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**BYLAWS OF  
LONG TERM CARE INTERNATIONAL FORUM, INC.  
(A NON-PROFIT CORPORATION)**

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**CONTENTS OF INITIAL BYLAWS**

<u>Article</u>	<u>Page</u>
<b>1.00 CORPORATE CHARTER AND OFFICES</b>	
1.01 Corporate Charter Provisions .....	4
1.02 Registered Office and Agent .....	4
1.03 Initial Business Office.....	4
1.04 Amendment of Bylaws.....	4
<b>2.0.0 DIRECTORS AND DIRECTORS' MEETINGS</b>	
2.01 Powers.....	5
2.02 Vacancies.....	5
2.02(a) Declaration of Vacancy.....	5
2.02(b) Filling Vacancies by Directors.....	5
2.02(c) Filling Vacancies by Members.....	5
2.03 Removal of Directors.....	5
2.04 Action by Consent of Board Without Meeting.....	6
2.05 Place of Meetings.....	6
2.06 Regular Meetings.....	6
2.07 Special Meetings.....	6
2.08 Quorum.....	6
2.09 Adjournment and Notice of Adjourned Meetings.....	7
2.10 Conduct of Meetings.....	7
2.11 Number of Directors.....	7
2.12 Term of Office.....	7
2.13 Compensation.....	7
2.14 Indemnification of Directors and Officers.....	8
2.15 Insuring Directors, Officers, and Employees.....	8
2.16 Board Committees – Authority to Appoint.....	8
2.17 Proxies.....	8

Revised, Updated October 10, 2008. Approved by the Board of  
Directors

<u>Article</u>	<u>Page</u>
<b>3.00 MEMBERS AND MEMBERS' MEETINGS</b>	
3.01 Admission of members.....	8
3.02 Voting Rights.....	9
3.03 Termination of Membership.....	9
3.04 Reinstatement.....	9
3.05 Resignation.....	9
3.06 Annual Meetings.....	9
3.07 Action Without Meeting.....	9
3.08 Place of Meetings.....	10
3.09 Telephone Meetings.....	10
3.10 Failure to Hold Annual Meetings.....	10
3.11 Conduct of Meetings.....	10
3.12 Notice of Meetings.....	10
3.13 Special Meetings.....	11
3.14 Quorum.....	11
3.14(a) Quorum of Members.....	11
3.14(b) Adjournment for Lack of Quorum .....	11
3.15 Voting by Voice or Ballot.....	11
3.16 Proxies .....	12
3.17 Voting by Mail.....	12
 <b>4.00 OFFICERS</b>	
4.01 Title and Appointment.....	12
4.02 Removal and Resignation.....	12
4.03 Vacancies .....	12
4.04 Compensation.....	13
4.05 President.....	13
4.06 Vice President.....	13
4.07 Secretary.....	13
4.08 Treasurer.....	14
4.09 Assistant Secretary and Assistant Treasurer.....	14
 <b>5.00 AUTHORITY TO EXECUTE INSTRUMENTS</b>	
5.01 No Authority Absent Specific Authorization.....	15
5.02 Execution of Certain Instruments.....	15
 <b>6.00 CORPORATE RECORDS AND ADMINISTRATION</b>	
6.01 Minutes of corporate Meetings.....	15
6.02 Books of Account and Annual Reports.....	15
6.03 Membership Register.....	16
6.04 Corporate Seal.....	16
6.05 Fiscal Year.....	16
6.06 Management of Funds.....	16
6.07 Loans to Officers and Directors.....	16

Revised, Updated October 10, 2008. Approved by the Board of  
Directors

6.08 Waiver of Notice and Consent to Action ..... 17

Article Page

**7.00 DUES**

7.01 Annual Dues..... 17  
7.02 Payment of Dues..... 17  
7.03 Default and Termination of Membership..... 17

**8.00 COMMITTEES**

8.01 Title and Appointment..... 18  
8.02 Program Committee..... 18  
8.03 Sponsorship Committee..... 19  
8.04 Site Committee..... 19  
8.05 Teleconference Committee..... 19  
8.06 Website & Marketing Committee..... 19  
8.07 Finance Committee..... 20

**9.00 ADOPTION OF INITIAL BYLAWS.....21**

## **ARTICLE ONE – CORPORATE CHARTER AND OFFICES**

### **1.01 CORPORATE CHARTER PROVISIONS**

Each provision of the Corporation's Charter shall be observed until amended by Articles or Articles of Amendment, filed with the Texas Secretary of State.

### **1.02 REGISTERED OFFICE AND AGENT**

The address of the Registered Office provided in the Articles of Incorporation, as duly filed with the Secretary of State for the State of Texas, is:

3020 Old Mill Run  
Grapevine, Texas 76051

The name of the Registered Agent of the Corporation at such address, as set forth in its Articles of Incorporation, is: Norm N. Kono.

