

TEXAS LOCKSMITH'S ADVISOR

November 2005

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President's Message

Dear Members;

The holidays are fast approaching and I wish you all the best.

I had stated that everyone should pray for those affected by Hurricane Katrina. In the meantime Rita showed up. So they all really need your prayers now. Please donate if you can. TLA has sent out numerous messages to all concerned that we can refer those looking for work in our profession. I haven't had any response yet.

We have lost our First Vice-President and we are looking for someone to fill the position until February 2006. If you are interested in helping out please let me know.

Everything is on track for the convention in Fort Worth!! We are sure looking to seeing you all again.

Due to the fact that I am moving into my home now and forever (according to my wife) the message is very short this month.

I rarely ever hear from any of you whether good or bad? I am trying to call as many as you as I can but you are several hundred. I am one. Give me a call just so I can talk to you and see how your are doing.

A week ago we were suffering record high temperatures. Now this week we had record lows? Welcome to Texas.

I hope you all had a happy Thanksgiving???

On a very sad note we lost one of our best this month. Jim Langston has passed on in order to make keys for the Lord and tell him some of his corny jokes. Have pity on the Lord. I know I will really miss you Jim, jokes and all. You were always upbeat, full of ideas, willing to help, and many other things we cannot replace.

Please be nice to everyone and don't miss a day of saying, "Hey Hi!, how are you?" You never know when you may have missed you chance of saying someone farewell for ever!!!!

Jim Hetchler
President

Subscribe to TLA's eMailing List to receive this publication [Texas Locksmiths Advisor] by email/download instead of regular mail. Go to www.texaslocksmiths.org/advisor and Subscribe to the eMailing List for User Name / Password to Members Area . Or, send an email to tla_advisor@texaslocksmiths.org with SUBSCRIBE in the Subject line. You must supply your Last Name, First Name, TLA Member # and send from a valid email address. Note: AOL has a bulk email blocking system; Please use an alternate email account/address.

I encourage you to Subscribe to TLA's eMailing List to receive important announcements and the most up-to-date information as it is posted. By subscribing, you will also save the Association printing and mailing costs.

TEXAS LEGISLATIVE FUND

The Texas Locksmiths Association monitors legislation, licensing, and regulation to look after the interests of locksmiths in Texas. A portion of the membership dues helps maintain this program, but additional contributions are needed. Those wishing to support this effort with a donation or donate items for auction, please contact a member of the board or call 1-877-TLA-INFO.

UP COMING EVENTS

OCTOBER		NOVEMBER	
4	LASA MEETS	1	LASA MEETS
10	ALNT MEETS	8	GHLA MEETS
11	GHLA MEETS	14	ALNT MEETS
17	GDLA MEETS	21	GDLA MEETS
29	ETHICS INST. CLASS	24	THANKSGIVING
31	HALLOWEEN		

Help wanted: Mid size lock and alarm company in with 2 shops in Dallas needs experienced locksmith. A desire to learn and grow with the company is a must. We do mainly commercial work and access control. Nights and weekends optional. Salary, bonus, and commission are based upon experience. Call John Arnold at 972-978-8697 or email key.express@usa.net .

MEMBERSHIP

The following persons have applied for membership in the Texas Locksmiths Association.

Applicants will be listed in the Advisor for a period of 90 days to allow members the opportunity to identify any applicant that may be deemed "not suitable" for membership and allow proper notification of the Membership Chairman, Steve Morse at 512-353-8615 or email aaaakey@grandecom.net, of such applicant.

30 Days

60 Days

Joan Yarrington, Irving, TX
Bill Martinez, Ft. Worth, TX
Don Boyer, Coppel, TX
Dale Casey, Cleburne, TX
Kristy Craigen, Texarkana, TX
Mark Gonzalez, Corpus Christi, TX
Billy McFadden, Brookston, TX

90 Days

NO APPLICANTS

Texas License Verification

If you are curious as to whether an individual or company is licensed through the Department of Public Safety, it is simple to research on the DPS web site. To do so, just follow these steps:

1. Go to the Texas DPS Private Security Board Web Page at <http://www.tcps.state.tx.us>
2. On the Bottom Left, Select Search Individual or Search Company.
3. Enter Known Information
4. Press Enter, or Select Search

LockPAC Pledge Card

One for One

(One service call fee for One year)

The Texas Locksmith Association needs your help! The future of OUR industry is in our hands. If you want the laws of this state to reflect your wishes, and be passed into law in a way that benefits all locksmiths of our great state, then TLA is asking for two things of you.

