

Bylaws of
Fort Worth Commercial Real Estate Women, Inc. (CREW Fort Worth)

Sixth
Amended and Restated
Bylaws of
Fort Worth Commercial Real Estate Women, Inc.
Effective as of April 18, 2019

Article 1: Name and Offices

1.01 **Name.** The name of the corporation, as set forth in its Amended Articles of Incorporation filed with the Texas Secretary of State on May 2, 2011, is "Fort Worth Commercial Real Estate Women, Inc." (the "Corporation"). The Corporation may also be referred to as "CREW Fort Worth". The Corporation was originally incorporated as Tarrant County Commercial Real Estate Women, Inc., as reflected in the Articles of Incorporation filed with the Texas Secretary of State on May 10, 1993, and was formerly incorporated as Greater Fort Worth Commercial Real Estate, Inc. (pursuant to the Articles of Amendment filed with the Texas Secretary of State on June 7, 1999).

1.02 **Registered Office and Agent.** The registered office of the Corporation shall be as so designated and approved by the Board of Directors. The name of the registered agent at such address shall be as designated and approved by the Board of Directors. The registered office of the Corporation and registered agent may change from time to time and may be different from those named in the Articles of Incorporation.

1.03 **Other Offices.** The Corporation may also have offices at such other places both within and without the state of Texas as the board of directors may from time to time determine or the business of the Corporation may require.

1.04 **Amended and Restated Bylaws.** These Bylaws amend, renew and restate the prior Bylaws in their entirety, so that all prior versions of the Bylaws shall be null and void and of no further effect from and after the effective date hereof.

Article 2: Statement of Purpose; Policies and Procedures

2.01 **Purpose.** The Corporation is a non-profit organization of commercial real estate professionals affiliated internationally through membership in CREW Network, providing opportunities

for networking, education and leadership development and is dedicated to advancing the achievements of women in commercial real estate.

2.02 **Goals.** Primary goals of the Corporation shall be to unite the members into a networking force to increase and enhance each member's circle of influence and contact within the Fort Worth area as well as nationally, and to further expand this influence by interacting with other professional organizations in the Fort Worth area and with the CREW Network. The Corporation shall also be proactive in promoting and maintaining an environment conducive to the development of leadership skills and mentoring.

2.03 **Equal Opportunity.** The Corporation adheres to equal opportunity standards. It is committed to a policy that encourages professional membership without regard to race, color, religion, sex, marital status, national origin, disability or age. Without limiting the foregoing, and in furtherance of these principles, the Corporation will not engage in any acts or manifestations of a religious nature including, but not limited to, distributing religious literature, advertising religious events, or praying at organizational meetings or events.

2.04 **Limitations.** The purposes for which the Corporation is organized and operated shall be to engage exclusively in such activities as qualify it as an organization described in Section 501 (c)(6) of the Internal Revenue Code of 1986, as amended, as it now exists or may hereafter be amended (the "Code") and exempt from taxation under Section 501(a) of the Code. Such purposes for which the Corporation is organized include only those purposes that are permitted under Section (c)(6) of the Code, including but not limited to those purposes stated in this Article 2.

2.05 **Governance.** The Board shall address from time to time certain governance matters by the adoption of policies and procedures ("Policies and Procedures") which set forth the fees, dues, benefits, guidelines for membership, committee structure, and such other provisions as the Board shall deem advisable for the effective operation of the Corporation. Policies and Procedures adopted by the Board shall be provided to the Members upon request and shall be binding upon the Members. The Board may revise Policies and Procedures in its discretion so long as revisions are consistent with the purpose of the Corporation.

Article 3: Membership

3.01 **Qualifications.** Qualifications for membership shall be set forth in Section 3.02 below.

The determination as to whether a person qualifies for membership shall be made at the discretion of the Membership Committee, unless the circumstances require the Board of Directors to comment and/or vote. The Membership Chair will advise the Membership Director should the advice of the Board be required. The Membership Director will be responsible for bringing any Membership Committee requests to the Board. The total percentage of members who are not Full Members must not exceed the percentage approved by the Board in order to comply with the requirements of CREW Network.

3.02 **Classes of Members.** The Corporation shall have five (5) classes of membership as follows:

(a) **Full Members.** Full Members shall be members who meet the following qualifications: (i) have a full-time career directly related to one of the Professional Disciplines (listed in Section 3.04 below), whether such candidate is an entrepreneur or is employed by a company, and (ii) have been employed in such full-time career or profession for a minimum of five (5) years. Full Members have voting privileges and may hold office or serve on the Board of Directors of the Corporation.

(b) **Associate Members.** Associate Members shall be members who have a full-time career directly related to one of the Professional Disciplines, with less than five (5) years of experience. Associate Members shall not have voting privileges and may not hold office or serve on the Board of Directors of the Corporation, but may serve as a Chair of a committee.

(c) **Affiliate Members.** Affiliate Members shall be members who do not qualify for another category of membership, but have at least five (5) years' experience in a full-time career in a field related to commercial real estate, the primary professional responsibilities of which relate to, benefit, or support commercial real estate and supplies a service or physical product related to commercial real estate. Affiliate Members shall have no voting privileges and may not hold office or serve on the Board of Directors of the Corporation, but may serve as a Chair of a committee.

(d) **Legacy of Leadership Members.** Legacy of Leadership Members ("LLM") shall be members who have served as President or on the Board of Directors of the Corporation and who have retired or left the real estate industry. These former Presidents and Directors will automatically be transferred from the Full Member classification into the classification of LLM when they retire. This does not require Board approval; it is an administrative change. LLM shall have all privileges enjoyed by a Full Member, including voting; however, an LLM's ability to serve on the Board is limited by the following sentence. At the specific request of the Board of Directors, a LLM is eligible to serve as a

chairperson or Board member/consultant or in any other capacity that the Board so approves on a temporary basis. Annual local membership fees for LLM will be reduced, on an annual basis, at the discretion of the Board and their CREW Network dues will be set accordingly.

