

Membership Manual

February 2025 – Fifth Edition

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Alliance of Professional Tattooists By-Laws
(Revised Feb 2025)

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Membership Manual

History and Introduction to the Alliance of Professional Tattooists, Inc.

The Alliance of Professional Tattooists (APT) is a nonprofit educational organization that was introduced in March of 1992 at the National Tattoo Association Convention in the Meadowlands, New Jersey when a group of 47 interested people decided to address the health and safety issues of the tattoo trade. Up until that time, no organized effort to educate artists or standardize infection control procedures had been made and increased popularity was bringing the industry under the scrutiny of lawmakers and health officials. Recognizing the need for change, a group of concerned professionals formed APT and the work began.

The primary purpose of APT is to promote education, health, and safety as it concerns our industry. APT's focus is the continuing education of artists and their apprentices in the practice of infection control, the establishment of professional standards, and the implementation of professional practices regarding education, regulation, health, and safety in the tattoo trade. APT's success and progress within the trade are demonstrated by the widespread requirements to use and accept the use of autoclave sterilization, single-use equipment, and gloves. Now these procedures are standard.

You, the artist, benefit from tattooing's increased popularity, competition, scrutiny, and even regulation because potential clients now seek professional tattoo services. Consumers recognize APT members as those who are concerned with their health and safety as well as those who practice the highest standards of infection control.

The best way to protect yourself and your business is through education. APT is all about education. Our members act as a vast knowledge base. So, when you participate in APT you have access to these resources.

The cornerstone of our educational program is the copyrighted Prevention of Disease Transmission in Tattooing (PDTT) seminar. This comprehensive seminar is taught as an online course and at conventions and is continually updated to ensure the most up-to-date information. The PDTT seminar is also updated regularly to conform with changing OSHA regulations and serves as continuing education credits in states requiring them. Our instructors are professional tattooists and members, so when you are trained by the APT you are being instructed by a colleague instead of someone from outside the craft.

APT was not created to write legislation. Legislators draft laws that affect your business. APT seeks to educate lawmakers and dispel myths and misinformation. While APT believes that the trade should police itself, it does accept that sometimes outside regulation is inevitable. APT's purpose here is to ensure that the inevitable legislative

regulations proposed are fair, appropriate, and enforceable. The best way to do this is with a single, unified, organized voice. APT has been recognized by health officials and lawmakers as a professional, ethical, and authoritative voice in the trade. APT promotes best practices, not just minimal standards.

APT exists because of and for its members. As a non-profit organization, funds collected from seminars, dues, and fundraisers are put directly back into the organization to provide education and services. The home office is maintained by one paid employee, and members of the Board of Directors are all volunteers. Any active member is entitled to review financial or administrative documents maintained in the APT home office. Members are encouraged to voice their questions, concerns, and suggestions to the board or state APT representative for consideration and action.

As a member of a professional organization, you have unlimited resources to obtain knowledge, and the respect of other professionals, and become a voice. These benefits are priceless. You can help support professional tattooing and keep the art alive and safe through education.

Please read through this manual. It contains vital information on what this organization is and how it works. If you have questions, comments, or concerns, contact the home office.

Mission Statement: The Alliance of Professional Tattooists promotes advances in tattooing health and safety, and dissemination of that information to professional tattooists, along with preserving tattoo history from which future tattoo generations may learn.

Vision: Tattooing is a respected art form and health risks are minimized with professional, responsible, and accountable practitioners.

Alliance of Professional Tattooists

The APT is a non-profit, tax-exempt organization. Your membership and seminar fees are a business write-off.

APT members are encouraged to form good working relationships with their legislators and local and state health departments. The future of our trade can only be assured through the free exchange of information between officials and practitioners.

We seek unity and communication among the membership and seek to dispel myths and rumors within the organization and the trade. The APT believes that the interests of the trade are greater than the interests of the individual.

Our board can only govern APT based on trust from the membership. Your active involvement ensures this organization will serve its members and the trade. Our by-laws demand complete and responsible accounting for all funds accumulated and spent by the APT on behalf of its members. APT is organized in such a way as to be directly responsible to its members.

APT does not advocate limiting access to tattoo supplies for the tattooist when operating within all applicable state and local laws. We encourage industry suppliers and manufacturers to inform and educate their customers regarding safe and responsible tattooing.

APT will never endorse, finance, or lend the APT name to any for-profit organization, so as not to be diverted from our primary purpose. See section 2.2 of the by-laws for clarification

Our public relations policy is based on responsible promotion; we need to always maintain professional integrity at the level of press, radio, TV, and film. Every member acts as a representative of the trade and must understand that as such, they have a responsibility to maintain a professional demeanor.

The principle upon which the APT's foundation was built was the promotion of education, health, and safety, preserving the art of tattooing within a rapidly changing world, and ever reminding us to place the future of our craft before personal interests. The APT, beginning in 2018, is increasing its focus on preserving tattoo history. APT seeks to build relationships with existing tattoo museums and historians and be able to share that history with members and future generations of tattooists.

Certificate of Incorporation

The Certificate of Incorporation is the document an organization submits to the government when it is seeking to incorporate. The purpose of the document is to state, in the most general way possible, what the organization is being formed to do. This document was prepared in 1992 and filed with the state of Delaware.

