

BYLAWS 2014

Our mission is to promote the highest quality in the tornado shelter industry for the public.

ARTICLE 1 STANDARDS

Section 1.01

Every member who produces tornado shelters must provide proof of stamped engineered drawings as well as successful debris impact test results for each shelter they produce. These will be on file at the ATSA office. This file will remain confidential. Its purpose is strictly to assure that the producer is producing only shelters that have been fully tested and meet all FEMA standards.

ARTICLE 2 INSPECTIONS

Section 1.01

Random spot inspections are required for 2% of all shelters that use the ATSA seal. The inspection will be performed by an officer of ATSA.

ARTICLE 3 CLASSES OF MEMBERSHIP

Section 1.01

Producer Member-A producer member is a member who produces, sales and installs tornado or hurricane shelters. This would also include members who produce components for shelters.

Section 1.02

A person or an organization cannot be a member of another storm shelter association. Installer members must only sell and install producer members shelters that are eligible for an ATSA seal.

Installer Members- A installer member is a member who sells and installs shelters that were purchased from a producer member.

Volunteer Members- A volunteer member is a member who does not benefit financially from the association. They may serve on the board of directors. Some examples are; Professional Associate Allied Corporate sponsor Individual sponsor.

ARTICLE 4

Section 1.01

Read Bylaws

Read and sign membership pledge

Fill out application form

Remain current in payment of association dues

Keep themselves informed on laws, government regulation, city regulation, building codes and permits.

Present a true picture in advertising to the public concerning products and services offered.

Do not discriminate on basis of race, creed, color, religion, sex, handicap or national origin.

Conduct yourself honorably, ethically and lawfully.

Provide all documents required in the standard (Article 1).

All changes in shelter designs must be approved by an engineer and documented at the ATSA office.

ARTICLE 5 OFFICERS

Section 1.01

Officers will be elected once a year and will serve a one year term. The same officer may be elected to serve additional terms. If an officer resigns during his/her term of office, the Chief Executive Officer shall appoint a successor to fill the vacancy for the remainder of the term.

Section 1.02

President- The President shall be the principal officer of the association and be subject to the control of the voting members the President **will help the Chief Executive Officer** supervise and manage all the business affairs of the association. The President along with the **Chief Executive Officer**, Secretary or Vice President can sign all documents.

Succession- In the event of the President not being able to perform his/her duties, the Vice President shall immediately fill the vacancy and the voting members of the association shall elect a new Vice President for the remainder

of the term.

Vice President- The Vice President will perform duties of the president in his/her absence. The Vice President will perform other duties assigned to him by the President.

Secretary- Shall keep all minutes in the book provided and read minutes of the last meeting. If for any reason the Secretary cannot attend a scheduled meeting the Vice President or Treasurer may keep and read the minutes.

Treasurer- The treasurer shall accurately report the holdings and financial status of the ATSA during each scheduled meeting. The treasurer shall have charge of and be responsible for all funds and securities of the association. The treasurer will receive and give receipts for all monies due and payable to the association. The treasurer and secretary will work together on all the billing.

Two new non-electable officers were created on October 16th 2013

Chief Executive Officer / Founder Darrel Podzemny- The Chief Executive Officer will have one vote in every election and will oversee all the business affairs of the ATSA.

Executive Director- This will be an appointed, paid position governed by the Chief Executive Officer. The Executive Director will have one vote in every election, will be custodian of all corporate records and perform all the member services and customer services of the ATSA.

ARTICLE 6 BOARD OF DIRECTORS

Section 1.01

The board of directors will consist of the **Chief Executive Officer, Executive Director**, president, vice president, secretary and treasurer. More positions may be added if needed. Every member has one vote per issue if they choose to use it.

ARTICLE 7 MEETINGS

Section 1.01

Annual Meeting- Approximately the second week of November we will have our annual meeting. In this meeting we will elect all officers for that year. **Every association member must be a member for one year and be present to vote. Members cannot run for an office if they are a member of another**

tornado shelter association. Every member will have one vote per office.
Every board member must be present at the annual meeting.

Special Meetings- Special meeting may be scheduled by the president at anytime. These could include new membership applications, investigations, inspections or a number of other pertinent business matters. At least four members of the board of directors must be present at each monthly meeting.

Section 1.02

Order of Meeting Roberts Rules of Order shall govern the conduct of all meetings;

*Call to order

*Reading of minutes

*Financial report

*Committee reports

*Unfinished business

*New business

*Elections

*Adjournment

Tele-conference Meetings- Given the geographic locations of members, some teleconference meetings will be necessary and allowed.

ARTICLE 8 COMPENSATION

Section 1.01

ATSA is set up as a non-profit trade organization.

The part time office secretary and president (non-producer members) will be entitled to minimal compensation for their services. These funds will come from the \$500 annual membership fee and also from the sale of seals. Office expenses, internet service and design , as well as a phone line, will also be paid by the association.