(e) **Intentionally Deleted.**

(f) **Heritage Members.** Heritage Members shall be members who have been recommended by the Mentorship Committee and approved by the Board of Directors for outstanding leadership, dedication to the Corporation, or as deemed appropriate by the Board of Directors, who would not typically qualify for a Full Membership or LLM categories. The Heritage membership is issued as a lifetime status, unless otherwise specified for a stated limited time and reason. Upon approval by the Board of Directors, the Heritage Members will be provided with an official numbered certificate designating their membership. The official numbered certificate will be executed by the then current President and the Secretary. The Heritage Members will not be charged any local membership fees. Heritage Members shall be allowed to attend local CREW Fort Worth functions without charge, so long as they register within the required time period for the event. Heritage Members shall have all the privilege as a Full Member except for voting and serving on the Board or committee chairperson. They will not be recognized as a member of CREW Network, unless they chose to do so and pay the applicable dues. Should they choose to be recognized as a member of CREW Network, CREW Fort Worth will advise CREW Network that all local fees are waived and obtain the then applicable network dues. The Heritage Member would then make appropriate payment of network dues and at that time. In the event that a past President or past Board member should become seriously ill or impaired but not retire/leave the real estate industry, at the discretion of the Board of Directors, a member can be granted a temporary designation as a Heritage Member. The official numbered certificate must include the specific temporary dates, which can be extended by the Board. At the expiration and without further extensions, the Heritage Member would then return to the classification of a Full Member or the Legacy of Leadership Member, whichever is applicable. Under special conditions, the first President of the Corporation (Frances Cowden) is recognized as a lifetime Heritage Member in lieu of the Legacy of Leadership Member classification. The number of persons voted into the classification of Heritage Members shall remain very small, making this a prestigious honor.

3.03 **Membership Status.** A member's status in the Corporation may be active or inactive, as follows:

(a) A member shall be an active member if she has been duly accepted for membership pursuant to Section 3.04 below and has paid all dues and fees. An active Full Member may vote on all matters submitted to the membership for voting, sponsor applicants for membership, serve on committees, serve as an officer, and have such other rights as are granted by these Bylaws.

(b) Any of the following shall be inactive members:

(1) A formally active member who has retired from commercial real estate or who has formally requested inactive status;

(2) A member who has enrolled in school full-time to further educational opportunities in commercial real estate;

(3) An active member who for health reasons must become inactive; and

(4) Such other persons as deemed appropriate by the Board of Directors for reasons including, but not limited to, a member who no longer qualifies for membership under Section 3.02 above.

3.04 Membership Acceptance. Membership selection and acceptance in the organization shall follow the guidelines established by the Membership Committee and approved by the Board of Directors from time to time. When considering a candidate who is transferring from another CREW chapter or who is a current member of CREW Network, the Board of Directors may waive any one or more of the membership application guidelines. New members shall be accepted throughout the calendar year and upon notification by the Membership Committee representative of approval as a Member, the new member can immediately attend meetings at the applicable member rate. Meetings of the Membership Committee shall be called by the Membership Chair or Co-Chairs and/or the Membership Director to review and approve applications. The candidate and sponsors shall be notified of the candidate's acceptance or rejection by the Membership Committee. Candidates must be involved in a qualified field of commercial real estate, which may include one of the below listed real estate professional disciplines (the "Professional Disciplines"), or as modified by the Board from time to time:

Accounting
Acquisition
Appraisal
Architecture
Asset Management
Brokerage
Business Development

Civic
Commercial Insurance
Commercial Lending
Consulting
Construction
Corporate Real Estate
Development
Economic Development
Engineering
Environmental Planning
Finance
Interior Design/Space Planning
Law
Leasing
Market Research
Marketing & PR
Project Management
Property Management
Public Sector
Quasi-Governmental Transportation
Risk Management
Title/Escrow

3.05 **Membership Standards.** Membership standards within the organization shall be as follows:

(a) A member shall keep all dues current. Members failing to pay dues within thirty (30) days after the due date shall be notified of their delinquencies in writing. Failure to pay within ten (10) days following such notice shall terminate the active status of the delinquent member and notification of such change in status shall be sent to the member. Upon termination, the former member shall have thirty (30) days to reapply in writing to the Membership Committee for reinstatement to active status (in the same manner prescribed for new applicants for membership), provided such written reapplication shall be accompanied by payment of all delinquent dues and a penalty in the amount set by the Board of Directors each year. Approval for reinstatement shall require a vote of two-thirds of the Membership Committee. If not approved for reinstatement, the member shall have the right to appeal to the Board of Directors.

(b) A member shall take responsibility for membership by recommending only those candidates who meet the qualifications for membership. On an annual basis, members may sponsor up to a maximum of three (3) individuals who are employed by the same parent company as the member. However, there is no limit on the number of candidates a member may sponsor from other companies.

Membership Committee representatives will assist with member sponsors and can personally serve as a sponsor of any person(s) being considered by the committee for membership.

(c) A member shall endeavor to uphold standards and behavior befitting a professional person in order to enhance and promote the image of career minded persons in the business environment and in the community.

(d) At the discretion of the Board of Directors, the membership of any person may be terminated when such person no longer meets the qualifications for membership, or if it is determined that it is in the best interests of the Corporation to do so.

(e) Memberships are not transferable and are individually held.

(f) Should a member be unemployed for a period of time greater than one year, she shall automatically be placed on inactive status. Upon accepting new employment, active member status will be reinstated. After one year of inactive status, such member must reapply for membership. Inactive members shall not hold office or committee chairperson positions.

(g) A member who wishes to resign may do so by submitting a resignation to the Membership Director. The member is liable for dues assessed in that year.

(h) All members are urged to voluntarily participate in the organization by serving on a committee and attending monthly luncheons.

3.06 **Rejoin Policy.** If a member's membership lapses, a former member may rejoin within two (2) years of having such membership lapse without having to go through the application process if the former member continues to work in a qualified field of commercial real estate and the former member's employer has not changed.

Article 4: Dues and Charges

4.01 **Annual Dues.** Annual dues for each class of membership in the Corporation shall be determined annually by the Board of Directors for the ensuing year and announced to the membership. In determining the amount of the annual dues, the Board of Directors shall take into account the advice of the Treasurer, and shall also take into account the amount, or estimated amount, of the dues that the Corporation will be required to pay to CREW Network. Annual dues in the applicable amount shall be paid by each member. Annual dues shall be payable in advance by the deadline established by the Board

of Directors. Dues for new members shall be payable in a manner to be determined by the Board of Directors.

4.02 **Charges.** Each member shall pay all charges incurred by such members as and when incurred. The Board of Directors may take such actions to enforce this provision, including suspension, as it deems advisable.

Article 5: Meetings of Members

5.01 **Regular Meetings.** Regular meetings of the members of the Corporation shall be set by the Board of Directors.