Certificate of Incorporation
Of
Alliance of Professional Tattooists,
Inc.
(A Non-Stock Corporation)

FIRST: The name of this corporation (herein after referred to as the "Association" is: "Alliance of Professional Tattooists, Inc."

SECOND: The address, including street, number, city and county, of the registered office of the Corporation in the State of Delaware is 1209 Orange Street, City of Wilmington, County of New Castle (zip code 19801), and the name of the registered agent of the Corporation in the State of Delaware is The Corporation Trust Company.

THIRD: Subject to the limitations set forth in this Article THIRD below, the Association is organized for the following purposes:

1. To serve as a trade association of persons and entities having a common business interest in tattooing for the promotion of such common business interest.
2. To work for the improvement of conditions for and promote the business of tattooing generally.
3. To set, publicize and encourage the observance of high standards of health and hygienic operation within the tattooing business generally.
4. To study and, as far as possible, solve, cooperatively and collectively the problems of the business of tattooing generally.
5. To study legislation and governmental regulations affecting the business of tattooing, to recommend the enactment of legislation and regulations which are in the best interest of tattooing and to discourage the enactment of legislation and regulations not in the best interest of the business of tattooing, and to represent the general interests of those engaged in the business of tattooing before public officials and public authorities.
6. To promote the general exchange of information and ideas relating to tattooing among those engaged in the business of tattooing through the publication of newsletters, newspapers and circulars; through the holding of conventions, trade shows and other meetings of members; and by other means.
7. To do everything necessary or proper for the accomplishment of any one of the purposes or the attainment of any one or more of the subjects enumerated, or conducive to the interests of the

Association and its members generally, and to contract accordingly.

8. To exercise all powers, rights and privileges necessary or incidental to the purposes for which the Association is organized or to the activities in which it is engaged; and;
9. To exercise all powers, rights and privileges granted to non-stock corporations under the Delaware General Corporate Law except those inconsistent with these purposes or limited as provided below.

The purposes, powers and authority of the Association are subject to the following limitations:

1. The Association shall be a nonprofit corporation, it shall not engage in a regular business of a kind ordinarily carried out for profit, and no part of its net earnings shall inure to the benefit of any member or individual.
2. The Association is intended to qualify as a "business league" within the meaning of, and qualifying under, Section 501© (6) of the Internal Revenue Code of 1986, as amended from time to time (herein after the "Code"). The Association shall not possess or exercise any power or authority either expressly, by interpretation, or by operation of law that will or might prevent it at any time from qualifying and continuing to qualify, as a "business league".

FOURTH: The Association shall not have authority to issue any capital stock. The conditions of membership in the Association shall be stated in the By-Laws of the Association, as in effect from time to time. Until the By-Laws of the Association are duly adopted by the Board of Directors of the Association, the members of the Association shall be the initial members of the Board of Directors of the Association whose names and mailing addresses are set forth in the Certificate of Incorporation.

FIFTH: The name and mailing address of the incorporator are as follows: Lee H. Benedict, Ninth Floor, The World Trade Center, Baltimore, Maryland 21202. The powers of the incorporator are to terminate upon the filling of this Certificate of Incorporation with the Secretary of the State of Delaware.

SIXTH: Any action required or permitted to be taken at any annual or special meeting of the members of the Association may be taken without a meeting, without prior notice and without a vote, if consent in writing, setting forth the action to be taken, shall be signed by a majority of the members of the Association. Prompt notice of the taking of the corporate action without a meeting by less than unanimous written consent of members shall be given to the Association by delivery to the President and Secretary of the Association and to those members who have not consented in writing.

SEVENTH: The Association shall have an initial Board of Directors consisting of four directors. The number of Directors may be increased or decreased in accordance with the By-Laws of the Association but shall never be less than 3. These initial Directors shall act until the first annual meeting of the members of the Association and until their successors are duly elected and qualified.

EIGHTH: The original By-Laws of the Association shall be adopted by the initial Board of Directors. Thereafter, the power to make, alter or repeal the By-Laws, and to adopt any new By-Laws, shall be vested non-exclusively in the Board of Directors.

NINTH: The Association shall, to the fullest extent permitted by Section 145 of the Delaware General Corporation Law as the same may be amended or supplemented, or by any successor thereto and to the extent permitted by a non-profit qualifying as a "business league" under Section 501©(6) of the Code, indemnify any and all persons whom it shall have power to indemnify under said section from and against any and all of the expenses, liabilities and other matters referred to in or covered by said section. Such right to indemnification shall continue as to a person who has ceased to be a Director, officer, employee or agent and shall insure to the benefit of the heirs, executors and administrators of such a person. The indemnification provided for herein shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any By-Law, agreement, and vote of stockholders or disinterested directors or otherwise.

TENTH: No directors of the Association shall be personally liable to the Association or its members for monetary damages for any breach of fiduciary duty by such a director as a director. Notwithstanding the foregoing sentence, a director shall be liable to the extent provided by applicable law (i) for any breach of the director's duty of Loyalty to the Association or its members (ii) for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of the law, (iii) pursuant to section 174 of the Delaware General Corporate Law or (iv) for any transaction from which such director derived an improper personal benefit. No amendment to or repeal of the Article TENTH shall apply or have any effect on the liability or alleged liability of any director of the Association for or with respect to any acts of omissions of such director occurring prior to such amendment or repeal. If the Delaware General Corporation Law is amended hereafter to further eliminate or limit the personal liability of directors, the liability of a director of the Association shall be limited or eliminated to the fullest extent permitted by the Delaware General Corporation Law, as amended.