1. Would you pledge one service call fee a month for one year?
2. Would you make an honest attempt to sign up a non –member. The leaders of our state must see that the TLA represents the majority.

If each one of the companies currently a member of TLA pledge the above, we would double our membership to about 1000 in a year! And provide OUR lobbyist the tools to work on our behalf. Invest in your future. The license laws are new, and will change! Let's make sure they change in our favor! Please sign up today!

I, _____ will pledge one service call fee per month for one year to support our lobbyist efforts, and I will contact one non-member and ask him to join TLA.

It's that simple! You my mail in your pledge monthly, quarterly, or yearly. Thank you in advance for being responsible with our future, together.

TLA Board of Directors.....

Company Name: _____

TLA Member Number: _____

Address: _____

City: _____, State: _____

Proposed Changes To TLA Bylaws

AMENDMENT #1 Amend Article II by inserting the words in *italics*.

ARTICLE II OBJECT

The object and purpose of TLA, organized as a business league, shall *primarily* be educational: pledging to develop a higher standard of public service and security; increasing the knowledge, experience and skill of its members through classes, courses of instruction, panel and discussion groups and seminars; improving the image and prestige of the locksmith and his family in the community through classes, panel groups and seminars on management and public relations as it applies to the locksmith; and promoting a spirit of cooperation among locksmiths of all races, creeds and national origins with the goal of better and more professional service to the public *and shall secondarily be to champion legislation through lobbying efforts which will favorably affect the locksmithing trade on behalf of its members*; all within the meaning of Section 501(c) (6) of the Internal Revenue Code.

RATIONALE: Although 30% of the mandatory fees collected by TLA are for legislative support, no mention of legislation is made in the object statement of the association.

AMENDMENT #2 Article III. Members. Section 1. Amend by inserting and/or adding the words in *italics*.

Section 1. Classification. There shall be the following classes of members:

A. Regular. To qualify for regular membership an individual shall *meet all requirements for locksmith registration if required by Texas law and :*

1. Be at least eighteen (18) years of age and have at least six (6) months experience in locksmith work or;
2. Be an *registered* owner or manager of a *licensed* locksmith shop or;
3. Have received training in this profession either through an accredited school or through on-the-job training by an accredited locksmith *and be actively engaged as a professional locksmith.*
4. *TLA members who have retired from the locksmith trade may continue their membership without being registered as provided they no longer practice locksmithing.*
5. *A Provisional regular membership may be granted if registration has been applied for but not yet granted by the state. Provisional membership will be reviewed by the board at each quarterly board meeting to determine if state registration has been granted and the provisional membership converted to a regular membership. If the registration has been denied or blocked, the provisional membership will be canceled. A provisional membership may be continued at the discretion of the board if the denial of registration is being appealed. No refund of dues and assessment will be granted in the event a registration is denied.*

Apprentice. To qualify for apprentice membership an individual shall be at least twelve (12) years of age and a dependent of a regular or life TLA member. An apprentice member shall automatically become a regular member upon age eighteen (18) providing that apprentice membership status has been maintained and that member is actively engaged in locksmith work *and received locksmith registration if required by Texas Law.*

RATIONALE: To be consistent with current Texas Law concerning locksmiths

AMENDMENT #3. Article III. Section 2. C. Amend by striking ninety (90) and inserting thirty (30) Applicants' names shall be published in the ADVISOR for a period of *ninety (90) thirty (30)* days to allow any member to advise the membership committee chairman of any reasons known that could effect the applicants' approval for membership.

RATIONALE: 30 days viewed sufficient by the board

Continued on P.6.

Members in good standing in local locksmith associations may apply for TLA membership by:

1. *Meeting registration requirements if required by Texas Law,*

AMENDMENTS from P.5

AMENDMENT #4: Article III, Section 2. D. Amend by inserting the words in *italics* and renumbering. Members in good standing in local locksmith associations may apply for TLA membership by:

1. *Meeting registration requirements if required by Texas Law,*
- 1 2. *completing the appropriate official TLA membership form;*
- 2 3. *providing a letter of recommendation from their respective local association and*
- 3 4. *paying current dues and assessment, if applicable.*

RATIONALE: To be consistent with current Texas Law concerning locksmiths

AMENDMENT #5: Article III, Section 3. C. 1. Amend by inserting words in *italics*.
C. 1. *advertise in the TLA ADVISOR and/or TLA Website for a fee determined by the BOD;*
Reinstatement. All former members who meet all the requirements for reinstatement shall retain their original membership number.

