

Alabama Funeral Directors and Morticians Association, Inc.

CONSTITUTION AND BY-LAWS ALABAMA FUNERAL DIRECTORS AND MORTICIANS ASSOCIATION, INCORPORATED

ARTICLE I

NAME

The name of this organization shall be the Alabama Funeral Directors and Morticians Association, Incorporated (AFD&MA).

ARTICLE II

OBJECTIVE STATEMENT OF OBJECTIVE

The objectives and purposes of this state association shall be as follows: to maintain a membership of licensed funeral directors and morticians within the state; to cultivate and promote the art of funeral directing and embalming; to elevate and sustain the professional character and education of its membership; to seek legal aid in maintaining the rights of its membership and the promotion of regulations governing the profession; to promote ethical practices; to promote public awareness in relation to funeral service; to hold annual conventions and seminars for the benefit of its members; to establish local and /or district associations; to represent and safeguard the common interest of its members; to enhance the funeral service profession and to promote quality service to consumers.

ARTICLE III

NON-DISCRIMINATION POLICY

A F D & M A shall not discriminate against any person on basis of race, age, color, religion, sex, national origin, or physical disability.

ARTICLE IV

MEMBERSHIP

SECTION 1

Any licensed funeral director, mortician or embalmer who is in accord with the principles and policies of the Association may submit an application to the secretary and pay the application fee (\$25.00) and applicable dues and have as many rights and privileges as any other member. (This section may be changed in any annual Association meeting.)

SECTION 2

Where there is a local association, each member may be a member of local and state associations.

SECTION 3

Our State Association must come under the Charter of the National Association and each member of our State Association must become a member of the National Association by payment of the prescribed membership fee, which shall be collected by our Financial Secretary when he/she collects the State fee.

SECTION 4

There shall be three (3) classes of members: firm members, general members, and student or apprentice members.

A - Firm Members. Any licensed funeral establishment in good standing with the state board of funeral service shall be a firm member.

Firm members will have one vote. There is not a proxy option for this membership

B - General Members. Any licensed funeral director, mortician, or embalmer who is in good standing with the state board of funeral service shall be a general member.

General members will have one vote. There is not a proxy option for this membership

C - Student or Apprentice Members. Any student enrolled in a qualified school or program of embalming or any apprentice funeral director or embalmer shall be a student or apprentice member.

Student or apprentice members will not have the right to vote or the right to hold an office.

SECTION 5

The official association uniform is as follows: for conventions, gold blazer, and black, for funerals, gold and black.

ARTICLE V

OFFICERS

The officers of AFD&MA shall be the President, First Vice-President, Second Vice-President, **Recording Secretary, Assistant Secretary**, Financial Secretary, Treasurer, Chaplain, Sergeant-At-Arms, and Board Chairman. In order to be eligible for election, each nominee must have attended two consecutive annual conventions prior to their nomination. No person may be elected as an Officer nor continue to serve as an Officer unless such person is and continues to be throughout his or her entire term of office a Practitioner and a member of AFD&MA. **The appointed officer shall be the Parliamentarian.**

A – All officers shall be licensed and affiliated with a funeral establishment.

B - All officers shall be elected annually and may succeed themselves except the President, whom is elected for a term of two years, after which he /she must relinquish the office for one term, which is two years. Afterwards, he or she may become eligible for re-election. (Two-year terms would also apply to Board Chairperson.)

C. If the convention approves by majority vote, an absent member may be elected if he/she has notified the President and Board Chairman in writing of his/her inability to attend said Convention because of an emergency.

ARTICLE VI

BOARD OF DIRECTORS

SECTION 1

There shall be a Board of Directors for the Association. The board shall consist of all Past Presidents, Current Officers, District Representatives, Life Members, and Chairpersons of Standing committees. The said Board shall be the representative body of the State Association. It

shall exercise all the legislative powers and transact all the business of the Association when not in session.

SECTION 2

The Board of Directors shall meet at the discretion of the President or Board Chairman however, there shall be an annual meeting each spring for the purpose of arranging the annual convention **and administrative matters**. The spring board meeting shall be called by the Board Chairman.

SECTION 3

Any member in good standing of this Association shall be eligible to be elected and to serve on the State Board of Directors and represent this Association on local and national levels.

SECTION 4

The Board shall have the power to fill the vacancy of any officer during the interim of each convention, which is caused by death, resignation or removal. The Board shall have authority to perform such other duties as are prescribed by laws governing this organization.

SECTION 5

Any officer may be removed with just cause by a two-thirds (2/3) vote of the Board present. Any officer may resign at any time by giving written notice to the President or Secretary of AFD&MA. Any such resignation shall take effect at the date of the receipt of such notice or at any later date specified therein.

ARTICLE VII

MEETINGS

SECTION 1

This Association shall meet at least once annually at such time and place as it elects. If the annual convention fails to make a decision as to time and place of its annual meeting, then the Board of Directors shall decide. **The Fall Board meeting announced by the Chairman of the Board to allow the President to establish Standing Committees.**

SECTION 2

The President shall give the members of the Board ten (10) days notice in writing of its regular meeting and seven (7) days notice of any special meeting of the Board, or otherwise by the discretion of the President.