I, the undersigned, being the incorporator hereinbefore named for the purpose of forming a corporation pursuant to the Delaware General Corporation Law, do

make this Certificate, hereby declaring and certifying that the facts herein stated are true, and accordingly have hereunto set my hand this 25th day of June, 1992
Lee H. Benedict, Incorporator

Corporate By-Laws

The By-Laws of an organization serve as a rule book for how it functions. It describes how the organization is set up, the roles of its members and directors, and their responsibilities. The APT adopted By-Laws in 1992, with the latest revision in February 2025. By-laws shall be reviewed and revised every 5 years by committee recommendations to the Board. After approval by the board, the bylaws shall be posted online for ratification by the membership.

By-Laws of the
Alliance of Professional Tattooists

Article 1
Offices

Section 1.1 Location of Offices. Alliance of Professional Tattooists, Inc. (the "Association") shall maintain a registered office in the State of Delaware as required by law. The principal office and place of business of the Association shall be 7770 Regents Rd, Suite 113, #635, San Diego, CA 92122**.** The Association may also have offices in such other places either within or without the state of Delaware as the Board of Directors may from time to time designate or as the business of the Association may require.

Article 2
Membership Categories, Sponsorship Categories, and Benefits

Section 2.1 Qualification for Membership. There are several levels of membership with varying degrees of requirements and benefits.

Professional Tattooist: ($150.00 annual dues). Open to full-time tattooists with a minimum of three (3) years of experience in a professional location. Benefits: dues are a business write-off, membership certificate, banner, ID card, SkinScribe Newsletter (emailed monthly), full voting rights, discounted educational conference fees, and access to the PDTT manual. Trade references and the following additional documentation may be requested:

1. Business license (if required by your state)
2. Health permit (if required by your state)
3. Tattoo artist registration (if required in your state)
4. Documentation of CPR/ first aid training (current)
5. Spore test results for any autoclave in use, with model, make, and serial # of that autoclave.
6. Photos of the shop where you are working, including signage with shop name.
7. Preventing Disease Transmission in Tattooing (PDTT). Course must be completed with satisfactory grade within two years of joining, either online or at a class.
8. Email address and website address of the shop.
9. Physical location address for the shop

Cosmetic Tattooist: ($150 annual dues) Open to licensed or certified cosmetic tattooists. Applicants may be asked to provide a copy of license or certification and fulfill the listed requirements above for Professional Tattooists. Benefits: dues are a business write-off, membership certificate, banner, ID card, SkinScribe Newsletter (emailed monthly), full voting rights, discounted educational conference fees, and access to the PDTT manual.

Associate Non-Artist: ($75 annual dues). Open to people closely associated with the business of tattooing, but not as a professional tattooist-i.e.: front office personnel, non-tattooing shop owners, piercers, health department officials, enthusiasts, etc. Benefits: dues are a business write-off, membership certificate, ID card, SkinScribe Newsletter (emailed monthly), full voting rights, and discounted educational conference fees.

Associate Tattooist: ($100 annual dues). Open to artists with fewer than three (3) years of professional experience or those currently apprenticing with a professional artist. Benefits: dues are a business write-off, membership certificate, ID card, SkinScribe Newsletter (emailed monthly), full voting rights, discounted educational conference fees, and access to the PDTT manual.

Lifetime Membership: ($500 one-time payment). Open to tattooists with 25 or more years in the profession, with APT membership in good standing for at least 10 years (does not need to be consecutive), and who take and pass the Mastery exam. Lifetime achievement award winners will be awarded lifetime membership and the fee will be waived. Benefits: dues are a business write-off, membership certificate, ID card, SkinScribe Newsletter (emailed monthly), full voting rights, discounted educational conference fees, and access to the PDTT manual.

Legacy Member: Any member in good standing* who passes will become a Legacy Member. A certificate will be sent to their heirs or shop and kept in memoriam in the APT historical archive. *Members in good standing means being a current member, dues paid, and current in PDTT training and certification.

Honorary Member: The Board may bestow an Honorary Membership to individuals who they feel have made significant contributions to the organization and/or tattoo trade. Honorary members do not have voting rights.

Section 2.2 Sponsorship Categories.

Corporate Sponsor: ($200 annual dues). APT Corporate Sponsor Membership is for manufacturers/organizations that seek to promote the name and mission of the Alliance of Professional Tattooists, Inc. Tattoo studios do not qualify for this membership level. Corporate Sponsor members do not have voting rights nor are they eligible to hold a Board position. Acceptance as a Corporate Member is at the discretion of the Board of Directors.

PLEASE NOTE:

- WE DO NOT OFFER EXCLUSIVES.

- WE ARE NOT MEANT TO BE A MONOPOLY FOR ANY COMPANY.

- CORPORATE SPONSORSHIP IS AN OPPORTUNITY FOR THE INDUSTRY TO ENDORSE AND SHOW THEIR SUPPORT FOR THE VISION AND IDEALS OF OUR TRADE ORGANIZATION.

- WE OFFER SPONSORSHIPS AS LONG AS THE PRODUCTS/SERVICES ARE OF THE QUALITY AND/OR SERVICE TO TATTOOISTS WE FEEL IS QUALITY.