The registered agent or office may be changed by filing a Statement of Change of Registered Agent or Office or Both with the Texas Secretary of State, and not otherwise. Such filing shall be made promptly with each change. Arrangements for each change in registered agent or office shall ensure that the Corporation is not exposed to the possibility of a default judgment. Each successive registered agent shall be of reliable character and well informed of the necessity of immediately furnishing the papers of any lawsuit against the Corporation to its attorneys.

### **1.03 INITIAL BUSINESS OFFICE**

The address of the initial principal business office of the Corporation is hereby established as:

3020 Old Mill Run  
Grapevine, Texas 76051

The Corporation may have additional business offices within the State of Texas, and where it may be duly qualified to do business outside of Texas, as the Board of Directors may designate or the business of the Corporation may require.

### **1.04 AMENDMENT OF BYLAWS**

The Board of Directors may alter, amend or repeal these Bylaws, and adopt new Bylaws. All such Bylaw changes shall take effect upon adoption by the Directors. Notice of Bylaws changes shall be given in or before notice of the first Members' meeting following their adoption.

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Directors

## **ARTICLE TWO – DIRECTORS AND DIRECTORS’ MEETINGS**

### **2.01 POWERS**

The business and affairs of the Corporation and all corporate powers shall be exercised by or under authority of the Board of Directors, subject to the limitations imposed by law, the Articles of Incorporation, and these Bylaws.

### **2.02 VACANCIES**

Vacancies on the Board of Directors shall exist upon: (a) the failure of the Members to elect the full authorized number of Directors to be voted for at any Member’s meeting at which any Director is to be elected; (b) a declaration of vacancy under Section 2.03(a) of these Bylaws; (c) an increase in the authorized number of Directors; or (d) the death, resignation, or removal of any Director.

#### **2.02(a) DECLARATION OF A VACANCY**

A majority of the Board of Directors may declare the office of a Director vacant if the Director is adjudged incompetent by a court; is convicted of a crime involving moral turpitude; or fails to accept the office of Director, either by a letter of acceptance or by attending a meeting of the Board of Directors within thirty (30) days of notice of election.

#### **2.02(b) FILLING VACANCIES BY DIRECTORS**

Vacancies other than those caused by an increase in the number of Directors shall be temporarily filled by majority vote of the remaining Directors, though less than a quorum, or by a sole remaining Director. Each Director so elected shall hold office until a successor is elected at a Member’s meeting. Vacancies reducing the number of Directors to less than three shall be filled before the transaction of any other business.

#### **2.02(c) FILLING VACANCIES BY MEMBERS**

Any vacancy on the Board of Directors, including those caused by an increase in the number of Directors, shall be filled by the Members at the next annual meeting or at a special meeting called for that purpose. Upon the resignation of a Director tendered to take effect at a future time, the Board or the Members may elect a successor to take office when the resignation becomes effective.

### **2.03 REMOVAL OF DIRECTORS**

The entire Board of Directors or any individual Director may be removed from office by a vote of a majority of Members entitled to vote at an election of Directors. However, if less than the entire Board is to be

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Directors \_\_\_\_\_

removed, and the Members are given the right to cumulate votes in the Articles of Incorporation, no one of the Directors may be removed if the votes cast against his removal would be sufficient to elect him if then voted at an election of the entire Board of Directors. If any or all Directors are so removed, their replacements may be elected at the same meeting.

#### **2.04 ACTION BY CONSENT OF BOARD WITHOUT MEETING**

Any action required or permitted to be taken by the Board of Directors may be taken without a meeting and shall have the same force and effect as a unanimous vote of Directors if all the Directors consent to the action in writing. Such consent may be given individually or collectively.

#### **2.05 PLACE OF MEETINGS**

Meetings of the Board of Directors shall be held at any place within or without the State of Texas as may be designated by the Board. This may also include conference call meetings.

#### **2.06 REGULAR MEETINGS**

Regular meetings of the Board of Directors shall be held, without call or notice, immediately following each annual Members' meeting, and at any other regularly repeating times as the Directors may designate, but a minimum of two times per year.

#### **2.07 SPECIAL MEETINGS**

Special meetings of the Board of Directors for any purpose may be called at any time by the President or, if the President is absent or unable or refuses to act, by any Vice President or any two Directors. Written notice of the special meeting, stating the time and place of the meeting, shall be sent to each Board Member ten (10) days in advance, and must be received by each Director not later than two (2) days prior to the day appointed for the meeting. The notice may include a tentative agenda, but the meeting shall not be confined to any agenda included with the notice, and none is required.

