the Voting Members present at the Annual Business Meeting or Special Meetings at which a quorum is present will be required for the adoption of the proposed amendment(s).

If the vote is to be conducted by mail ballot, written notice of the proposed bylaw amendment(s) shall be sent to the Voting Members by mail, facsimile, or electronic transmission sixty (60) days prior to the date specified for the return of the ballot by mail, facsimile, or electronic transmission. No less than ten percent of the Voting Members must return ballots in order for the vote to be valid and approval by two-thirds of those returning ballots will be required for the adoption of the proposed amendment(s).

**Section 3.** *Resolutions*: Except when determined to be an emergency by the Board of Directors, all resolutions to be considered at the Annual Business Meeting shall be submitted in writing to the Secretary at least thirty days prior to the meeting. The Director of Policy and Compliance shall forward copies of the resolution to the Board of Directors, who shall recommend to the membership that the resolution be adopted, rejected, or amended. Any member of the Board of Directors will distribute the resolution to the Voting Members.