5.02 **Special Meetings.** Special meetings of the members may be called by the President, the Board of Directors, or not less than one-tenth of the members having voting rights. Special meetings may be called for any purpose. The Board of Directors may request members vote on matters requiring membership approval by electronic means. The results of such electronic vote will be maintained by the Secretary in the corporate records of the Corporation. If a member fails to cast a vote for an item that is approved by the Board, such member will be deemed to have voted in favor of any such action recommended by the Board.

5.03 **Social Meetings.** Social meetings shall be held from time to time at the discretion of the Board of Directors.

5.04 **Place of Meetings.** The Board of Directors may designate any place as the place of meeting for any regular meeting or special meeting called by the Board of Directors.

5.05 **Notice of Meeting.** Regular meetings may be held without notice. Written or printed notice stating the place, date, and hour of any meeting of members may be delivered, either personally, by e-mail, or by regular mail, to each member entitled to vote at such meeting, and shall be delivered for special meetings, not less than seven days before the date of such meeting, by or at the direction of the President or a majority of the Board of Directors, or the officers or persons calling the meeting. In the case of a special meeting or when required by statute or these Bylaws, the purpose or purposes for which the meeting is called shall be stated in the notice.

5.06 **Quorum.** A simple majority of members present and entitled to vote at a regular meeting shall constitute a quorum at such meeting. A simple majority vote of the members present and entitled to

vote shall control on all questions presented to the membership except those pertaining to the Articles of Incorporation.

Article 6: Board of Directors

6.01 **Management.** The power of the Corporation shall be exercised by or under the authority of, and the business and affairs of the Corporation shall be managed under the direction of, the Board of Directors, which shall be responsible for transacting all business, approving all expenditures and carrying out the goals, objectives and policies of the Corporation.

6.02 **Number; Qualifications; Election; Term.**

(a) **Regular Directors.** The Board of Directors shall consist of not less than ten (10) or no more than twelve (12) directors who must be active Full Members of the Corporation, which will be the Officers listed in Section 7.01(a)(1) below and the directors at large listed in Section 7.01(a)(2) below. Each Director shall hold office until her/his successor shall be elected and shall qualify. As used in these Bylaws, the term "Director" shall mean the members of the Board of Directors of this Corporation other than Advisory Directors. The qualifications of the Board of Directors are listed in Section 9.02 below. The Board of Directors will be elected pursuant to the provisions of Article 9 below. The terms of each Director are set forth in Section 7.01(c).

(b) **Advisory Directors.** The Board of Directors shall have the power and authority to elect one or more persons to serve as advisory directors of this Corporation (as applicable, an "Advisory Director"). Any persons so elected as Advisory Directors of this Corporation shall serve at the pleasure of the Board of Directors. Any Advisory Directors shall receive notice of each meeting of the Board of Directors of the Corporation and shall be entitled to participate in the matters brought before any such meetings but shall have no voting rights on the Board of Directors.

6.03 **Removal.** Except as otherwise specifically provided by statute, the Articles of Incorporation, these Bylaws or by contract, any Director may be removed either for or without cause at any special or annual meeting of members, by the affirmative vote of a majority of members entitled to vote for the election of such Director if notice of intention to act upon such matter shall have been given in the notice calling such meeting. In addition, a Director may be removed for cause by a unanimous vote of the Executive Committee if such Director does not attend two (2) consecutive board meetings and did not properly assign her/his proxy for voting rights to another Board member or, if in the opinion of the Executive Committee, such Director is unable or unwilling to fulfill his or her duties and responsibilities.

6.04 **Vacancies.** Any vacancy occurring in the Board of Directors (by long-term illness, death, resignation, or removal) may be filled by an affirmative vote of a majority of the remaining Directors. A Director elected to fill a vacancy shall be elected for the unexpired term of her/his predecessor in office.

6.05 **Place of Meetings.** Meetings of the Board of Directors, regular or special, may be held either within or without the state of Texas. The place of meeting shall be as determined by the Board of Directors prior to such meeting. It shall be the responsibility of the President to make or cause to be made arrangements for each Board meeting. The President, or person so designated by the President, shall advise the Secretary of the location of each meeting in order that the Secretary can provide board members of the Corporation with timely and appropriate notification.

6.06 **Intentionally Deleted.**

6.07 **Regular Meetings.** Regular meetings of the Board of Directors may be held without notice at such time and place as shall from time to time be determined by the Board. Meetings of the Board of Directors shall be in accordance with "Robert's Rules of Order" [Parliamentary Procedure] or a modification thereof.

6.08 **Special Meetings.** Special meetings of the Board of Directors may be called by the President or by a majority of the Directors with notice at such time and place as shall from time to time be determined by at least a majority of the Board. Any special meetings of the Board of Directors shall be in accordance with "Robert's Rules of Order" [Parliamentary Procedure] or a modification thereof.

6.09 **Quorum of and Action by Directors.** A majority of the number of Directors fixed by, or in the manner provided in, the Articles of Incorporation or these Bylaws shall constitute a quorum for the transaction of business, unless a different number or portion is required by the Articles of Incorporation or these Bylaws. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by statute, the Articles of Incorporation or these Bylaws. If a quorum is not present at a meeting of the Board of Directors, the Directors present thereat may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum is present.

6.10 **Procedure.** The Board of Directors shall keep regular minutes of its proceedings. The minutes for the preceding meeting shall be approved by the Board Members and the approved minutes shall be signed by both the President and Secretary. The minutes shall be placed in the minute book of

the Corporation. Any waivers for board meetings shall be prepared by the Secretary of the Corporation and signed by all Board Members and placed in the minute book of the Corporation. The Secretary shall be responsible for maintaining the Corporation's minute book, seal, and roster of Heritage Memberships issued. The Secretary, at the end of her/his term, shall provide the corporate documents to the next designated Secretary that is approved by the Board of Directors. In the event the position is vacated due to illness or other termination circumstances and in the absence of the position being filled, the corporate records shall, as directed by the Board, be provided to a Board Member for her/his safekeeping until such time as the Board of Directors has filled the vacancy.

6.11 **Action Without Meeting.** Any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting at the direction of the President if a consent in writing, setting forth the action so taken, is signed by all members of the Executive Committee at the next meeting following such action. Such consent shall have the same force and effect as a unanimous vote at a meeting of the Board of Directors.