Upon providing notice, the Secretary or other officer sending notice shall file a statement of the details of the notice given to each Director. The special meeting request will be distributed to all Board Members via mail, email or other notification. This notice is available by request and if not available due notice is presumed.

#### **2.08 QUORUM**

The presence throughout any Directors' meeting, or adjournment thereof, of a majority of the authorized number of Directors shall be

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Directors

necessary to constitute a quorum to transact any business, except to adjourn. If a quorum is present, every act done or resolution passed by a majority of the Directors present and voting shall be the act of the Board of Directors, unless the act of a greater number is required by law, the Articles of Incorporation, or these Bylaws. Directors present by proxy shall not be counted toward a quorum.

## **2.09 ADJOURNMENT AND NOTICE OF ADJOURNED MEETINGS**

A quorum of the Directors may adjourn any Directors' meeting to meet again at a stated hour on a stated day. Notice of the time and place where an adjourned meeting will be held need not be given to absent Directors if the time and place are fixed at the adjourned meeting. In the absence of a quorum, a majority of the Directors present may adjourn to a set time and place if notice is duly given to the absent members, or until the time of the next regular meeting of the Board.

## **2.10 CONDUCT OF MEETINGS**

The President shall chair all meetings of the Board of Directors. In the President's absence, the Vice President or a Chairman chosen by a majority of the Directors present shall preside. There will be a Secretary of the Corporation designated from the current Board Members who shall act as Secretary for the Board of Directors' meetings. When the designated Secretary is absent from any meeting, the Chairman may appoint any person to act as Secretary of that meeting.

## **2.11 NUMBER OF DIRECTORS**

The number of Directors of this Corporation shall be five, none of whom need be residents of Texas or Members. The number of Directors may be increased or decreased from time to time by amendment of these Bylaws. Any decrease in the total number of Directors shall not have the effect of reducing the total number of Directors below three, nor of shortening the tenure which any incumbent Director would otherwise serve.

## **2.12 TERM OF OFFICE**

Directors shall be entitled to hold office for five years, until removed, or until their successors are elected and qualified. Election for all Directors positions, vacant or not, shall occur at each annual Members' meeting and may be held at any special Members' meeting called specifically for that purpose. The term of office will not be less than one calendar year starting immediately after the election.

## **2.13 COMPENSATION**

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Directors as such shall not receive salaries for their services, but by resolution of the Board of Directors a fixed sum plus expenses of attendance, if any, may be paid to Directors for attendance at each meeting of the Board if personal attendance is required by the Board of Directors. This policy does not preclude any Director from serving the Corporation in any other capacity and receiving compensation for such additional service.

## **2.14 INDEMNIFICATION OF DIRECTORS AND OFFICERS**

The Corporation shall indemnify all officers, Directors, employees, and agents to the extent required by law. The Board of Directors may, by separate resolution, provide for additional indemnification as allowed by law.

## **2.15 INSURING DIRECTORS, OFFICERS, AND EMPLOYEES**

The Corporation may purchase and maintain insurance, or make any other arrangement, on behalf of any person as permitted by Article 2.22A(R) of the Texas Non-Profit Corporation Act, whether or not the Corporation has the power to indemnify that person against liability for any acts.

## **2.16 BOARD COMMITTEES – AUTHORITY TO APPOINT**

The Board of Directors may designate one or more committees to conduct the business and affairs of the Corporation to the extent authorized. Each Committee shall contain at least one (1) Board Member, who will communicate information to the Board of Directors as needed. The Board shall have the authority to change the responsibility and membership of, fill vacancies, add committees, and dissolve any committee at any time. Members of any committee shall receive such compensation as the Board of Directors may from time to time approve with the recommendation of the Finance Committee. The designation of any committee and the delegation of authority thereto shall not operate to relieve the Board of Directors, or any member thereof, of any responsibility imposed by law. The Board may also elect or appoint Members' committee, but these committees shall not conduct the business of the Corporation.

## **2.17 PROXIES**

A Director may vote in person, via teleconference, or by proxy executed in writing. No proxy shall be valid after three months from the date of its execution. Each proxy shall be revocable unless expressly provided therein to be irrevocable and otherwise irrevocable by law.



## **ARTICLE THREE- MEMBERS AND MEMBERS' MEETINGS**

### **3.01 ADMISSION OF MEMBERS**

Members shall be admitted by the Board of Directors following payment of the authorized membership fee. An affirmative vote of two-thirds of the Directors shall be required for admission. The Directors shall set, and may alter, qualifications and classes of membership. Membership is not transferable or assignable.

### **3.02 VOTING RIGHTS**

Each Member Company shall have one vote on each matter submitted to a vote of the Members as recommended by the Board of Directors. The intent of this right is related to a major initiative of the organization.