RATIONALE: Electronic presence is becoming a more valuable offering than printed media

AMENDMENT #6: Amend Article III, Section 7 B by inserting the words in *italics*.

1. A former member who resigned in good standing shall be granted reinstatement if the application accompanied by a current dues *and assessment* is made within six (6) months following the date of resignation.
2. A former member who forfeited membership for nonpayment of dues may petition the BOD for reinstatement within six (6) months of forfeiture for reinstatement upon application and payment of current dues *and assessment* and ten dollar (\$10.00) reinstatement fee.

RATIONALE: Consistency

AMENDMENT 7: Amend Article IV, Section 2 by striking the words “have the locksmith trade registered in the Texas Department of Licensing and Regulation. Any money remaining in the legislative fund after the stated purpose is completed shall remain in the” and the words “for future”
Section 2. Assessment. The purpose of the assessment is to *have the locksmith trade registered in the Texas Department of Licensing and Regulation. Any money remaining in the legislative fund after the stated purpose is completed, shall remain in the fund for future lobbyist’s requirements.*

RATIONALE: Allow for continued collection of assessment for legislative action

AMENDMENT 8: Amend Article VI, section 2 by adding the words in *italics*.
The Assessment will be no more than 40% of the total dues and assessment collected from each member for the year.

RATIONAL: Place a limit on the funds collected for the purpose of legislation to keep the funds collected consistent with the primary purpose of the organization.

AMENDMENT 9: Amend Article V, section 1 by striking the word “and” and adding the words “and membership” at the end.

ARTICLE V OFFICERS

Section 1. Elected Officers. The elected and voting officers shall be president, first vice-president, second vice-president, secretary, treasurer, parliamentarian, sergeant-at-arms, *and editor, and membership.*

RATIONALE: The membership chairman makes BOD meetings but is unable to have expenses paid by the organization since he is not a board member. Adding membership as a director allows these expenses to be covered.

AMENDMENT 10: Amend Article V by inserting the words “Treasurer”
Section 3. Term of office. Officers shall serve for a term of one year or until their successors are elected. No officer shall serve more than two (2) consecutive terms in the same office with the exception of Secretary, *Treasurer,* and Editor. Officers shall assume their duties at the

Cont. P.7

AMENDMENTS from P.6
close of the convention.

RATIONALE: Treasurer position requires OJT and often has just figured out what is going on by the time term expires. Some local associations have adopted extended term for treasurer.

AMENDMENT 11: Amend Article V, Section 5 by Inserting the words in *italics* and striking the words crossed out.

B. The First Vice-President shall:

Be bonded, the cost of the bonding to be paid by TLA.

C. The Second Vice-President shall:

**Maintain a current procedures handbook for BOD members;
Perform the duties as directed by the president and/or BOD, or as may be incident to this office.
*Be bonded, the cost of the bonding to be paid by TLA.***

D. The Secretary shall:

*7. Receive and retain all processed membership applications and sign membership cards;
8. 7. Maintain a record of all moneys given to the treasurer for deposit;
9. Notify all members who are suspended/dropped/rejected from the TLA membership;
10. Provide each member with the new assessment information via the TLA ADVISOR;
11. 8. Be bonded, the cost of bonding to be paid by TLA;
12. 9. Be an authorized signatory on TLA accounts;
13. 10. Prepare an annual report of the BOD activities for BOD approval and present at the annual convention;
14. 11. Perform other duties as directed by the BOD, or as may be incident to this office.*

E. The Treasurer shall:

Be custodian and ensure the surety bonds are valid.

Perform other duties as directed by the BOD, or as may be incident to this office.

F. The Parliamentarian shall:

1. Attend all meetings of TLA and the BOD;
2. Advise upon matters of parliamentary procedure upon request from the president and members;
3. Be chairman of the Bylaws committee;
4. *Be custodian and ensure the surety bonds are valid;*

Perform other duties as directed by the BOD, or as may be incident to this office.