6.12 **Limitation of Liability.** In addition to any other limitation of liability for Directors provided for at law, the Articles of Incorporation or these Bylaws, no Director of this Corporation shall be liable for an act of omission in the Director's capacity as a Director, except that this Section 6.12 does not eliminate or limit the liability of a Director to the extent the Director is found liable for: (i) an act or omission that involves intentional misconduct or a knowing violation of the law; or (ii) an act or omission for which the liability of a Director is expressly prohibited by an applicable statute. Neither the amendment nor repeal of this Section 6.12, nor the adoption of any provisions of the Bylaws of this Corporation inconsistent with this Section 6.12 shall eliminate or reduce the effect of this Section 6.12 in respect of any matter occurring, or any cause of action, suit or claim that, but for this Section 6.12, would accrue or arise, prior to such amendment, repeal or adoption of any inconsistent provision. If, after approval of this Section 6.12, the Texas Business Organizations Code (the "TBOC") is amended to authorize corporate action further eliminating or limiting the personal liability of Directors, then the liability of a Director of this Corporation shall be eliminated or limited to the fullest extent permitted by the TBOC, as so amended from time to time.

Article 7: Description of Officers and Directors at Large

7.01 Number; Qualifications; Election; Term.

- (a) The Corporation shall have:

(1) A President, a President-Elect, an Immediate Past President, a Secretary and a Treasurer, which shall serve as the Officers of the Corporation; and

(2) Five Directors at large to include Membership, Programs, Partnership, Mentorship, and Communications;

(3) Any Advisory Director(s) as permitted by Section 6.02(b) above; and

(4) [Intentionally Deleted];

(5) Such other officers and assistant officers and agents as the Board of Directors may deem necessary.

(b) All Officers of the Corporation shall be a Director and thus a Full Member in good standing.

(c) Directors named in Section 7.01(a)(1) and (2) shall be elected to the Board of Directors pursuant to Article 9 below. Officers and agents named in Section 7.01(a)(5) may be elected by the Board at any Board meeting. Advisory Directors named in Section 7.01(a)(3) will be designated pursuant to Section 6.02(b) above.

(d) Unless otherwise specified by the Board at the time of election or appointment, (i) the office of President, President-Elect and Immediate Past President shall each be for a one (1) year term; (ii) the office of Secretary and Treasurer shall each be for a two (2) year term, and (iii) the Directors at large shall serve a two (2) year term. Each Officer and Director shall serve until the end of such Officer's and Director's term or, if earlier, the death, resignation or removal of such Officer or Director.

(e) All Officers and Directors are required to attend the majority of the Corporation's meetings, programs, and special events. All Officers and Directors shall conduct themselves in a professional manner at all times.

7.02 Removal. Except as specifically provided by statute, the Articles of Incorporation, or by these Bylaws, any officer or agent elected or appointed by the Board of Directors may be removed by the Board of Directors whenever, in its judgment, the best interest of the Corporation will be served thereby.

7.03 Vacancies. Any vacancy occurring in any office of the Corporation (by long term illness, death, resignation, removal, or otherwise) may be filled by the Board of Directors pursuant to Section 6.04 above.

7.04 **Authority.** Officers and agents shall have such authority and perform such duties in the management of the Corporation as are provided in these Bylaws or as may be determined by resolution of the Board of Directors not inconsistent with these Bylaws.

7.05 **President.** The President shall preside at meetings of the members and the Board of Directors. She shall enforce these Bylaws, appoint, with Board approval, committee chairpersons not designated by the Nominating Committee and/or respective committee Board Liaison, and serve as the Chairperson of the Board of Directors. She shall be responsible to provide the meeting agenda for Board and/or special meetings. She shall utilize the "Robert's Rules of Order" [Parliamentary Procedure] or a modification thereof in all Board of Directors' Meetings. If necessary, the President shall assign a Board member to oversee the parliamentary procedures during the meetings; this can be the Corporation's Secretary or a Board member and/or a different person at each meeting, so long as prior notice is given to the Board member of this request. She shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe.

7.06 **President-Elect.** The President-Elect shall, in the absence or disability of the President, perform the duties and have the authority and exercise the powers of the President. She shall assist the President in every manner possible, act as presidential representative when requested, and perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe. In the event of a vacancy in the office of President, the President-Elect shall become the President.

7.07 **Immediate Past President.** The Immediate Past President shall function and perform such duties as designated by the President and act as a presidential representative when so requested, and perform such duties and have such other authority and powers as the Board of Directors may from time to time prescribe.

7.08 **Secretary.** The Secretary shall attend all meetings of the Board of Directors and all meetings of the members and record all votes and the minutes of all proceedings in a book to be kept for that purpose. The Secretary shall also give, or cause to be given notice of all meetings of the members and special meetings of the Board of Directors to the extent notice is required hereunder. The Secretary shall read into the official meeting notes any proxy issued by a Director for any specified Board or special meeting. In addition, the Secretary shall be under the supervision of the President and shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe. In the event the Secretary is unable to attend a meeting, the Secretary shall be responsible to

make arrangements for another Board member to take the minutes of the meeting. Should the Secretary not be able to handle or secure a replacement for the Board meeting to record the minutes, the President shall designate a person to record the meetings.

7.09 **Treasurer.**

(a) The Treasurer shall have the custody of the corporate funds and shall keep full and accurate accounts of receipts and disbursements of the Corporation and shall deposit all monies and other valuable effects in the name and to the credit of the Corporation in such depositories as may be designated by the Board of Directors.

(b) The Treasurer shall disburse the funds of the Corporation as may be ordered by the Board of Directors, taking proper procedures for such disbursements, and shall render to the Directors, at the regular meetings of the Board, or whenever they may require it, an account of all her transactions as Treasurer and of the financial condition of the Corporation. She shall be responsible to interface and work closely with CREW Network, in any given year when CREW Network is authorized by the Board of Directors to assist with the processing of accounting functions on behalf of the Corporation.

(c) In the absence of an Executive Director of the Corporation, the Treasurer shall be responsible to organize and oversee a committee that shall handle such matters as the reservations, pre-payments for an event, invoicing, check-in for members/guests at an event, collection of funds and appropriate financial documentation collected at the event and requiring further processing such as the depositing of checks and processing of credit cards for the Corporation.

(d) If required by the Board of Directors, the Treasurer shall give the Corporation a bond in such form, in such sum, and with such surety of sureties as shall be satisfactory to the Board for the faithful performance of the duties of her/his office and for the restoration to the Corporation, in case of her/his death, resignation, retirement or removal from office, of all books, papers, vouchers, money and other property of whatever kind in her possession or under her/his control belonging to the Corporation. The fees for such bond shall be paid by the Corporation.

(e) The Treasurer shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe or as the President may from time to time delegate.