- WE OFFER SPONSORSHIPS AS LONG AS THE COMPANY MAINTAINS ITSELF IN AN ETHICAL WAY AND SUPPORTS TATTOOISTS.

Section 2.3 Membership Dues and Assessments. The Board of Directors may from time to time establish and change the amount of the annual dues for members of the Association.

Section 2.4 Revoking of Membership. The Board of Directors may from time to time establish and change standards and procedures for the revocation of the membership in the Association. We reserve the right to terminate a membership at any time. Reasons for termination may include but are not limited to:

1. Failure to pay dues within six (6) months of your renewal date.
2. Failure to uphold the goals and standards of the A.P.T.
3. Resale or use for profit of the Membership Directory.
4. Resale or distribution of the PDTT or any other APT documents/materials.
5. Must maintain an annual OSHA-certified BBP certificate. (APT offers exclusive tattoo artist-specific training called PDTT, taking your body art health and safety knowledge to a new level of professionalism. Free retakes are included with Professional level membership.)
6. Acting as an official spokesperson of the APT without knowledge or permission of the Board of Directors.
7. Fraudulent activity, harassment, or violation of community guidelines.

Article 3
Meetings of Members

Section 3.1 Place of Meetings. Meetings of the members of the Association shall be held at such time as designated by the Board of Directors.

Section 3.2 Annual Meeting. The Board of Directors of the Association shall hold, commencing in 1993, an annual meeting of the members of the Association at an event/location of our choosing. At each annual meeting of the members of the

Association, the Board of Directors shall be elected, and such other business shall be transacted as may be brought before the meeting.

Section 3.3 Notices of Annual Meetings. Written US Post, e-mail, and/or newsletter notice of the annual meeting stating the place, date, and hour of the meeting shall be given to each member not less than (10) nor more than (60) days before the date of the meeting.

Section 3.4 Special Meetings. The President of the Association may call special meetings of the members, for any purpose or purposes. Special meetings shall be called by the President at the request, in writing, of a majority of the Board of Directors, or at the request, in writing, of at least twenty percent (20%) of the members of the Association. Such a request shall state the purpose of the proposed meeting. The place, date, and hour at which each special meeting is to occur shall be specified by the person or persons calling the special meeting; provided that the date on which the special meeting is called shall be such as to permit a notice of the meeting to be given by the Association as provided in these By-Laws. Be it provided further that if the Board of Directors determines that the place, date, and hour for which a special meeting is being called constitute a hardship for the members of the Association generally, the Board may select a new place/date and/or time for the special meeting.

Section 3.5 Notice of Special Meetings. Written notice (mail, e-mail, and/or newsletter) of a special meeting, stating the place, date, and hour of the meeting and the purpose(s) for which the meeting is being called, shall be given by the Secretary of the Association. If the Secretary fails or refuses to give such notice, any member of the Association may give such notice. Said notice must be given not less than ten (10) nor more than sixty (60) days before the date of the meeting, to each member entitled to vote at such a meeting.

Section 3.6 Business Conducted at Special Meetings. Business transacted at any special meeting of the members shall be limited to the purpose or purposes stated in the notice.

Section 3.7 List of Members. The manager of the home office shall prepare, at least ten (10) days in advance, a list of members entitled to vote for the members meeting, arranged in alphabetical order and showing the address of each member. Such a list shall be open to the examination of any member, for purposes germane to the meeting, during ordinary business hours, for a period of at least ten (10) days prior to the meeting. Such a list shall be kept at a place within the city where the meeting is to be held, which place shall be specified in the notice of the meeting, or, if not so specified, at the place where the meeting is to be held. The list shall also be produced and kept at the time and place of the meeting during the whole time thereof and may be inspected by any member who is present. Upon the willful neglect or refusal of the directors to produce such a list at any meeting for the election of directors, they shall be ineligible for election to any office at such meeting.

Section 3.8 Quorum. The presence in person or by proxy of five percent (5%) of the voting members of the Association shall constitute a quorum for the transaction of business at all annual and special meetings except as otherwise provided by statute or by the Certificate of Incorporation. If a quorum shall not be present at any meeting of the members, the members present in person or represented by proxy shall have the power to adjourn the meeting without notice other than the announcement at the meeting until a quorum shall be present or represented. At the resumption of such an adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally notified. If the adjournment is for more than thirty (30) days, a notice of adjournment shall be given to each member.

Section 3.9 Voting Power. When a quorum is present at any meeting, the vote of a majority of the members present in person or represented by proxy shall decide any question brought before such meeting. The exception being if the question is one upon which express provision of the Delaware General Corporate Law or of the Certificate of Incorporation a different vote is required. In which case such express provision shall govern and control the decision of such a question.

Section 3.10 Voting. At all membership meetings, every eligible member shall be entitled to one vote on each matter submitted for action. Votes for the board of directors may be submitted electronically or by paper ballot at the election to the home office and brought to the meeting. All other issues or resolutions will be voted upon by members present only.

Section 3.11 Chairperson of Meeting. The president shall preside at all membership meetings, and, in the absence of the President, the Board of Directors may appoint any member to act as chairperson of the meeting.

Section 3.12 Secretary of the Meeting. The Secretary of the Association shall act as secretary of all membership meetings, and, in the absence of the Secretary, the chairperson of the meeting may appoint any person to act as secretary of the meeting.