Be bonded, the cost of the bonding to be paid by TLA

G. The Sergeant-at-Arms shall:

Be bonded, the cost of the bonding to be paid by TLA

H. The Editor shall:

Be bonded, the cost of the bonding to be paid by TLA

I The Membership Director shall:

Maintain a current record of all classes of members and prepare a list of all members in good standing for the convention;

Receive and retain all processed membership applications and sign membership cards;

Ensure completeness of membership qualifications and applications prior to submitting petition to the board for approval for membership

Maintain a record of all moneys given to the treasurer for deposit;

Notify all members who are suspended/dropped/rejected from the TLA membership

5 *Prepare an annual report of the BOD activities for BOD approval and present at the annual convention;*

Perform other duties as directed by the BOD, or as may be incident to this office.

Be bonded, the cost of the bonding to be paid by TLA

RATIONALE: Add bonding for entire board, change responsibilities of some board members, add membership director responsibilities, and transfer responsibility of bond to treasurer.

AMENDMENT 12: Amend Article VII, Section 1 by striking the words "February, then January, then March"

Cont. P.8

AMENDMENTS from P.7

Section 1. Date, Location, and Notification

- B.** The annual convention shall be held in Texas *in the following order of preference: first choice February, then January, then March*, on a date and at a location to be determined by the BOD.

RATIONALE: The current convention preferred dates are close to several other trade shows and makes getting vendors more difficult as well as competing for convention attendees. An option to move to the spring or fall can be accommodated by elimination of the preferred dates.

AMENDMENT 13: Amend Article VII, Section 2K by adding the words in *italics*

- K.** Manage/monitor the legislative consultant with the Legislative Fund; secure financial statement quarterly or at least annually or as otherwise requested by the President /or BOD and prepare at least annually a report of lobbyist and legislative activities for the membership.

RATIONAL: Add requirement for a formal report from the lobbyist to the board will allow oversight that is now missing

AMENDMENT 14: Add words in *italics* and renumber

Section 7. Email Vote. In the interim between meetings of the voting members of the BOD, the President may receive a request for a motion from a Board member and place the motion before the Board via e-mail to the BOD. The motion must be stated precisely in the text of the email with a stated time limit of at least ten days for any discussion or amendment and a deadline for a voting response within one week of the expiration of the discussion time limit. A quorum of the BOD must respond to the email within the voting deadline or the motion does not pass. The results of such action (pass or fail) shall be reported at the next meeting of the BOD and shall become a part of the minutes at that meeting.

Section 7. 8 Transfer of Officers. All files shall be forwarded to the newly elected officers and newly appointed chairmen at the first regular BOD meeting following the post-convention BOD meeting.

RATIONALE: Allow simple business to be conducted outside of board meetings in electronic format.

AMENDMENT 15: Amend Article X, Section 3 by striking the word “or” and inserting “grandson, or granddaughter”

H. The Scholarship Committee shall be managed by the Board of Trustees and the BOD in accordance with the following criteria.

1. Application for award.

a. Applicant shall:

be a son, or daughter, grandson, or granddaughter of a regular or life TLA member in good standing and either be entering or already have attended college;

RATIONALE: Change requested by TLA member to expand list of people eligible for TLA scholarship

AMENDMENT 16: Amend Article XIII by striking the words “and Standing Rule”.

The rules contained in the current issue of Robert’s Rules of Order Newly Revised shall govern the proceedings of TLA in all cases in which they are not inconsistent with TLA Bylaws, Special Rules of Order, and Standing Rules.

RATIONALE: Standing rules do not contain parliamentary authority

AMENDMENT 17: Amend TLA Standing Rule3 by inserting the words in red

From time to time as Bylaws are amended, pen and ink changes shall be published in the first issue of the ADVISOR following the convention at which the amendments are adopted. The BOD shall determine when a reprint of the Bylaws shall be required. *An updated version of the Bylaws will be available on the TLA website.*

RATIONALE: Allow and require bylaws to be posted on website

CONT on P. 9

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AMENDMENT 18: Amend TLA Standing Rule 5 by inserting the words in *italics*

The TLA ADVISOR shall be mailed each month during the same time frame with the deadlines to be determined by the BOD. *If a member requests, the TLA ADVISOR may be emailed or an email notification that the TLA Advisor has been posted on the TLA website may be made in lieu of a mailed copy of the TLA Advisor. If the BOD elects, the savings in printing and mailing may be passed onto the member in the form of reduced dues or a refund of dues. The amount of dues reduction or refund (if any) will be solely determined by the BOD on an annual basis*

RATIONALE: Allow Advisor to be distributed by email notification in lieu of mail

AMENDMENT 19: Amend TLA Standing Rule 6 by adding words in red
Donations for scholarship and other awards are encouraged and can be solicited and accepted by any TLA member. *All donations accepted by any TLA member will be forwarded to a member of the BOD or Board of Trustees and the Treasurer will provide a receipt for the donor.*

RATIONALE: Ensure accountability of donations

AMENDMENT 20: Amend TLA Standing Rule 8 by deleting words “Vouchers, accompanied by a” and “of” and inserting words “Receipts” and “from”

8. *Vouchers, accompanied by rReceipts shall be required before reimbursement of from* TLA funds.