7.10 **Membership Director.** The Membership Director shall be responsible for the retention and extension of membership. The Membership Director shall serve as the Board Liaison to the Chair of

the Membership Committee, which shall consist of active members approved by the Chair and/or Membership Director, and will ideally have at least five (5) such committee members. The Membership Director shall (i) be responsible for submitting an annual budget for the Membership Committee to the Board for incorporation into the Corporation's calendar year budget, (ii) oversee the Membership Chair in the recording and processing of all applications for membership, notifying the applicant of acceptance or rejection, and handling all documentation required to maintain a membership roster, (iii) be responsible for establishing the coordination of membership-related documentation between CREW Network and the Corporation and working closely with the Membership Chair in order that current records are accessible at all times, (iv) be responsible for reporting on the status of membership at every Board meeting or providing such information at the request of a Board member, (v) ensure the Membership Committee works with the Communications Committee to ensure that current members and their respective information is correct based upon reconciled records between the Corporation and CREW Network membership records, and (vi) ensure the Membership Committee meets as directed by the Chair of the Membership Committee or as required by the Membership Director to allow the Membership Committee to satisfactorily perform its responsibilities.

7.11 **Programs Director.** The Programs Director shall serve as the Board Liaison to the Chair of the Programs Committee, which shall consist of active members approved by the Chair and/or Programs Director, and will ideally be comprised of at least seven (7) such committee members. The Programs Director shall (i) ensure the Programs Committee plans, organizes and implements the monthly speakers and/or programs for all general membership meetings (including regular meetings and socials), including location, meals, parking, meeting agenda/programs, audio/visual, and other related issues necessary for the over-all success of the program event, (ii) attend Programs Committee meetings to assist and ensure that the general types, quality and quantity of programs are in keeping with the Corporation's goals, missions and as required by the Board of Directors, (iii) evaluate programs for compliance to the CREW Network goals and missions, (iv) ensure there are at least ten (10) regular luncheon programs, unless otherwise directed by the Board, and the number of special programs and socials as determined by the Board from year to year, (v) report the status of programs at every Board meeting or provide such information at the request of a Board member, (vi) ensure the Programs Committee has a close working relationship with all appropriate committees so that timely information for an event can be distributed to all members, including the Board, (vii) submit the Programs Committee annual budget within the time period as directed by the Board of Directors, and (viii) ensure the Programs Committee meets as directed by the Chair or as required by the Programs Director so as to allow the Programs Committee to satisfactorily perform its responsibilities.

7.12 **Communications Director.** The Communications Director shall serve as the Board Liaison to the Chair of the Communications Committee, which shall consist of active members as approved by the Chair and/or the Communications Director . The Communications Director shall (i) ensure the Communications Committee organizes, coordinates and implements the necessary processes for communications within the Corporation including publishing a periodic newsletter and promotion of the activities of the Corporation, (ii) ensure the Communications Committee organizes, coordinates and implements the necessary processes for promoting the Corporation and its activities through media sources, (iii) ensure the Communications Committee is taking photos at events for internal and external communications of the Corporation as approved by the Board, (iv) ensure the Communications Committee oversees processes relating to the Corporation's website and IT, which may require the need to interface with a third party consultant on behalf of the Corporation if approved by the Board, (v) be responsible for the negotiations, as directed by the Board, for media agreements, (vi) report the status of the Communications Committee at every Board meeting or providing such information at the request of a Board member, (vii) ensure the Communications Committee has a close working relationship with all other committees in order to provide and maintain appropriate communications to meet internal and/or external needs in a timely manner, (viii) submit the annual budget for the Communications Committee within the time period as directed by the Board of Directors, and (ix) ensure that the Communications Committee meets as directed by the committee Chair or as required by the Communications Director so as to allow the Communications Committee to satisfactorily perform its responsibilities.

7.13 **Partnership Director.** The Partnership Director shall serve as the Board Liaison to the Chair of the Partnership Committee, which shall consist of active members approved by the Chair and/or the Partnership Director. The Partnership Director shall (i) work with Partnership Committee Chair to secure the total partnership funds required by the Corporation for monthly luncheon programs, special events/approved fundraisers, operating needs and/or committee budgets, (ii) report the status of partnerships at every Board meeting or providing such information at the request of a Board member, (iii) direct appropriate actions within the Partnership Committee to ensure a close working relationship with the other committees so that timely information for partnership funding or partnership modifications can be distributed to all appropriate parties, including the Board, (iv) direct the Partnership Committee to secure the logos and company information for partners and provide same to the Chair of Communications Committee, (v) ensure that the Partnership Committee provides appropriate partner commitment information to the Treasurer for billing purposes and assist the Treasurer in the collection of committed funds, as requested by the Treasurer from time to time, (vi) submit the annual committee budget within the time period as directed by the Board of Directors, (vii) ensure the Partnership Committee meets as

directed by the Chair or as required by the Partnership Director, and (viii) ensure the Partnership Committee carries out partner appreciation efforts required by the Board of Directors.

7.14 **Mentorship Director.** The Mentorship Director shall serve as the Board Liaison to the Chair of the Mentorship Committee, which shall consist of active members as approved by the Chair and/or Mentorship Director. This committee shall provide mentoring and leadership opportunities to the general membership. In addition to internal and external mentoring programs, this committee shall honor and recognize members through awards, or as otherwise appropriate, leadership locally and beyond. The Mentorship Director shall (i) provide an annual budget for the Mentorship Committee within the time period as directed by the Board of Directors, (ii) ensure that the Chair of the Mentorship Committee organizes and attends committee meetings as may be deemed necessary by the Chair of the Mentorship Committee or the Mentorship Director, (iii) ensure that the Mentorship Committee organizes initiatives agreed upon by the Mentorship Committee and the Board from time to time (which may include, for example, overseeing the nomination and selection process for the Corporation's annual awards presentation, providing names for the Nominating Committee, serving on the Carla Higgins Memorial Scholarship committee) and (iv) providing mentoring and education opportunities for the members. The criteria to serve on particular sub-committees may be limited at the discretion of the Board and/or Committee (for example, Nominating Committee at-large members may be required to be former Board Members of the Corporation).

7.15 **Intentionally Deleted.**

7.16 **Executive Committee.** The President, President-Elect, Secretary, Treasurer and Immediate Past President shall constitute the Executive Committee. The Executive Committee shall be authorized to make decisions and exercise the authority granted to the Board of Directors for the management of the Corporation. The act of three-quarters (3/4) of the Executive Committee shall be the act of the Executive Committee, unless the act of a greater number is required by statute, the Articles of Incorporation or these Bylaws.