SECTION 3

One-third (1/3) of the membership of the Board of Directors shall be necessary to constitute a quorum for the transaction of business except to adjourn.

ARTICLE VIII

DUES

Each member shall pay to the Financial Secretary between November 1, and January 1, annual dues set by the board of directors. If said dues are not paid by this date, a \$25.00 late fee shall be assessed. Said dues shall be changed from time to time upon majority vote of the Association. Said fee includes annual membership fee to the National Association, which must be forwarded to the National Association.

ARTICLE IX

DUTIES OF OFFICERS

SECTION 1

The President shall preside at all meetings of the Association. He/she shall have the authority to call special meetings. He/she shall perform all duties generally incumbent upon his/her office and perform all such duties as is customary by a President. The President shall attend, including but not limited to, all National Meetings, House of Representatives Meetings, Board of Directors Meeting, National and State Conventions, and District Meeting. The President shall be responsible for appointing standing committees, special committees, and creating convention schedule. The President is required to submit a written report to the national office in time for National Convention. The President/Designee will attend funeral for state association members.

SECTION 2

The First and Second Vice-President shall assume the Chair at the request of the President and assist him/her in any manner the President requests. The First Vice-President shall assume the office of the Presidency in case of the death of the President or his resignation.

The First Vice-president shall oversee all of the activities of the standing committees. He/she shall report the progress of each committee to the President every ninety (90) days. The Second-Vice President shall report activities or progress of District Representatives to President.

SECTION 3

The Financial Secretary shall receive all dues and other finances coming into the Association, giving receipts and turning same over to the Treasure within fifteen (15) days after receipt or same when the Association is not in session. He/she shall keep accurate records and make annual reports, to include but not limited to Fall Board Meeting, Spring Board Meeting and State convention, to the Association. The Recording Secretary shall keep the minutes of the Association. The Recording Secretary shall attend including but not limited to, all National Meetings, House of Representatives meeting, Boards of Directors Meeting, National and State Conventions, and District Meeting. The Recording Secretary is required to submit the state's annual report to the national office, to include but not limited to national updates from the national office. The Assistant Secretary shall assist the Secretary in recording minutes and send out all correspondence for the Association and any other duties requested by the President.

SECTION 4

The Treasurer shall be the custodian of all funds received from the Financial Secretary. He/she shall deposit the same in a bank; pay out funds upon orders of the President. The account shall be opened in the name of the Association and checks against the account shall be counter- signed by the President or Financial Secretary. The Treasurer shall make annual reports, to include but not limited to, Fall Board Meeting, Spring Board meeting and State Convention, to the Association. Each non-budgeted disbursement transaction or withdrawal of Association funds shall be approved by the President or Chairperson in writing. He/she shall be required to give bond at the discretion of the Association.

SECTION 5

The Chaplain shall conduct devotion for the Association; opening and closing all meetings and perform such duties as requested of him/her by the President of the Association.

SECTION 6

The Sergeant-At-Arms shall keep order at all meetings and assist in other duties as may be required and requested by the Chair.

SECTION 7

The Parliamentarian is appointed by the President. It shall be the duty of the Parliamentarian to maintain order at any authorized meeting according to Roberts' Rules of Order and these By-Laws. The Parliamentarian shall follow an approved Procedural manual as authorized by the Association and when asked will serve as Time Keeper.

ARTICLE X

STANDING COMMITTEES

SECTION 1

The President shall have the power to appoint the following standing committees for a period of two (2) years: Membership, Budget and Finance, Life Memberships, By-laws, Convention Planning, Nominating, Courtesy, Scholarship, Education, Legal and Legislative.

SECTION 2

The President shall have the power to fill any vacancy of any committee member during the interim of each Association, which is caused by death, resignation or removal.

Section 3

Membership Committee

The committee shall initiate campaigns annually, to secure new members of AFD&MA.

Education Committee.

The Education Committee shall be charged with the responsibility for business development, continued professional education, public information and consumer affairs. The committee will also assist with all publications of the Association.

By-Laws Committee.

It shall be the duty of the By-Laws Committee to review the current by-laws for updates, corrections, and or amendments and proposed changes to the by-laws from time to time.

Budget and Finance Committee

The responsibilities of the Budget and Finance Committee are to develop and maintain a system for all records which should be kept for the proper administration of the affairs of the Association, prepare an annual operating Budget, and an annual audit.

Courtesy Committee

The responsibilities of the Courtesy committee are to disseminate death notifications to current members and recommend any monetary and/or floral contributions to shut-in and bereaved members.

Convention Planning Committee

The duties of the Convention Planning Committee shall include responsibilities of planning and developing a proposal and budget for the annual convention in accordance with the Board's direction.

Nominating/Elections

The responsibilities of the Nominating/Election committee are to present *positions open for election, create and present the slate of candidates* for offices open for election at the Spring Board meeting. The committees shall have the responsibility of preparing ballots, counting ballots and reporting election results.