### **3.03 TERMINATION OF MEMBERSHIP**

The Board of Directors, by two-thirds affirmative vote, may suspend or expel a Member for cause after written notice and hearing and may, by a majority vote, terminate the membership of any Member who becomes ineligible for membership, or suspend or expel any Member who shall be in default in the payment of dues for the period fixed by the Directors.

### **3.04 REINSTATEMENT**

Upon written request signed by a former Member, receipt of membership dues, and filed with the Secretary, the Board of Directors may, by two-thirds affirmative vote, reinstate such former Member on such terms as the Board of Directors may deem appropriate.

### **3.05 RESIGNATION**

Any Member may resign by filing a written resignation with the Secretary or President, but such resignation shall not relieve the Member so resigning of the obligation to pay any outstanding dues, assessments, or other charges theretofore accrued and unpaid.

### **3.06 ANNUAL MEETINGS**

The time, place, and date of the annual meeting of the Members of the Corporation, for the purpose of electing Directors and for the transaction of any other business as may come before the meeting, shall be set by a majority vote of the Board of Directors. If the day fixed for the annual meeting is a legal holiday in the State of Texas, such meeting shall be held on the next succeeding business day. If the election of Directors is not held on the day designated for any annual meeting, or at any

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Directors \_\_\_\_\_

adjournment thereof, the Board of Directors shall cause the election to be held at a special meeting of the Members as soon thereafter as possible.

### **3.07 ACTION WITHOUT MEETING**

Any action that may be taken at a meeting of the Members under any provision of the Texas Non-Profit Corporation Act may be taken without a meeting if authorized by a consent or waiver signed by all of the persons who would be entitled to vote on that action at a meeting and filed with the Secretary of the Corporation. Each such signed consent, or a true copy thereof, shall be retained by the Secretary for future reference and available by request.

### **3.08 PLACE OF MEETINGS**

Members' meetings shall be held at any place within or without the State of Texas as may be designated by the written consent of all persons entitled to vote at a Members' meeting. Any meeting is valid wherever held if written consent to the meeting is given by all persons entitled to vote at the meeting.

### **3.09 TELEPHONE MEETINGS**

Subject to the notice provisions required by these Bylaws and by the Texas Non-Profit Corporation Act, Members may participate in and hold a meeting by means of conference telephone or similar communications by which all persons participating can hear each other. Participation in such a meeting shall constitute presence in person at such meeting, except participation for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.

### **3.10 FAILURE TO HOLD ANNUAL MEETING**

If, within any thirteen (13) month period, an annual Members' Meeting is not held, any Member may demand, by registered mail to any officer, that the meeting be held within a reasonable time. If the meeting is not held within sixty (60) days of the demand, any Member may compel the meeting by legal action against the Board of Directors.

### **3.11 CONDUCT OF MEETINGS**

Members' meetings shall be chaired by the President, or in the President's absence, a Vice President or any other person chosen by a majority of the Members present in person or by proxy and entitled to vote. The Secretary of the Corporation, or in the Secretary's absence, a designated Member, shall act as Secretary of the Member's meetings. In

the absence of the Secretary designee, the Chairman of the meeting shall appoint another person to act as Secretary of the meeting.

### **3.12 NOTICE OF MEETINGS**

The officer or persons giving notice of a Members' meeting shall deliver written notice to each Director and to each Member entitled to vote at the meeting at least ten (10) but not more than fifty (50) days before the date of the meeting. Such notice shall state the place, day, and hour of the meeting, and in case of a special meeting, the purpose or purposes for which the meeting is called. The notice may be given personally, by mail, or by other means. The notice shall be addressed to each recipient at such address as appears in the Corporation's records or as the recipient has given to the Corporation for the purpose of notice. Meetings provided for in these Bylaws shall not be invalid for lack of notice if all persons entitled to notice consent to the meeting in writing or are present at the meeting in person or by proxy and do not object to the notice given. Consent may be given either before or after the meeting. Notice of the reconvening of an adjourned meeting is not necessary unless the meeting is adjourned more than thirty (30) days past the date stated in the notice, in which case notice of the adjourned meeting shall be given as in the case of any special meeting.

### **3.13 SPECIAL MEETINGS**

A special Members' meeting may be called at any time by the President, the Board of Directors, or one or more Members holding one-tenth or more of all the votes entitled to vote at the meeting. Such meeting may be called for any purpose. The party calling the meeting may do so only by written request sent by certified mail or delivered in person to the President or Secretary. The officer receiving the written request shall disperse notice of the meeting to be sent to all Members entitled to vote at the meeting. If the officer does not give notice of the meeting within ten (10) days after receipt of the written request, the person or persons calling the meeting may fix the time of the meeting and give the notice. The notice shall be sent pursuant to Section 3.12 of these Bylaws. The notice of a special Members' meeting must state the purpose or purposes of the meeting and absent consent of every Member to the specific action taken, shall be limited to purposes plainly stated in the notice, notwithstanding other provisions herein.