Article 8: Committee Chairs & Co-Chairs

8.01 **Appointment and Term.** Committee Chair and/or Co-Chairs shall be as approved by the Nominating Committee and ratified by the Board of Directors. Committee Chair and/or Co-Chairs shall serve terms of two years, or as established by the Nominating Committee and ratified by the Board of Directors. Committee Chair and/or Co-Chairs can serve multiple terms at the request of the Nominating Committee and ratification by the Board of Directors.

8.02 **Responsibilities.** Committee Chairs and/or Co-Chairs shall serve as the head of committees for: Treasury Committee, Membership Committee; Programs Committee; Partnership Committee; Mentorship Committee; Communications Committee; or any other committee that may be formed from time to time by the Board of Directors. Committee Chairs and/or Co-Chairs shall work under the direction of the Director at large of their respective committee (the "Board Liaison") and shall assist with the fulfillment of the duties and responsibilities assigned to the Board Liaison related to the committee goals and obligations, or as required by the Board of Directors. Committee Chairs and/or Co-Chairs have the authority to delegate duties and responsibilities to individual committee members. Committee Chair and/or Co-Chairs shall be responsible to oversee the completion of any responsibilities assigned to the committee by the Board Liaison in a timely and professional manner. Committee Chairs and Co-Chairs shall represent the Corporation in a professional manner at all times. Committee Chairs and Co-Chairs are required to attend the majority of events organized by the Corporation in any given year. Co-Chairs for committees is preferred as it will allow the "lead/senior tenure" Chair to mentor the newly selected Co-Chair; which will promote good succession planning for the Corporation.

8.03 **Removal.** Except as otherwise specifically provided by statute, the Articles of Incorporation, these Bylaws or by contract, any Chair or Co-Chairs may be removed either for or without cause by an majority vote of the Board if such Chair or Co-Chairs do not attend two consecutive Committee Meetings or, if in the opinion of the Board of Directors, such Chair or Co-Chairs are unable or unwilling to fulfill his or her duties and responsibilities.

8.04 **Vacancies.** Any vacancy occurring in the Committee Chair or Committee Co-Chairs positions (by long-term illness, death, resignation, or removal) may be filled by the respective Board Liaison to such Committee with approval by the Board of Directors. A Committee Chair or Committee Co-Chairs elected to fill a vacancy shall be appointed for the unexpired term of her/his predecessor and is eligible for consideration by the Nominating Committee to serve an additional term(s).

8.05 **Committee Meetings.** Meetings of the Committee shall be determined by the Committee Chair or Co-Chairs with the approval of the respective Board Liaison. The date, time and place of meeting shall be as determined by the Committee Chair or Co-Chairs with approval of the respective Board Liaison. It shall be the responsibility of the Committee Chair or Co-Chairs to advise each committee member of the meeting at least 5 days prior to such meeting. It shall be the responsibility of the Chair or Co-Chairs to assign a committee member to take notes of committee meetings, goals, and tasks, if so required by the Board Liaison. If so required, the Chair or Co-Chairs shall retain copies of all committee meeting minutes and provide to the Board Liaison when requested. She shall utilize the

"Robert's Rules of Order" [Parliamentary Procedure] or a modification thereof in all Committee meetings. If necessary, the Committee Chair or Co-Chairs shall assign a committee member to oversee the parliamentary procedures during the meetings; this can be a different person at each meeting, so long as prior notice is given to the committee member of this request. Committee Chair or Co-Chairs are to encourage committee service and promote retention of their respective committees in order to develop a succession plan for committee members to ascend to the position of Committee Chair or Co-Chairs as vacancies occur in these positions.

8.06 **Committee Roster.** It shall be the responsibility of the Chair or Co-Chairs of the respective committees to develop and maintain a roster of the committee members. The roster shall contain the name, company affiliation, phone contact information, e-mail contact information, and address of the committee members. The Committee roster shall be kept current and the Committee Chair or Co-Chairs shall provide the Board Liaison with the roster and any updates thereto.

8.07 **Committee Budget and Expenses.** The Committee Chair or Co-Chairs shall be responsible to work with and provide their respective Board Liaison with an annual budget for approval by the Board of Directors. Committee Chairs or Co-Chairs shall periodically, as required by their respective Board Liaison, monitor the budget estimated versus actual. The Committee Chair or Co-Chairs shall receive prior approval for expenses related to the Committee's on-going business and/or special events and programs. The Board Liaison may delegate approval to the Chair or Co-Chair for certain repeat expenses that the Board has approved in the annual Budget; but in any case the expenses must stay within the funds so allocated. In the event there is an increase in a previously approved expense, the Chair or Co-Chairs must secure, in writing, the Board Liaison's approval. It is the Board Liaison's responsibility to secure any necessary Board approvals for expenses before issuing approval to the Chair or Co-Chair.

Article 9: Nomination and Election of Officers and Directors

9.01 **Method of Election.** In July of each year (or at the discretion of the Board or Executive Committee), the President shall convene the Nominating Committee. The President and the Immediate Past-President shall serve as Co-Chairpersons of the Nominating Committee. The Nominating Committee shall be comprised of the President, President-Elect, Immediate Past-President, plus four (4) designated members from the Mentorship Committee. If the Mentorship Committee does not have 4 members, the Co-Chairpersons of the Nominating Committee shall select the remaining members of the Nominating Committee, ideally selecting past presidents or former Board members of the Corporation, subject to the approval of the Board of Directors. If not being considered for re-election and so requested,

the Secretary may be required to attend the Nominating Committee meetings and take notes. All Nominating Committee Members shall be active Full Members in good standing. The Nominating Committee shall be responsible for seeking nominations of candidates for Officers and Directors of the Corporation and proposing a slate of proposed Officers and Directors to the Board of Directors for ratification, prior to presenting the slate to the membership for approval. The Nominating Committee may elect to interview any nominees to further determine their qualifications to serve in the designated capacity. The President shall present the Nominating Committee's final slate of proposed Officers and Directors to the Board of Directors for their ratification. The ratification shall take place so as to allow the President to present the proposed slate of Officers and Directors for the following year to the membership for election in accordance with Sections 9.05 and 9.06 below.

9.02 **Nominations.** Nominations of Officers and Directors shall be made by the Nominating Committee not later than the regular meeting in October of each calendar year and shall be posted a minimum of one week prior to the meeting on the website. Each nominee shall meet the following qualifications:

(a) The nominee must be an active Full Member in good standing.