Section 3.13 Consent of Members in Lieu of Meetings. Any action required or permitted to be taken at any annual or special membership meetings of the Association may be taken without a meeting, without prior notice, and without a vote, if consent in writing, setting forth the action so taken, shall be signed by a majority of the members of the Association. Prompt notice of the taking of the corporate action without a meeting by less than unanimous written consent of members shall be given to the Association by delivery to the President and Secretary of the Association and to those members who have not consented in writing.

Article 4
Directors

Section 4.1 Business of Association. The business of the Association shall be managed and controlled by or under the direction of its Board of Directors.

Section 4.2 Number and Term of Office. The number of directors shall be between three and thirteen members. Directors must be members of the association. At any regular meeting or at any special meeting called for that purpose, the Board of Directors may increase or decrease the number of directors, provided that the number of directors shall never be less than three (3). The directors shall act only as a Board and the individual directors have no power as such. Each director shall serve two (2) years or until their successor shall have been duly chosen.

Section 4.3 Board Member Resignation, Removal, and Acknowledgement of Responsibilities. Any member of the Board of Directors wishing to resign from their position must submit their resignation in writing to the home office via mail or email. The resignation must clearly state the effective date and be signed by the resigning member. Any Board member who has ceased all communication with the association or is in violation of the by-laws as outlined in section 5.9, shall be considered to have forfeited their position and will be removed from the Board without the need for formal resignation. Upon resignation or removal, board members must return all APT property or materials in their possession, including but not limited to documents (both digital and print), membership directories, training materials, and any other organizational assets. Failure to do so within a reasonable timeframe, as determined by the Board, may result in further action by the APT. See section 8.1 for more regarding removal.

Acknowledgment of Responsibilities: Upon election or appointment, each board member must submit a signed acknowledgment form stating that they: Agree to uphold and fulfill the responsibilities expected of them as outlined in the Board application and by-laws, confirm they have received a copy of the current by-laws and understand their contents, commit to maintaining the ethical and professional standards of the APT in all their actions as representatives of the organization.

Section 4.4 Vacancies. In case of vacancy in the Board of Directors, through death, resignation, removal, disqualification, or any other cause, the remaining directors, by an affirmative vote of a majority thereof, may elect a successor to hold office for the unexpired portion of the term of the director whose place shall be vacant. The appointee shall hold office until the election of their successor. The acceptance of a resignation shall not be necessary to make it effective.

Section 4.5 Nomination. A Nominating Committee consisting of members in good standing shall make nominations for election to the Board of Directors. In the event of failing to fill our thirteen (13) seats, nominations from the floor are acceptable but any candidate nominated from the floor should still submit their Board of Directors application for consideration. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Directors and two or more other persons. The Nominating Committee shall be appointed by the President of the Association prior to each annual meeting of the members, to serve until the close of the annual meeting. The Nominating Committee shall make as many nominations for election to the Board of Directors, as it deems appropriate, but not less than the number of vacancies to be filled. The criteria for nomination to the APT Board are: submit for review to the nominating

committee a Board of Directors Application Form by the posted deadline. The nominee must be a member in good standing. (Members in good standing means being a current member, dues paid, and current in PDTT training and certification).

Section 4.6 Election. Election to the Board of Directors shall be by written or electronically cast ballot. At the election, each member or their proxy may cast one vote per open seat. The persons receiving the largest number of votes shall be elected. Nominees must be present at the election or petition the board for an excused absence to be eligible, or their name will be removed from the ballot.

Section 4.7 Eligibility Requirements for Re-Election of Incumbents. Board members up for re-election shall submit a Board Re-Election Application Form to the home office no later than sixty (60) days before the election. Members of the Board of Directors are elected to perform one function: render decisions necessary for the effective running of the corporation. With that one function in mind eligibility shall be determined by the following criteria: participation in all voting matters that come up during the term in a timely fashion, attendance at Annual and Special Membership meetings, as well as Board Meetings. With this understanding in place, political correctness, favoritism, or patronization will not interfere with the effective reordering of the Board at every election cycle. Disqualification shall include Board Members who either disparage or undermine the Association's Officers to those not on the Board or otherwise engage in activity contrary to the smooth and effective flow of corporate interests. The Nominating Committee Chairman will notify the Association President of any recommendation to disqualify an incumbent, the Association President shall then notify the incumbent of the Nominating Committee's recommendation; at which time the incumbent shall either withdraw their letter of intent or appeal the recommendation in the form of a motion to the full board.

Section 4.8 Board of Directors Advisory Committee (BODAC). Past Presidents who have completed one (1) full term in office, past Officers who have completed two (2) full terms in office, and past Directors who have completed three (3) full terms in office, shall forever be considered members of the BODAC. Membership in BODAC entitles the individual to access all Board meetings, in an advisory capacity only; BODAC members who are also members in good standing (as defined in section 4.5) shall have voting rights at Board meetings. BODAC members may waive their annual membership dues by returning their membership renewal form each year along with three (3) digitally formatted articles (topic of their choice; but centered in body art, tattoo history, health consciousness, and education) to be published in the SkinScribe Newsletter or on our website or social media pages; at the discretion of the Editor of the SkinScribe and the Social Media Director. Upon receipt of the renewal form and completed articles, BODAC members will be issued their membership certificate, and their dues will be considered paid in full. This submission is not considered "payment" and is therefore not subject to use as a business write-off. If an advisor so chooses to nominate themselves again to the Board of Directors the one-year waiting period to become an officer would be waived.