### **3.14 QUORUM**

#### **3.14(a) QUORUM OF MEMBERS**

As to each item of business to be voted on, the presence (in person or by proxy) of the persons who are entitled to vote at least one-tenth of the Members' votes on that matter shall constitute the quorum necessary

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Directors

for the consideration of the matter at a Members' meeting. If a quorum is present, every act done or resolution passed by a majority of the Members present shall be the act of the Members.

### **3.14(b) ADJOURNMENT FOR LACK OF QUORUM**

No business may be transacted in the absence of a quorum, or upon the withdrawal of enough Members to leave less than a quorum, other than to adjourn the meeting from time to time by the vote of a majority of the votes represented at the meeting.

### **3.15 VOTING BY VOICE OR BALLOT**

Elections for Directors need not be by ballot unless a Member demands election by ballot before the voting begins.

### **3.16 PROXIES**

A Member may vote either in person or by proxy executed in writing by the Member or his or her duly authorized attorney in fact. Unless otherwise provided in the proxy or by law, each proxy shall be revocable and shall not be valid after eleven (11) months from the date of its execution.

### **3.17 VOTING BY MAIL**

Any election of Directors may be conducted by mail in such manner as the Board of Directors shall determine.

## **ARTICLE FOUR – OFFICERS**

### **4.01 TITLE AND APPOINTMENT**

The officers of the Corporation shall be a President, a Vice President, and such other officers as the Board may designate, with one officer designated as Secretary. Any two or more offices, may be held by the same person. All officers shall be elected by and hold office at the pleasure of the Board of Directors, which shall fix the compensation and tenure, not to exceed five (5) years, of all officers. The Board of Directors may delegate this power to appoint officers to any officer or committee, and such officer or committee shall have full authority over the officers they appoint, subject to the power of the Board as a whole. Election or appointment of an officer shall not of itself create contract rights.

### **4.02 REMOVAL AND RESIGNATION**

Any officer may be removed, with or without cause, by vote of a majority of the Directors at any meeting of the Board, or, except in case of

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an officer chosen by the Board of Directors, by any committee or officer upon whom that power of removal may be conferred by the Board. Such removal shall be without prejudice to the contract rights, if any, of the person removed. Any officer may resign at any time by giving written notice to the Board of Directors, the President, or the Secretary of the Corporation. Any resignation shall take effect upon receipt or at any later time specified therein. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

#### **4.03 VACANCIES**

Should any vacancy occur in any office of the Corporation, the Board of Directors may appoint an acting successor to hold office for the unexpired term or until a permanent successor is elected.

#### **4.04 COMPENSATION**

The compensation of the officers shall be fixed from time to time by the Board of Directors, and no officer shall be prevented from receiving a salary by reason of the fact that the officer is also a Member or a Director of the Corporation, or both.

#### **4.05 PRESIDENT**

The President shall be the chief executive officer of the Corporation, subject to the control of the Board of Directors. The President shall have general supervision, direction, and control of the business and officers of the Corporation; shall have the general powers and duties of management usually vested in the office of the President or a corporation; shall have such other powers and duties as may be prescribed by the Board of Directors or the Bylaws; and shall be *ex officio* a member of all standing committees, including the executive committee, if any. In addition, the President shall preside at all meetings of the Members and Board of Directors.

#### **4.06 VICE PRESIDENT**

The Vice President(s) shall have such powers and perform such duties as from time to time may be prescribed by these Bylaws, the Board of Directors, or the President. In the absence or disability of the President, the Vice President shall perform all the duties of the President, pending action by the Board. While so acting, the Vice President shall have the powers of, and be subject to all the restrictions of, the President.

#### **4.07 SECRETARY**

The Secretary shall:

(A) See that all notices are duly given as required by law, the Articles of Incorporation, or these Bylaws. In case of the absence or disability of the Secretary, or the Secretary's refusal or neglect to act, notice may be given and served by another Member of the Board of Directors.

(B) Be custodian of the minutes in a documented and retrievable format, any other records, and any seal which it may adopt. When the Corporation exercises its right to use a seal, the Secretary shall see that the seal is embossed upon all documents authorized to be executed under seal in accordance with these Bylaws.

(C) Maintain, in a documented and retrievable format , a record of all Members of the Corporation, together with their current mailing addresses.