(b) Nominees for President and President-Elect must have been an active Full Member in good standing for not less than three years and a member of the Board of Directors for not less than two years, unless otherwise approved by the Board of Directors.

(c) Only one person from a firm or company may serve as an Officer and Director during any calendar year, unless otherwise approved by the Board of Directors.

9.03 **Limit of Number of Terms.** No person may hold the same office for more than two consecutive terms. Any Officer who has filled an unexpired term may be eligible for re-election to two complete terms. Nothing herein shall be deemed to prohibit officers or directors from serving again in the same position, as long as they are not serving more than two consecutive terms.

9.04 **Consent by Nominees.** The Nominating Committee shall obtain the consent of each nominee prior to submitting such nominee's name for nomination.

9.05 **Nominations from the Floor.** Prior to any election by the membership of Officers and Directors at the September (or at the latest, the October) regular meeting of the membership, the President shall solicit nominations for Officers and Directors from the floor at the immediately preceding regular

meeting, or by electronic means at least one month prior to presenting the slate of Officers and Directors to the membership for election.

9.06 **Election.** After the Board of Directors has ratified the Nominating Committee's proposed slate of Officers and Directors for the next year, the proposed slate shall be submitted to the Full Members for approval, either by electronic means or in person at the September or October regular meeting of the membership (or earlier at the discretion of the Executive Committee or Board of Directors). Each vote for a Full Member as an Officer shall also be a vote for such Full Member as a Director. The results of such election shall be announced and the new Officers and Directors shall be introduced no later than the next regular meeting of the membership.

Article 10: Standing Committees

10.01 **Committees.** The standing committees of the Corporation shall include: Programs, Partnership, Membership, Mentorship, Communications, Treasury and others as from time to time that shall be approved by resolution of the Board of Directors.

10.02 **Intentionally Deleted.**

10.03 **Minutes of Committee Meetings.** Records of all meetings of committees may be required to be maintained by the Board Liaison of the respective committee. If so required, the Committee Chair or Co-Chairs shall be responsible to maintain and provide appropriate information to their Board Liaison or the Board of Directors upon request.

10.04 **Quorum at Meeting.** A majority of the number of Committee members fixed by, or in the manner provided in, the Articles of Incorporation or these Bylaws shall constitute a quorum for the transaction of business, unless a different number or portion is required by the Articles of Incorporation or these Bylaws. The act of the majority of the committee members present at a meeting at which a quorum is present shall be the act of the Committee and such acts may require further approval by the Board of Directors. If a quorum is not present at a committee meeting, the members present thereat may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum is present. Committee Chairs or Co-Chairs shall be responsible to coordinate and attend regular meetings of their respective committees. All meetings shall have prior approval of the designated Board Liaison.

Article 11: Fiscal Year

11.01 **Fiscal Year.** The fiscal year of the Corporation shall be the calendar year.

Article 12: Indemnification; Insurance

12.01 Indemnification of Directors.

(a) The Corporation shall indemnify a person who was, is, or is threatened to be made a named defendant or respondent in a proceeding because the person is or was a Director or Advisory Director to the fullest extent and manner permissible under the TBOC or other applicable rules, regulations or laws; provided, however, except to the extent permitted by the TBOC, a director may not be indemnified in respect of a proceeding (i) in which she is found liable on the basis that personal benefit was improperly received by her/him, whether or not the benefit resulted from an action taken in her/his official capacity, or (ii) in which she is found liable to the Corporation.

(b) The termination of proceeding by judgment, order, settlement or conviction or on a plea of nolo contendere or its equivalent is not of itself determinative that the director or advisory director did not meet the requirements set forth in the TBOC. A Director or Advisory Director shall be deemed to have been found liable in respect of any claims, issue or matter only after she shall have been so adjudged by a court of competent jurisdiction after exhaustion of all appeals therefrom.

12.02 Extent of Indemnification

(a) A person shall be indemnified under Section 12.01 against judgments, penalties (including excise and similar taxes), fines, settlements, and reasonable expenses actually incurred by the person in connection with the proceeding; but if the person is found liable to the Corporation or is found liable on the basis that personal benefit was improperly received by the person, the indemnification (i) is limited to reasonable expenses actually incurred by the person in connection with the proceeding, and (ii) shall not be made in respect of any proceeding in which the person shall have been found liable for willful or intentional misconduct in the performance of his duty to the Corporation.

(b) The mandatory indemnification provision set forth in Section 12.01 shall be deemed to constitute authorization of indemnification in the manner required by the TBOC even though this provision may not have been adopted or authorized in the same manner as the determination that indemnification is permissible.

12.03 Expenses.

(a) The Corporation shall indemnify a Director or Advisory Director against reasonable expenses incurred by her/him in connection with a proceeding in which she is a named

defendant or respondent because she is or was a Director or Advisory Director if she has been wholly successful, on the merits or otherwise, in the defense of the proceeding.

(b) If, upon application of a Director or Advisory Director, a court of competent jurisdiction determines, after giving any notice the court considers necessary, that the Director or Advisory Director is fairly and reasonable entitled to indemnification in view of all the relevant circumstances, whether or not she had met the requirements set forth in the TBOC, or has been found liable in the circumstances described by Section 12.01 hereof, the court may order the indemnification that the court determines is proper and equitable; but if the person is found liable to the Corporation or is found liable on the basis that personal benefit was improperly received by the person, the indemnification shall be limited to reasonable expenses actually incurred by the person in connection with the proceeding.

(c) Reasonable expenses incurred by a Director or Advisory Director who was, is, or is threatened to be made a named defendant or respondent in a proceeding may be paid or reimbursed by the Corporation, in advance of the final disposition of the proceeding and without the determination specified in the TBOC or the authorization or determination specified in the TBOC, after the Corporation receives a written affirmation by the Director or Advisory Director of her good faith belief that she has met the standard of conduct necessary for indemnification under these Bylaws and the TBOC and a written undertaking by or on behalf of the Director or Advisory Director to repay the amount paid or reimbursed if it is ultimately determined that she has not met that standard, or if it is ultimately determined that indemnification of the Director against expenses incurred by her/his in connection with that proceeding is prohibited by the Articles of Incorporation, these Bylaws or the TBOC.

(d) The written undertaking required by Section 12.03(c) must be an unlimited general obligation of the Director or Advisory Director but need not be secured. It may be accepted without reference to financial ability to make repayment.