RATIONALE: Amend Outdated procedure to agree with current practice

AMENDMENT 21: Amend PARLIAMENTARY INFORMATION, CHAIRMAN OR PRESIDENT, duties of the presiding officer by deleting the word “organization” and inserting words in *italics*, correct punctuation, and update reference information .

The duties of the presiding officer are:

to announce in proper sequence the business that comes before the *organization assembly or becomes in order in accordance with the prescribed orders of business agenda, or program, and with existing orders of the day;*

to decide all questions of order, subject to appeal... —unless, when in doubt, the presiding officer prefers initially to submit such a question to the assembly for decision;

to declare the meeting adjourned when the assembly so votes or... —where applicable... —at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.

2. a copy of its parliamentary authority...;

3. a list of all standing and special committees and their members; *and*

4. a memorandum of the complete order of business listing all known matters that are to come up, shown in proper sequence under the correct headings... —or with their scheduled times..

—as

applicable. (*Roberts Rules of Order Newly Revised, 10th Addition, pp 433-435*)

RATIONALE: Bring into alignment with current Robert’s Rules of Order and provide reference information for edition.

AMENDMENT 22: Amend AGENDA, (2) REPORTS OF OFFICERS, BOARD, AND STANDING COMMITTEES by changing reference information from “RONR p.461” to “Robert’s Rules of Order Newly Revised 10th Addition, p 454”

(2) REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES. All reports should be prepared in triplicate - one for the president’s file, one for the secretary’s file (reports are attachments to the minutes), and one to remain with the file folder for information to the subsequent member. Whether or not TLA gives oral or has written reports at the BOD meetings should be decided by each BOD. Annual reports of all officers, the BOD and standing committees are usually prepared far enough in advance to provide a copy in the convention

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packet for each member who attends the annual membership meeting. The original copy should go to the secretary which becomes an attachment to the official minutes of the convention. "When a committee report is of great importance or should be recorded to show the legislative history of a measure, the assembly can order it 'to be entered in the minutes,' in which case the secretary copies it in full in the minutes." RONRp.461 Robert's Rules of Order Newly Revised 10th Addition, p 454

RATIONALE: Bring into alignment with current Robert's Rules of Order and provide reference information for edition.

AMENDMENT 23: Amend AGENDA, (3) SPECIAL ORDERS by changing reference information from "RONR p.3601" to "Robert's Rules of Order Newly Revised 10th Addition, p 179"

SPECIAL ORDERS. A special order is business that must be handled with the stipulation that any rules that interfere with its consideration at the specified time shall be suspended. (For exceptions to this rule, read RONRp.360 Robert's Rules of Order Newly Revised 10th Addition, p 179)

RATIONALE: Bring into alignment with current Robert's Rules of Order and provide reference information for edition.

AMENDMENT 24: Amend RECOGNIZE MEMBERS ENTITLED TO SPEAK, #4 by adding reference information "Robert's Rules of Order Newly Revised 10th Addition, p 58-72"

4. Precedence of Motions.

1) The chair should know the precedence of motions. There are 13 ranking motions that must be made in the proper sequence or the motion declared out of order. The chair should never declare the MEMBER out of order. (See Robert's Rules of Order Newly Revised, 10th Addition, pp58-72)

RATIONALE: Bring into alignment with current Robert's Rules of Order and provide reference information for edition.

AMENDMENT 25: Amend PROCEDURE IN SMALL BOARDS by adding reference information "Robert's Rules of Order Newly Revised 10th Addition, p 470-471"

7. The chairman can speak in discussion without rising or leaving the chair, and, subject to rule of custom with the particular board (which should be uniformly followed regardless of how many members are present), he/she usually can make motions and usually votes on all questions. (Robert's Rules of Order Newly Revised 10th Addition pp 470-471)

RATIONALE: Bring into alignment with current Robert's Rules of Order and provide reference information for edition.