(D) In general, perform all duties incident to the office of Secretary, and such other duties as from time to time may be required by Article Six of these Bylaws, by these Bylaws generally, by the President, by the Board of Directors, or by law.

#### **4.08 TREASURER**

The Treasurer shall:

(A) Be the chairman of the Finance Committee

(B) Have charge and custody of, and be responsible for, all funds and securities of the Corporation, and deposit all funds in the name of the Corporation in those banks, trust companies, or other depositories as the Board of Directors Select.

(C) Receive and give receipt for monies due and payable to the Corporation following review of and approval by the Finance Committee.

(D) Disburse or cause to be disbursed the funds of the Corporation as may be directed by the Board of Directors, taking proper vouchers for those disbursements.

(E) If required by the Board of Directors or the President, give to the Corporation a bond to assure the faithful performance of the duties of the Treasurer's office and the restoration to the Corporation of all corporate books, papers, vouchers, money, and other property of whatever kind in the Treasurer's possession or control, in case of the Treasurer's death, resignation, retirement, or removal from office. Any such bond shall be in a sum satisfactory to the Board of Directors, with one or more individual securities or with a surety company satisfactory to the Board of Directors.

(E) In general, perform all the duties incident to the office of the Treasurer, and such other duties as from time to time may be assigned to the Treasurer by Article Six of these Bylaws, by these Bylaws generally, by the President, by the Board of Directors, or by law.

#### **4.09 ASSISTANT SECRETARY AND ASSISTANT TREASURER**

The Assistant Secretary and Assistant Treasurer are designated Members of the Board of Directors or Finance Committee appointed as necessary for such duties as the Secretary or Treasurer, respectively, or as the President or Board of Directors may prescribe. In the absence of the Secretary or Treasurer, the Assistant Secretary or Assistant Treasurer, respectively, may perform all the functions of the Secretary or Treasurer.

### **ARTICLE FIVE – AUTHORITY TO EXECUTE INSTRUMENTS**

#### **5.01 NO AUTHORITY ABSENT SPECIFIC AUTHORIZATION**

These Bylaws provide certain authority for the execution of instruments. The Board of Directors, except as otherwise provided in these Bylaws, may additionally authorize any officer(s) or agent(s), to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances. Unless expressly authorized by these Bylaws or the Board of Directors, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement nor to pledge its credit nor to render it liable particularly for any purpose or in any amount.

#### **5.02 EXECUTION OF CERTAIN INSTRUMENTS**

Formal contracts, promissory notes, deeds, deeds of trust, mortgages, pledges, and other evidences of indebtedness of the Corporation, other corporate documents, and certificates of ownership of liquid assets held by the Corporation shall be signed or endorsed by the President or Vice President and by the Secretary or the Treasurer, unless otherwise specifically determined by the Board of Directors or otherwise required by law.

### **ARTICLE SIX – CORPORATE RECORDS AND ADMINISTRATION**

#### **6.01 MINUTES OF CORPORATE MEETINGS**

The corporation shall keep at the principal office, or such other place as the Board of Directors may order, in a documented and retrievable

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format minutes of all meetings of the Corporation's Members, Directors, and committees. The minutes shall show the time and place of each meeting, whether the meeting was regular or special, a copy of the notice given or written waiver thereof, and, if it is a special meeting, how the meeting was authorized. The minutes of all meetings shall further show the proceedings and the names of those present. Minutes of Member meetings shall also show the number of votes present or represented.

#### **6.02 BOOKS OF ACCOUNT AND ANNUAL REPORTS**

The Corporation shall maintain current true and accurate financial records with full and correct entries made with respect to all financial transactions, including all income and expenditures, in accordance with generally accepted accounting practices. The oversight of all accounting functions is maintained by the Finance Committee. Based on these records, the Board of Directors shall annually prepare or approve a report of the Corporation's financial activity for the preceding year. The report must conform to accounting standards as promulgated by the American Institute of Certified Public Accountants and must include a statement of support, revenue, expenses, and changes in fund balances, a statement of functional expenses, and balance sheets for all funds. All records, books, and annual reports of the financial activity of the Corporation shall be kept at its principal office for at least three years after the closing of each fiscal year and shall be available to the public for inspection and copying there during normal business hours. The Corporation may charge for the reasonable expense of preparing a copy of a record or report.

#### **6.03 MEMBERSHIP REGISTER**

The Corporation shall keep, at the principal office, a membership register showing the names of the Members, their addresses, the date they became a Member, and the date any former Member's membership terminated. The above-specified information may be kept on an information storage device, such as electronic data processing equipment, provided that the equipment is capable of reproducing the information in clearly legible form for the purposes of inspection by any Member, Director, officer, or agent of the Corporation during regular business hours.