Article 5
Meetings of the Board of Directors

Section 5.1 Place. The Board of Directors of the Association may hold meetings, both regular and special, either within or without the State of Delaware**.**

Section 5.2 First Meeting. The first meeting of each newly elected Board of Directors shall be held immediately after and at the same place as the annual meeting of members. No notice other than this By-Law being necessary to the newly elected directors in order legally to constitute a meeting provided a quorum shall be present.

Section 5.3 Regular Meetings. Regular meetings of the Board of Directors may be held without notice at such time and place as shall be from time to time be determined by the Board.

Section 5.4 Special Meetings. Special meetings of the Board may be called by the President on five (5) days' notice to each director, either personally or by mail, e-mail, or any other form of electronic communication. Special meetings shall be called by the President in like manner and on like notice on the written request of two (2) directors.

Section 5.5 Quorum. A majority of the Directors shall constitute a quorum for the transaction of business at any meeting of the Board. The act of a majority of the Directors at any meeting at which a quorum is present shall be the act of the Board of Directors unless as may be otherwise specially provided by Delaware Corporate Law or by the Certificate of Incorporation of the Association. If a quorum shall not be present at any meeting of the Board of Directors, the Directors present may adjourn the meeting without notice other than the announcement at the meeting, until a quorum shall be present.

Section 5.6 Consent in Lieu of Meeting. Any action required or permitted to be taken at any meeting of the Board of Directors or of any committee thereof may be taken without a meeting if all members of the Board or committee consent thereto in writing, e-mail, or any other form of electronic communications and the writing or communications are filed with the minutes of proceedings of the Board or committee. Any action so approved shall have the same effect as though taken at a meeting of the Board or committee.

Section 5.7 Participation in Meetings. Members of the Board of Directors, or any committee designated by the Board of Directors, may participate in a meeting of the Board of Directors, or any committee, by means of conference telephone or similar electronic communications equipment that allows all persons participating in the meeting to communicate with each other. Such participation in a meeting shall constitute presence in person at the meeting.

Section 5.8 Manifestation of Dissent. A Director of the Association who is present at a meeting of the Board at which action on any corporate matter is taken shall be presumed to have assented to the action taken. A director may manifest dissent by such dissent being entered in the minutes of the meeting or by filing their written dissent with the

person acting as secretary of the meeting before the adjournment thereof or by forwarding such dissent by mail**,** e-mail, or any other form of electronic communications to the Secretary of the Association within five (5) business days of the adjournment of the meeting. Such right to dissent shall not apply to a Director who voted in favor of such action.

Section 5.9 Absence from Meetings. A Director may miss no more than three meetings with excused absences during a two-year term. Excused absences will be considered on a one-on-one basis, and will be limited to personal illness, family illness, death in the family, or legal issues. Other excuses may be considered, but not deemed acceptable unless approved by the Board.

Article 6
Committee of Directors

Section 6.1 Designation. The Board of Directors may, by resolution passed by a majority of the whole Board, designate one or more committees, each committee to consist of one or more directors of the Association. The Board may designate one or more directors as alternate members of any committee who may replace any absent or disqualified member at any meeting of the committee. In the absence or disqualification of a member of a committee, the member or members thereof present at any meeting and not disqualified from voting, whether or not they constitute a quorum, may unanimously appoint another member of the Board to act at the meeting in the place of any such absent or disqualified member.

Section 6.2 Powers of Committees. Any committee of the Board of Directors, to the extent provided in the resolution of the Board designating such committee, shall have and may exercise all the powers and authority of the Board of Directors in the management of the business and affairs of the Association, and may authorize the seal of the Association to be affixed to all papers which may require it with Board approval. No such committee shall have such power or authority in reference to amending the Certificate of Incorporation, adopting an agreement or merger or consolidation, recommending to the members the sale, lease, or exchange of all or substantially all of the Association's property and assets, recommending to the members a dissolution of the Association or revocation of dissolution, or amending the By-Laws of the Association. Such committee or committees shall have such a name or names as may be determined from time to time by resolution adopted by the Board of Directors.

Section 6.3 Minutes of the Meetings. Each committee shall keep regular minutes of its meetings and report the same to the Board of Directors when required.

Section 6.4 Rules of Procedure. A majority of the members of any committee may fix its rules of procedure.

Article 7
Compensation of Directors

Section 7.1 No Compensation. No member of the Board of Directors shall be paid any compensation for serving as a member of the Board. However, any director may be reimbursed for their actual expenses incurred in the performance of their duties up to $500.00 per year.

Article 8
Removal of Directors

Section 8.1 Removal. Unless otherwise restricted by law, any Director or Directors may be removed, with or without cause, by a majority of members of the Association.

Article 9
Notices

Section 9.1 Requirements. Whenever, under any statute of these By-Laws, notice is required to be given to any Director or member, it shall not be construed to mean a personal notice. Such notice may be given in writing, by mail addressed to such director or member, at their address as it appears on the records of the Association, with postage thereon prepaid. Such notice shall be deemed given at the time when the same shall be deposited in the United States Mail. Notices to Directors may also be given by email or any other form of electronic communication.

Section 9.2 Waiver. Whenever any notice is required to be given under the provisions of the statutes or of these By-Laws, a waiver thereof, in writing, signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent thereto.