(e) Notwithstanding any other provision of this Article 12, the Corporation shall pay or reimburse expenses incurred by a Director or Advisory Director in connection with her appearance as a witness or other participation in a proceeding at a time when she is not a named defendant or respondent in the proceeding.

12.04 Indemnification of Officers. An Officer of the Corporation shall be indemnified as, and to the same extent, provided by the TBOC and this Article 12 for a Director or Advisory Director and is entitled to indemnification to the same extent as a Director or Advisory Director. The Corporation shall indemnify and advance expenses to an officer, employee or agent of the Corporation to the same extent

that it is authorized to indemnify and advance expenses to Directors or Advisory Directors under this Article 12.

12.05 Other Indemnification.

(a) The Corporation shall indemnify and advance expenses to persons who are not or were not officers, employees or agents of the Corporation, but who are or were serving at the request of the Corporation as a director, advisory director, officer, partner, venturer, proprietor, trustee, employee, agent or similar functionary or another foreign or domestic corporation, a partnership, joint venturer, sole proprietorship, trust, employee benefit plan or other enterprise to the same extent that it is authorized to indemnify and advance expenses to directors under this Article 12.

(b) The Corporation shall indemnify and advance expenses to an officer, employee, agent or person indemnified pursuant to his Article 12 and who is not a director or advisory director, to such further extent, consistent with law, as may be provided by the Articles of Incorporation of this Corporation, these Bylaws, general or specific action of the Board of Directors of this Corporation, or contract or is permitted or required by common law.

12.06 Insurance. The Corporation may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of this Corporation or who is or was serving at the request of this Corporation as a director, advisory director, officer, partner, venturer, proprietor, trustee, employee, agent of similar functionary of another foreign or domestic corporation, partnership, joint venture, sole proprietorship, trust, employee benefit plan or other enterprise, against any liability asserted against her and incurred by her/him in such a capacity or arising out of her/his status as such a person, whether or not the Corporation would have the power to indemnify her/him against that liability under the TBOC and this Article 12.

Article 13: Waiver of Notice

13.01 Written Waiver. Whenever a notice is required to be given under the provisions of the TBOC or under the provisions of the Articles of Incorporation of the Corporation or these Bylaws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Article 14: Amendment to Bylaws and Articles

14.01 Amendment to Bylaws. The members delegate to the Board of Directors the power to alter, amend, restate or repeal these Bylaws and to adopt new Bylaws, and the Board of Directors may act

by a vote of 2/3 of the Board of Directors provided such proposed amendment, revision, or new Bylaws shall have been presented in writing to each Director at least five (5) days prior to such meeting.

14.02 **Amendment to Articles.** The Articles of Incorporation may be altered, amended, restated or repealed by a vote of 2/3 of the members present at any meeting of the membership, provided such proposed amendment shall have been presented in writing to each member at least five (5) days prior to such meeting.

14.03 **Voluntary Dissolution.** The Corporation may be dissolved and its affairs wound up if the Board of Directors adopts a resolution recommending dissolution and, following written notice as required by law, a resolution to dissolve the Corporation is approved by a vote of two-thirds (2/3) of the members present at a regular or special meeting. Upon adoption of such resolution by the members, the Corporation shall cease to conduct its affairs except as necessary for the winding up thereof, shall give such notices as required by law, and shall distribute its assets in accordance with the TBOC, first to pay liabilities and obligations of the Corporation and thereafter to any non-profit, tax-exempt or charitable organization (as defined in Section 501(c)(3) of the Code) as the Board of Directors shall designate.

Article 15: CREW Network Affiliation

15.01 **Affiliation.** So long as the Corporation is a chapter of CREW Network, the Corporation will maintain good standing as defined in the Bylaws of CREW Network and outlined below:

- (a) Maintain compliance with the membership eligibility requirements;
- (b) Pay all dues when due; and
- (c) Be present, through at least one of its Delegates, at each of the regular meetings of the Council per calendar year which have been called pursuant to the bylaws of CREW Network.

15.02 Council Delegates and Corporation Expenses.

(a) In accordance with the bylaws of CREW Network, the Board shall appoint two delegates from its membership to be the Corporation's delegates to the Council for CREW Network (the "Delegates"). The President and the President-Elect shall each serve as a Delegate for the year in which they hold such office.

(b) The duties of the Delegates shall be to represent the Corporation in all matters concerning CREW Network, to attend the meetings of the Council, to report the activities of the CREW

Network to the Board of Directors at its meetings, and to provide periodic reports of CREW Network activities to the membership. If a Delegate is not able to attend a Council meeting, the President may appoint another Board member to attend the Council meeting as an alternate Delegate.

(c) The following fees will be paid by the Corporation for both Delegates, to the extent approved in the annual Budget approved by the Board for the applicable year:

(i) all registration fees for the Council meetings and the CREW Network convention, including costs of the Delegate's dinner with the CREW Network board liaison, but excluding fees for dine-arounds, learning excursions, tours, or other optional events;

(ii) round-trip coach airfare (Delegates must use reasonable efforts to obtain the lowest possible fares);

(iii) hotel expenses for a standard room in the hotel where the conference is being held. Any upgrades will be the responsibility of the Delegate; and

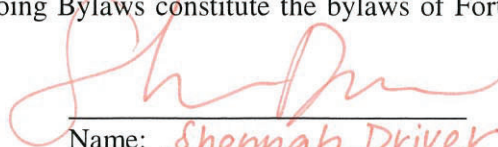
(iv) transportation fees to and from the airport and hotel.

Article 16: Miscellaneous

Captions and headings throughout these Bylaws are inserted only as a matter of convenience and are not to be given any effect whatsoever in construing these Bylaws. As used herein, words of masculine, feminine or neutral gender shall mean and include the correlative words of the other genders, and words used herein imparting a singular number shall mean and include the plural number and vice versa. All references in these Bylaws to numbered sections, articles and/or paragraphs are references to the sections, articles and/or paragraphs hereof, unless otherwise expressly designated in context.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK; CERTIFICATE APPEARS ON FOLLOWING PAGE]

CERTIFICATE I hereby certify that I am the duly elected and acting Secretary of Fort Worth Commercial Real Estate Women, Inc., and that the above and foregoing Bylaws were approved by the Board of Directors of the Corporation on April 18th, 2019, in accordance with Section 14.01 above. Accordingly, the above and foregoing Bylaws constitute the bylaws of Fort Worth Commercial Real Estate Women, Inc.


Name: Shannah Driver
Title: Secretary
Date: 04/18/19