#### **6.04 CORPORATE SEAL**

The Board of Directors may at any time adopt, prescribe the use of, or discontinue the use of, such corporate seal as it deems desirable, and the appropriate officers shall cause such seal to be affixed to such documents as the Board of Directors may direct.

#### **6.05 FISCAL YEAR**

The fiscal year of the Corporation shall be as determined by the Board of Directors and approved by the Internal Revenue Service. The

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Treasurer shall forthwith arrange a consultation with the Corporation's tax advisers to determine whether the Corporation is to have a fiscal year other than the calendar year. If so, the Treasurer in consultation with the Finance Committee shall file an election with the Internal Revenue Service as early as possible, and all correspondence with the IRS, including the application for the Corporation's Employer Identification Number, shall reflect such non-calendar year election.

#### **6.06 MANAGEMENT OF FUNDS**

All institutional and endowment funds shall be handled pursuant to the Uniform Management of Institutional Funds Act (Texas Property Code Sections 163.001 et seq.) under the supervision of the Finance Committee.

#### **6.07 LOANS TO OFFICERS AND DIRECTORS**

The Corporation shall not loan money to any of its Directors. Loans to officers may be made if the loans can reasonably be expected to benefit the Corporation, directly or indirectly, and are made to finance the officer's principal residence or do not exceed 50% of the officer's annual salary (100% if the loan is to be made during the officer's first year of employment).

#### **6.08 WAIVER OF NOTICE AND CONSENT TO ACTION**

Meetings provided for in these Bylaws shall not be invalid for lack of notice if all persons entitled to notice either waive notice or consent to the meeting, in writing, or are present and do not object to the notice given. Waiver or consent may be given either before or after the meeting.

Attendance at a meeting shall constitute a waiver of notice of such meeting, except where a person attends a meeting for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened.

### **ARTICLE SEVEN – DUES**

#### **7.01 ANNUAL DUES**

The Board of Directors will establish the amount of initiation fee, if any, and the annual dues payable to the Corporation by each class of Members. This is reviewed on an annual basis.

#### **7.02 PAYMENT OF DUES**

Dues shall be payable in advance on the date specified by the Board of Directors. Dues of a new Member may be prorated from the first day of

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Directors \_\_\_\_\_

the month in which such new Member is elected to membership, for the remainder of the fiscal year of the Corporation.

### **7.03 DEFAULT AND TERMINATION OF MEMBERSHIP**

When any Member shall be in default in the payment of dues, as determined by the Board of Directors, his or her membership may be terminated by the Board of Directors in the manner provided in Article 3.03 of these Bylaws.

## **ARTICLE EIGHT – COMMITTEES**

### **8.01 TITLE AND APPOINTMENT**

The committees of the Corporation shall be Program Committee, Sponsorship Committee, Site Committee, Teleconference Committee, Website & Marketing Committee, and Finance Committee as well as such other committees as the Board may designate. All committee chairs shall be elected at the Annual Meeting and hold office under the supervision of the Board of Directors, which shall fix the compensation and tenure, not to exceed five (5) years of all officers, unless otherwise designated by the Board of Directors. Multiple companies/Members will be represented wherever possible on each committee. The Board of Directors may delegate this power to appoint officers to any officer or committee, and such officer or committee shall have full authority over the officers they appoint, subject to the power of the Board as a whole. Election or appointment of an officer shall not of itself create contract rights. Each committee shall have a representative of the Board of Directors as a participant in the committee.

### **8.02 PROGRAM COMMITTEE**

The Program Committee chair shall recruit a team of volunteer Members to facilitate the Program for the annual meeting. The responsibility includes identification of the content, recruitment of speakers, and facilitating the Program at the annual meeting. A minimum of one Board Member will be an active participant in the committee. Any costs associated with the Program Committee shall be budgeted by the Board of Directors and approved by the Finance Committee.

### **8.03 SPONSORSHIP COMMITTEE**

The Sponsorship Committee chair is responsible to recruit complementary company sponsors annually through use of mail or electronic recruitment. Additional volunteer Members will be recruited at the discretion of the chair. The benefits of sponsorship will be determined

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Directors \_\_\_\_\_

by the Board of Directors and included on the web site and promotional materials. A minimum of one Board Member will be an active participant in the committee. Any costs associated with the Sponsorship Committee shall be budgeted by the Board of Directors and approved by the Finance Committee.

#### **8.04 SITE COMMITTEE**

The Site Committee chair is responsible to recruit a minimum of two other Member volunteers for the committee and identify potential locations for the annual meeting. Approval for the final site will be given by the Board of Directors. Once approval is given, the committee will work with the site on the contract, rooms, meals, and any other associated costs with the site for the annual meeting. A minimum of one Board Member will be an active participant in the committee. Any costs associated with the Site Committee shall be budgeted by the Board of Directors and approved by the Finance Committee.