Article 10
Officers

Section 10.1 Officers. The officers of the Association shall be chosen by the Board of Directors and shall be: President, Vice President, Secretary, and Treasurer. The Board of Directors may also choose additional Vice-Presidents, and one or more Assistant Secretaries and Assistant Treasurers. The Officers shall be members of the Association and current Board members. Any number of offices may be held by the same person unless the Certificate of Incorporation or these By-Laws otherwise provide. Board members who have served one full year on the Board are eligible for officer positions.

Section 10.2 Appointment. At the first meeting of the new Board after the annual meeting, the Board of Directors shall choose a President, Vice President, Secretary, and Treasurer.

Section 10.3 Term of Office. The officers of the Association shall hold office until their successors are chosen and qualify. Any officer elected or appointed by the Board of Directors may be removed at any time by the affirmative vote of a majority of the Board of Directors (and not merely a majority vote of the directors present at a meeting at which a quorum is present). The Board of Directors shall fill any vacancy occurring in any office of the Association. No more than 60% of the board shall be replaced at one time.

Section 10.4 President. The President shall be the principal executive, administrative, and financial officer of the Association and shall, in general, supervise and control all of the business affairs of the Association. They shall preside at all meetings of the Members and of the Board. The President shall be elected from among the Directors. The President may sign any deed, mortgage, bond, contract, or other instrument that the Board of Directors has authorized to be executed. This power is void in cases where the execution thereof shall be expressly delegated by the Board of Directors or by these By-Laws to some other officer or agent of the Association or shall be required by law to be otherwise signed or executed. The President shall perform, in general, all duties incident to the office of the President, and such other duties as may be prescribed by the Board of Directors from time to time. The President shall be an ex officio member of all committees that may, from time to time, be constituted by the Board of Directors.

Section 10.5 Vice President. The Board of Directors shall elect a Vice President. The Vice President shall perform the duties of the President in their absence and when so acting shall have all the powers of and be subject to all the restrictions upon the President. In the event there is more than one Vice President, the Vice President shall serve in the order designated at the time of their election, or in the absence of any designation, then in the order of their election. The Vice President shall perform such other duties as may from time to time be assigned to them by the President or the Board of Directors.

Section 10.6 Secretary. The Secretary shall keep the minutes of the proceedings of the members and Board of Directors in one or more books provided for that purpose. They shall see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law. He or she shall be custodian of the corporate records and of the Seal of the Association. They shall keep a register of the post office address of each member; and in general, perform all duties as may be from time to time assigned by the President or the Board of Directors.

Section 10.7 Treasurer. The Treasurer shall have custody of the corporate funds. They shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association and shall deposit all monies and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the Board of Directors. They shall disburse the funds of the Association as may be ordered by the Board of Directors, taking proper vouchers for such disbursements. They shall, at regular intervals or when the Board requires, render to the President and the Board of Directors an account of all their transactions as Treasurer and of the financial condition of the Association. If required by the Board of Directors, they will give the Association a bond

in such sum and with such surety or sureties as shall be satisfactory to the Board of Directors for the faithful performance of the duties of the office. In case of their death, resignation, retirement, or removal from office, this bond and surety will also provide for the restoration of all books, papers, vouchers, money, and other property of whatever kind in their possession or under their control belonging to the Association.

Article 11
Other Contractors and Agents

Section 11.1 Other Contractors and Agents. The Board of Directors may appoint such other Contractors and Agents as it shall deem necessary, who shall hold positions for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board.

Section 11.2 Manager of the Home Office. The Home Office Manager is an hourly position in charge of the Association's home office, and home office staff. The Manager's position shall consist of a minimum of twenty (20) hours per week. The Manager's duties shall include but shall not be limited to the following: to act as a communications liaison, to assist the public, the Association membership, and the Association directors by maintaining phone lines, email accounts, and oversight of the Association website, to disseminate all officially endorsed Association information or materials, and to direct all official inquiries to the appropriate Board member. The Home Office Manager shall hold, catalog, label, audit, and in general organize the property, materials, records, and papers relating to the home office, and in general, perform all duties as may be from time to time assigned by the President or the Board of Directors. The Manager shall maintain petty cash and other financial accounts relating to the operation of the home office and shall assist the Association Treasurer with the oversight of said home office financial accounts. The Home Office Manager shall, at regular intervals or when the Board requires, render to the President and the Board of Directors a home office report detailing their transactions as Home Office Manager. The Home Office Manager reports directly to the Association President. The Home Office Manager will be a member of the Association and will attend board meetings in a non-voting capacity.

Article 12
General Provisions

Section 12.1 Checks. All checks or demands for money and notes of the Association shall be signed by such officer or officers or such other persons as the Board of Directors may from time to time designate.

Section 12.2 Fiscal Year. The fiscal year of the Association shall be fixed by a resolution of the Board of Directors. The fiscal year will coincide with the calendar year.

Section 12.3 Seal. The corporate seal shall have inscribed thereon the name of the Association and the year of its organization. The seal may be used in causing it or a

facsimile thereof to be impressed, affixed or reproduced otherwise. The word "(SEAL)" shall also serve as the corporate seal of the Association.

Section 12.4 Parliamentary Authority. The parliamentary manual the association will use as the basis for the rules for conducting business and preserving the rights of the members shall be Robert's Rules of Order 12th Edition.