ARTICLE 9 LOCATION

Section 1.01

The ATSA Office will always reside in its county of origin (Potter County).

ARTICLE 10 MEMBERSHIP FEES

Section 1.01

Membership fees (dues) will be \$500 per year for producer members. This fee will be due on your membership anniversary. Voluntary members will have no dues but must stay active in the mission of the ATSA to maintain their membership.

ARTICLE 11 SEALS

Section 1.01

ATSA seals shall be purchased by A member from ATSA for a price set by the board of directors. The seal must contain a serial number, the members name, ATSA logo and a FEMA compliant statement. A certificate of installation must also be on file bearing this information. The ATSA seal should be affixed close to or on the door of the shelter in a readable location. The seal should be affixed by A member or his/her authorized agent.

ARTICLE 12 INVESTIGATIONS

Section 1.01

ATSA is here to help you build and install quality shelters that could help save lives. We want to work with you and help you in any way we can. If a problem does arise call us and let us help you fix it. If there is a customer complaint or a non-compliance issue, we will contact you and help you resolve your issues. If there is no resolution or you refuse to work with us an investigation will be preformed. Termination from ATSA will be determined by a vote of all other members . This is a last resort. Our desire is to take care of problems while they are small. You are welcome to call our office at any time.

ARTICLE 13 LIABILITY INSURANCE

Section 1.01

We recommend members carry liability insurance to protect company assets. These Bylaws were written September 11, 2010. They were amended on

October 16th 2013 by the board members. [Additional changes have been suggested and will be voted on by members on November 9th 2013.](#) The board of directors reserves the right to amend these Bylaws as the need arises.

MEMBER PLEDGE

I hereby pledge I will place an American Tornado Shelter Association seal only on shelters have been fully tested and meet or exceed FEMA 320 FEMA 361 and ICC 500 standards. I also agree that my company will keep on file a certificate of installation bearing this shelters location, date of installation, seal number and signature of authorized installer (ATSA member). This company further agrees to supply ATSA documentation proving that every shelter bearing the ATSA seal has been fully tested and meets or exceed the FEMA 320 FEMA 361 and ICC 500 standards. This documentation must be on file with ATSA before any shelter is installed. I also agree that all modification to any shelter will be approved by a certified engineer and that this documentation will be on file at the ATSA office before the seal is affixed to any shelter.

I realize that ATSA's goal is to assure quality and accountability in the shelter industry. I understand that ATSA is a non-profit trade organization. I pledge to support the mission of ATSA. I will at no time hinder the mission of ATSA by legal action, false advertising or unethical behavior. I pledge to stand with ATSA to up hold high standards and integrity in the shelter industry.

Signed _____ Title _____
Company _____ Date _____

This form shall be signed by the applicant and sent to the ATSA office along with completed application form.

ATSA MEMBERSHIP APPLICATION (For producer members only)

Applicant Name _____

Company Name _____

Mailing Address _____

Phone Number _____ Fax Number _____

Cell Phone _____ Email _____

Web Address _____

Producer Members only Please describe the shelters you produce. Include size, prevalent materials, note which are above ground or below ground.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Please attach engineering and debris impact results for each product. Also attach web page copies and promotional brochures.

- I have read the ATSA Bylaws and agree to support the goals and mission of the ATSA.

Signed _____ Title _____

Company _____ Date _____

Please send this document along with your member pledge to the ATSA office. Upon review and acceptance, producer members will be required to pay annual dues of \$500 to activate membership. Volunteer members will have no annual dues your membership will require you to stay active in the duties of the ATSA . However a member pledge and application are required.

ATSA 7008 E LOOP 335 N AMARILLO, TX 79108

ATSA MEMBERSHIP APPLICATION (For Installer members only)

Applicant Name _____

Company Name _____

Mailing Address _____

Phone Number _____ Fax Number _____

Cell Phone _____ Email _____

Web Address _____

Installer Members only Please list each producer member that you
Buy and install shelters.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Also attach web page copies and promotional brochures.

- I have read the ATSA Bylaws and agree to support the goals and mission of the ATSA.

Signed _____ Title _____

Company _____ Date _____

Please send this document along with your member pledge to the ATSA office. Upon review and acceptance, installer members will be required to pay annual dues of \$500 to activate membership. Volunteer members will have no annual dues your membership will require you to stay active in the duties of the ATSA . However a member pledge and application are required.

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ATSA MEMBERSHIP APPLICATION (For volunteer members only)

Applicant Name _____

Company Name _____

Mailing Address _____

Phone Number _____ Fax Number _____

Cell Phone _____ Email _____

Web Address _____

Volunteer Members only

- I have read the ATSA Bylaws and agree to support the goals and mission of the ATSA.

Signed _____ Title _____

Company _____ Date _____

;Please send this document along with your member pledge to the ATSA office. Upon review and acceptance, producer members will be required to pay annual dues of \$500 to activate membership. Volunteer members will have no annual dues your membership will require you to stay active in the duties of the ATSA . However a member pledge and application are required.

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