AMENDMENT 26: Amend PROCEDURE IN SMALL BOARDS by adding reference information "Robert's Rules of Order Newly Revised 10th Addition, p 470"

A record of the board proceedings should be kept by the secretary, just as in any other assembly; these minutes are accessible only to the members of the board unless the board grants permission to a member of the society to inspect them, or unless the society by a two-thirds vote (or the vote of a majority of the total membership, or a majority vote if previous notice is given) orders the board's minutes to be produced and read to the society's assembly. . (Robert's Rules of Order Newly Revised 10th Addition p 470)

RATIONALE: Bring into alignment with current Robert's Rules of Order and provide reference information for edition.

AMENDMENT 27: Amend BOARD STANDING RULES by deleting section 7 and correcting numbering.
BOARD STANDING RULES

6. All moneys collected by a board member or committee chairman shall be transferred to the treasurer no later than two (2) weeks following receipt of such money.

7. The BOD shall follow the "Procedure in Small Boards" as per ROBERT'S RULES OF ORDER, p.475-476.

1) Members are not required to obtain the floor before making motions or speaking which they can do while seated.

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- 2) *Motions need not be seconded.*
- 3) *There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.*
- 4) *Informal discussion of a subject is permitted while no motion is pending.*
- 5) *Sometimes, when a proposal is perfectly clear to all present, a vote can be taken without a motion's having been introduced. Unless agreed to by unanimous consent, however, all proposed actions of a board must be approved by vote under the same rules as in other assemblies, except that a vote can be taken initially by a show of hands, which is often a better method in such meetings.*
- 6) *The chairman need not rise while putting questions to vote.*
- 7) *The chair can speak in discussion without rising or leaving the chair, and, subject to rule of custom with the particular board (which should be uniformly followed regardless of how many members are present), he usually can make motions and usually votes on all questions.*

RATIONALE: Standing rules should not contain parliamentary procedure. Parliamentary procedure should be contained only in the bylaws, parliamentary manual, or special parliamentary rules; Procedures for Small Boards is already included, AND Procedures for Small Boards is included in Robert's Rules of Order.

AMENDMENT 28: Amend INDEX as shown in red

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DPS Short Form

**AUTHORIZATION
HB2243 Security Release Form**

I, the undersigned, hereby declare that I have the authority to order and have performed the service designated below:

Structure Address: _____

Vehicle Year: _____, Make: _____,
Model: _____, LIC #: _____

Governmental Picture I.D. required.

TDL#: _____ US#: _____

Other (Specify): _____

Name: _____

Address: _____

City, State, ZIP: _____

I do solemnly swear that all information contained on this form is correct to the best of my knowledge and agree to all declarations and statements.

NOTICE: This is a Governmental record. Any false entry made on this document is considered a criminal violation.

Owner/Manager/Authorized Agent Signature:

DPS Long Form

AUTHORIZATION HB2243 Security Release Form

I, the undersigned, hereby declare that I have the authority to order and have performed the service designated below:

Structure Opening Address: _____

Vehicle Opening Year: _____, Make: _____, Model: _____

VIN #: _____, Lic #: _____

Governmental Picture I.D. required.

TDL#: _____ US#: _____

Other (Specify): _____

Name: _____

Address: _____

City, State, ZIP: _____

I do solemnly swear that all information contained on this form is correct to the best of my knowledge and agree to all declarations and statements.

NOTICE: This is a Governmental record.

Any false entry made on this document is considered a criminal violation.

Owner/Manager/Authorized Agent Signature: _____

Date: _____

This form must be kept on file a minimum of three (3) years from execution.

NOTE: This document has been reduced in size to fit the format of the ADVISOR for publication. It should be enlarged to full-page size before duplicating for use.

CHANGE OF ADDRESS

Complete and Mail to Secretary
Or email information to advancedlock@yahoo.com

OLD:

Name _____

Address _____

City, State, Zip _____

NEW:

Name _____

Address _____

City, State, Zip _____

Phone (home) _____ (work) _____

Email _____ Effective Date _____

_____ FOLD HERE _____

**PLACE
STAMP
HERE**

RETURN TO TLA SECRETARY:

**TROY MAYNARD, TLA SECRETARY
P.O. BOX 342
DRIPPING SPRINGS, TX 78620**