Article 13
Amendments

Section 13.1 Amendments of By-Laws. These By-Laws may be altered, amended, or repealed, or new By-Laws may be adopted by the members or by the Board of Directors, since the Certificate of Incorporation confers full power upon the Board of Directors. These actions may occur at any regular meeting of the members of the Board of Directors or at any special meeting of the members or of the Board of Directors if notice of such alteration, amendments, repeal, or adoption of new By-Laws be contained in the notice of special meeting. Even though the power to adopt, amend, or repeal By-Laws is conferred upon the Board of Directors by the Certificate of Incorporation, it shall not divest or limit the power of the members to adopt, amend, or repeal By-Laws. By-laws will be reviewed by a By-Laws Committee and approved by the Board every 5 years.

Article 14:
Usage of Copyrighted and Educational Materials

Section 14.1 Seminars, Seminar Materials. The APT's Prevention of Disease Transmission in Tattooing Seminar (PDTT) and all associated material are copyrighted to the Alliance of Professional Tattooists and may not be distributed or copied without the express written permission of the APT. Persons doing so are subject to legal action.

Section 14.2 Completion of PDTT. All Cosmetic Tattooists**,** Professional Tattooists, and Associate Tattooist members are required to take and pass the PDTT seminar within two years of joining and every two years thereafter. The PDTT seminar complies with OSHA's Bloodborne Pathogen training requirement.

Section 14.3 Advertising/Logo Usage. Cosmetic Tattooists, Professional Tattooists, Associate Tattooists, and Associate Non-Artists members in good standing, or those receiving express written permission, may use the APT logo in their advertising. The APT has established a Certification of Tattoo Mastery, and only those individuals who have successfully passed the exam may claim to hold a "Certificate of Tattoo Mastery" through the APT. The use of such statements by any others will constitute false advertising. Persons claiming certification**,** using the APT logo or name who are not qualifying members, members in good standing, or in receipt of express written permission are subject to legal action.

The following guidelines are established to ensure the correct and consistent use of the Alliance of Professional Tattooists, herein referred to as APT, logo in all contexts,

protecting the integrity of our brand.

1. Authorized Use: The APT logo is a registered trademark and may only be used by authorized individuals or entities with express permission from the APT. Unauthorized use, alteration, or reproduction of the logo is strictly prohibited.
2. Usage Restrictions:
   a. No Alterations: The logo must not be modified in any way, including changes to color, proportions, or orientation.
   b. No Distortion: The logo must be used in its original form without stretching, compressing, or distorting its appearance.
   c. Color Requirements: The logo should only be used in the approved color schemes provided by the APT.
   d. Clear Space: Ensure a minimum clear space around the logo to prevent overlap with text or other graphic elements.
   e. Size Requirements: The logo should not be reproduced at a size so small that it becomes illegible.
3. Prohibited Use:
   a. The logo may not be used in any manner that implies endorsement of a company or product by the APT. Corporate sponsor members may use our logo on their website and printed materials to show that they endorse and show their support for the vision and ideals of our trade organization.
   b. The logo must not be used in connection with any illegal, harmful, or unethical activities, nor in any context that would negatively impact APT's reputation.
   c. The logo may not be placed over complex backgrounds or colors that obscure its visibility or legibility.
4. Online Use: When used in digital or online formats, the logo must be linked to the APT's official website (www.safe-tattoos.com) unless otherwise approved. The logo should not be used as part of any social media handles, avatars, or profile images without prior approval. No one is allowed to create any type of account on our behalf. All APT accounts are ONLY to be generated by the home office.
5. Approval Process: Any proposed use of the logo must be reviewed and approved by the APT's Board or the Manager of the Home Office before publication. Requests for approval should be submitted to info@safe-tattoos.com.

   6. Termination of Use: The APT reserves the right to revoke permission to use the logo at any time. Upon revocation, the individual or entity must immediately cease all use of the logo and remove it from all materials. Failure to comply with these guidelines may result in legal action and liability for trademark infringement. For any questions regarding the proper use of the APT logo or to request permission, please contact info@safe-tattoos.com

Disclaimer: The Alliance of Professional Tattooists does not endorse, approve, or certify any tattoo schools or academies. Any claims of affiliation or endorsement with the Alliance of Professional Tattooists by such entities are false and unauthorized. While we are committed to promoting safe and ethical tattooing practices, we recommend that individuals seeking to enter the tattoo profession thoroughly research and evaluate a

proper apprenticeship program independently and follow all legal requirements designated by their county or state. The Alliance of Professional Tattooists assumes no responsibility for the quality, content, or outcomes of any tattoo school or training program. Any tattoo school using our logo and/or organization name as a means of promotion or endorsement will result in legal action. For inquiries or further clarification, please contact us at info@safe-tattoos.com.

Section 14.4 Privacy Policy. APT does not disseminate its membership list outside of the organization without members' prior consent. The home office never releases home addresses or phone numbers. The home office remains impartial and does not provide artist or shop recommendations. The APT does not compile or keep private or financial information on its members.

The foregoing is certified as the By-Laws of the Association and adopted by the Board of Directors on this 25th day of June, 1992.
Original Certificate of Incorporation, June 25, 1992.
Delaware General Corporation Law.
Certificate for Renewal and Revival was filed February 28, 2009
Certificate of Change of Location of Registered Office and Registered Location of Alliance of Professional Tattooists, Inc, was filed July 16, 2010