

Ben Franklin Honor Society

RULES of OPERATION



Advancing Graphic Communications



**PRINTING
INDUSTRIES
OF AMERICA**

Effective May 25, 2018

The Ben Franklin Honor Society of Printing Industries of America

Established 2005

This honorary Society represents the consolidation of three honorary groups—Printing Industries of America’s Ash Khan Society (AKS), the Graphic Arts Technical Foundation’s Society of Fellows (SOF), and The International Business Forms Industries Association’s The Order of Black Leaf.

I Name

The Ben Franklin Honor Society (BFHS or Society) of Printing Industries of America

II Purpose

To recognize and honor individuals who have made significant contributions to the advancement and betterment of the printing and graphic communications industry through meritorious service (paid or unpaid). These individuals may come from the Printing Industries of America (PIA), its affiliates, other industry associations, printers, and all other segments of the industry.

The BFHS members are a reservoir of past and present industry knowledge. The society encourages its members to share their experience and knowledge with younger individuals in the industry through mentoring, speaking engagements, and/or other methods.

III Membership Eligibility

Individuals are eligible for membership who have made significant contributions to the advancement and betterment of the printing and graphics communications industry through meritorious service (paid or unpaid) involving industry association activities, technological innovation, entrepreneurial activities, financial support of industry education and scholarships, being an industry visionary, or other significant industry activity. Any individual who would have been eligible while living, may be eligible for posthumous membership.

IV Nomination, Election and Induction

Nominations may only be made by Ben Franklin Honor Society members. Nominees should not be aware that they are being nominated for membership.

The call for nominations will be issued annually in the Spring. Commencing with the nominees for the class of 2018, a Nominating Committee consisting of the BFHS Officers and Officers at Large, and at least two Past Chairs (but no more than five Past Chairs of the Society) willing to serve will vote on each nominee. Election will require approval by two-thirds of the Nominating Committee; however the maximum number of new members will be limited to fifteen (15) per year.

Nominations for BFHS membership must be submitted by a BFHS member utilizing the BFHS current nomination form and it must be completed in its entirety (an

optional resume may be attached). The nomination must be seconded by at least one BFHS member to be considered.

If a nomination has been disqualified for being incomplete it may be resubmitted in the proper manner the following enrollment year.

Newly elected members will be inducted at the next Annual Meeting. Each elected candidate will be notified in advance of the Annual Meeting. Newly elected members MUST be present at the Annual Meeting to be inducted. In the case where a newly elected member is unable to be present for induction, as a courtesy they will be issued an invitation the following year. If still unable to attend the Annual Meeting after two consecutive invitations, unless there is a compelling reason to prevent attendance, the candidate must be re-nominated to be considered for membership.

V Officers

The Officers—A chair, vice chair, secretary, and treasurer, three members at large, and up to five past chairs willing to serve, will be elected for two-year terms, and officers, except past chairs, will follow an ordered chain of ascension. The Officers slate must include a minimum of two past chairs.

Eligibility for Officers—Any member of the Society in good standing may be elected to office except that no person having served a full term of office as chair shall be eligible to succeed himself/herself.

Election of Officers—Officer Nominations shall be made by a nominating committee composed of the residing officers, and up to five past chairs willing to serve, and such nominations will be announced at the Annual Meeting.

VI Meetings

The Annual Meeting of the Society will usually be held in conjunction with the Printing Industries of America's Administrative Meetings in order to minimize the expense for society members to attend. The Induction of new members will be held at the Annual Meeting at a business attire dress code (black tie optional) dinner. Meetings may be held in different locations as determined by the members. Special Meetings of the BFHS Society can only be called by the Officers.

VII Dues, Meeting Costs, Fund Raising and Expenditures

- (a) There will usually be neither an entrance fee nor dues as a condition of membership in the Society.
- (b) Those who attend the Society's Annual Business Meeting and Awards Banquet will be charged for the actual expenses of the business meeting and awards dinner.

- (c) The Naomi Berber and Lewis Memorial Lifetime Achievement Awards should be awarded at the Annual Meeting, during the black-tie optional induction dinner.
- (d) The Society may undertake fund-raising projects on behalf of the Society, or Printing Industries of America, or any other association as determined by the officers.
- (e) The officers will determine commitment of all Society funds.

VIII Amendments to the Rules of Operation

BFHS Rules of Operation amendments can only be initiated and submitted in writing by a member, or members, of the BFHS. Proposed BFHS Rules of Operation amendment(s) must first be submitted in writing to a committee called the Rules of Operation Advisory Council, which consists of at least three BFHS Past Chairs. The Rules of Operation Advisory Council requires at least three Past Chairs to convene a meeting and the Council is authorized to screen proposed amendment(s) for conformance with the Society's purpose and direction, and compliance with the Society's Rules of Operation. The Council can either return the proposed amendment(s) to the individual(s) who submitted them for further clarifying information or modification, or they can forward it to the Officers and Officers at Large to put the proposed amendment(s) into the process of voting approval or disapproval by the membership. Any proposed Rules of Operation amendment (s) will first require the voting approval of two-thirds of the Rules of Operation Advisory Council before a Rules of Operation amendment can be forwarded for an eventual vote of approval or disapproval by the BFHS membership.

After a proposed Rules of Operations amendment(s) has been approved by the Advisory Council of Past Chairs and forwarded to the Officers and Officers at Large by that Council, the Officers and Officers at Large will initiate the process of voting approval or disapproval of the proposed Rules of Operation amendment(s) by the membership. While proposed Rules of Operation amendment(s) can be vigorously discussed and debated at Annual or Special Meetings of the BFHS, the proposed Rules of Operation amendment(s) themselves cannot be voted into effect or approval at these meetings by a majority of the BFHS members in attendance. Any proposed Rules of Operation amendment(s) can only be voted for approval or disapproval through the utilization of ballots delivered to the entire BFHS membership by U.S. Mail and/or e-mail.

If a response "For" or "Against" vote (or alternately a response of "Yes" or "No" vote) is not returned by e-mail or with a return postmark date of no later than four weeks from the date of mailing, then that member's vote will not be counted or recorded. Members who do not vote at all, will not have their lack of vote counted or recorded as either "For" or "Against" (or alternately "Yes" or "No"). Approval of a proposed amendment(s) to the BFHS Rules of Operation will require a majority of those members who voted.

IX Resignations

Resignations will be acted upon at the time of the Annual Meeting.

Appendix A

Duties of the Officers

The officers elected shall assume their duties at the next regular or specially called meeting.

It shall be the duty of the chair to preside at meetings and perform all such duties as ordinarily pertain to the office of an elected head and such other duties as may be assigned by the Society.

It shall be the duty of the *vice* chair to preside at meetings in the absence of the chair and to perform such other duties as may be assigned by the chair or Society.

It shall be the duty of the *secretary* to make record of the actions taken by all the Society; to keep such records in a safe place and pass them on intact to his/*her* successor in office; and to perform such other duties as may be assigned by the chairman or Society.

It shall be the duty of the *treasurer* to oversee management of the funds of the Society and at least once each year to report on receipts to and disbursements from such funds.

Powers of Officers—The officers shall have such powers as are ascribed to them by action of the membership.

Vacancy of Office—If a vacancy shall occur in any of the offices by reason of resignation, disability, or death, such vacancy shall be filled by appointment of the chair. The appointment shall remain in effect until the next regularly held election.

Rules of Operation amended May 25, 2018

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