#### **8.05 TELECONFERENCE COMMITTEE**

The Teleconference Committee chair is responsible to recruit a minimum of one other Member volunteer for the committee. The committee will identify and schedule educational teleconferences for the Members in coordination with the Program Committee chair. There will be a minimum of two scheduled teleconferences each year. A minimum of one Board Member will be an active participant in the committee. Any costs associated with the Teleconference Committee shall be budgeted by the Board of Directors and approved by the Finance Committee.

#### **8.06 WEBSITE & MARKETING COMMITTEE**

The Website & Marketing Committee chair is responsible for the maintenance of the Long Term Care International Forum, Inc. official website and marketing campaign related to the annual meeting, teleconferences, and other Member communications. A minimum of one Board Member will be an active participant in the committee. Any costs associated with the Website & Marketing Committee shall be budgeted by the Board of Directors and approved by the Finance Committee.

#### **8.07 FINANCE COMMITTEE**

The Finance Committee chair serves as the Treasurer and is responsible to work with a minimum of two other Members in all areas related to revenue and expenses for the organization. The committee will work with the President to develop an annual budget and present it to the

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Directors

Board of Directors. A monthly report of all accounts and an annual report of expenses and revenue will be presented to the Board of Directors. The committee is responsible for approval and payment of all expenses submitted by each committee chair for reimbursement of expenses based on the approved annual budget. Any expense submitted that was not included in the budget will be reviewed for approval by the Board of Directors. Any change in investment recommendations will be presented to the Board of Directors for approval prior to any action taken by the committee. The committee will provide all information at the request of the Internal Revenue Service (IRS) with notification to the Board of Directors. A minimum of one Board Member will be an active participant in the committee. Any costs associated with the Finance Committee shall be budgeted by the Board of Directors and approved by the Board of Directors.

**9.00 ARTICLE EIGHT – ADOPTION OF INITIAL BYLAWS**

The foregoing bylaws were adopted by the Board of Directors on the following date:

\_\_\_\_\_  
Beth Kolanski, Board of Director Member

\_\_\_\_\_  
Dr. Bruce Margolis, Board of Director Member

\_\_\_\_\_  
Karen Pope, Board of Director Member

\_\_\_\_\_  
Cam Cook, Board of Director Member

\_\_\_\_\_  
John Detwiler, Board of Director Member

Attested to, and certified by:

Corporate  
Seal

\_\_\_\_\_  
Pam Kreager, President and Secretary

**STATEMENT OF CHANGE  
IN REGISTERED OFFICE, OR  
OF REGISTERED AGENT, OR BOTH, BY  
LONG TERM CARE INTERNATIONAL FORUM, INC.,  
A TEXAS NON-PROFIT CORPORATION**

1. The name of the Corporation as stated in the Articles of Incorporation is LONG TERM CARE INTERNATIONAL FORUM, INC. The Corporation's charter number is 01579027-01.

2. The address, including street and number, of its present registered office as shown in the records of the Secretary of State of the State of Texas before filing this statement is:

3020 Old Mill Run  
Grapevine, Texas 76051

3. The address, including street and number, to which its registered office is to be changed is (no change) (as follows):

4. The name of its present registered agent, as shown in the records of the Secretary of State of the State of Texas, before filing this statement is Norm N. Kono.

5. The name of its new registered agent is (no change) (as follows):

6. The address of the Corporation's registered office, and the address of the business office of its registered agent, as changed, will continue to be identical to the addresses listed above until notice of change is given, as is required by law.

7. Such change was authorized by an officer of the Corporation so authorized by the Board of Directors.

Dated this the                      day of                      20

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Name

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Corporate Office

**WAIVER OF NOTICE OF THE ORGANIZATIONAL MEETING  
OF THE BOARD OF DIRECTORS OF  
LONG TERM CARE INTERNATIONAL FORUM, INC.**

We, the undersigned, being the Directors named in the Articles of Incorporation of the above Corporation, hereby agree and consent that the organizational meeting thereof be held on the date and at the time and place stated below and hereby waive all notice of such meeting and of any adjournment thereof.

Place of meeting:

Date of meeting:

Time of meeting:

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Director

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Director

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Director

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Director

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Director

Corporate  
Seal

**Amendments to the Bylaws of the  
Long Term Care International Forum (LTCIF)**

Board of Directors:

- 1) Cam Cook \_\_\_\_\_
- 2) John Detwiler \_\_\_\_\_
- 3) Beth Kolanski \_\_\_\_\_
- 4) Karen Pope \_\_\_\_\_
- 5) Dr. Bruce Margolis \_\_\_\_\_