Scholarship

The responsibilities of the Scholarship committee are to provide criteria for scholarship, keep applications current and available, and receive applications and make recommendations.

Legal and Legislative

The responsibilities of the Legislative/Political committee are to keep open the lines of communication between our association and our legislative representatives, and to inform the president and association members of any pending and projected legislative changes.

ARTICLE XI

ELECTION OF OFFICERS

SECTION 1

All persons seeking office in this Association shall submit a letter of intent to the Nomination Committee prior to the Spring meeting. All names submitted shall be cleared for eligibility and reported to the Board of Directors at the Spring meeting. The President shall then cause to be circulated among the membership all of the approved names.

SECTION 2

The election of officers of the Association shall take place at the Annual Convention and shall be limited to those names submitted at the Spring Meeting. In order for a member to vote he/she must be registered at the annual convention and he/she must be in good financial standing. The results shall be announced immediately after votes are counted at the business meeting.

ARTICLE XII

ORDER OF BUSINESS

The following shall be the order of business at the meeting of the Association or of the Board of Directors, unless altered or suspended at any meeting by a majority vote of the members present:

- Roll call
- Reading of Minutes of previous meeting
- Report of Committees
- Report of Officers
- Unfinished Business
- New Business
- Election

Rules of procedures as written in Robert’s Rules of Order shall govern such proceedings except as otherwise provided.

ARTICLE XIII

AMENDMENTS

SECTION 1

This Constitution may be amended by a two-thirds (2/3) vote of the membership present at a regular meeting. Notice of the proposed change or changes must have been sent out prior to such regular meeting.

ARTICLE XIV

Convention

For the annual convention the board of directors will set a pre-registration fee. An on-site registration fee will be \$25.00 more than the pre-registration fee. Before registering for the convention all names must be verified by an official list of licensed persons from the state board of funeral service. While in attendance at convention events, members and guest will wear color-keyed badges. The site for the annual convention will be set three years in advance.

**ALABAMA FUNERAL DIRECTORS AND MORTICIANS ASSOCIATION, INCORPORATED
APPLICATION FOR MEMBERSHIP**

NAME OF APPLICANT _____

NAME OF FUNERAL HOME AFFILIATED WITH _____

ADDRESS OF APPLICANT _____

CITY, STATE, ZIP: _____

TELEPHONE: _____ **FAX** _____

Date licensed by the Alabama Board of Funeral Service _____
(Please attach a copy of current state license)

I / we hereby request membership in the Alabama Funeral Directors and Morticians Association, Inc. and hereby agree to abide by the constitution, by-laws, rules and regulations of the Association. I / we

further agree and understand that this membership will be immediately revoked at which time this applicant is no longer duly licensed by the Alabama Board of Funeral Service.

GIVEN THIS _____ DAY OF _____, 20_____.

SIGNED _____ Title _____

MEMBERSHIP DUES ARE AS FOLLOW:

Alabama Membership Dues: \$ _____

Application Fee: \$ 25.00

Late Fee: \$ 25.00

Total Amount Enclosed: \$ _____

ARTICLE XV

SPECIAL COMMITTEES AND TASK FORCES

The President may establish such special committees and task forces as will further facilitate the affairs of the Association.

ARTICLE XVI

CODE OF ETHICS

The Association hereby incorporates into its By-laws the Association's Code of Ethics.

Our principal responsibility as funeral directors is to the families we serve and to the public at large. Thus, we have a special obligation to keep the public informed of the practices, procedures, merchandise and services of our profession. Therefore, we pledge to agree, as a condition of membership, to abide by the following Code of Ethics:

- (1) To provide the public and those whom we serve with information concerning funerals, prices, functions, merchandise, services and responsibilities of funeral directors.
- (2) To assist all persons wishing to discuss or arrange funerals in advance.
- (3) To be responsive to the needs of the poor by serving them within their means.
- (4) To make funerals available in as wide a range of prices as will meet the need of all segments of the community; and to extend to everyone the privilege of inspecting and freely considering all services available.
- (5) To display conspicuously, in writing, the charges for every funeral offered, identifying clearly the services, facilities, equipment and merchandise included in the charges; and to make reasonable adjustments when less than the quoted offering is purchased.
- (6) To provide each family at the time funeral arrangements are made, a written contract containing the merchandise, services and charges and to make no additional charge unless requested and approved by the purchaser.
- (7) To respect the religious beliefs, customs and practices of all people.
- (8) To maintain high standards of personal conduct, qualified and competent staff, adequate facilities and suitable equipment required for the services contracted for.
- (9) To respect the right of personal choice and decision in making funeral arrangements.
- (10) To be forthright and responsible in dealing with fellow members (funeral directors, morticians and embalmers) is our principal responsibility as funeral service practitioners.

By enactment of these By-Laws, all members of this Association shall be bound by this Code of Ethics of the National Funeral Directors & Morticians Association Incorporated.