

BY-LAWS OF THE TARETTES  
(Revised 2010)

ARTICLE I

The name of this organization shall be "TARETTES".

ARTICLE II: MISSION STATEMENT

The mission of the Tarettes is to bring together individuals of the Queen City Yacht Club family to promote friendship, well being, service to the Club, other fellow boaters and our surrounding communities. Tarette events generate tangible contributions to the Queen City Yacht Club facilities and enable us to fund many charitable organizations.

ARTICLE III: MEMBERSHIP

SECTION 1: Applicants for membership shall be open to spouses of members, acknowledged individuals as listed in the QCYC Annual and members of QCYC in good standing.

SECTION 2: Application for membership shall be presented in writing to the Chair of Membership Committee, accompanied by the current dues and subscription fee of \$25.00. Initial dues paid in April, May or June shall be reduced to \$12.50. Initial dues paid in July or August shall apply to the dues year beginning in September.

SECTION 3: After review by the Committee, the fees will be processed and the application shall be accepted into full membership of the Tarette organization.

SECTION 4: Membership in this organization shall cease for the following:

(a) Resignation and withdrawal: Any member may resign from the organization by written notice to the Secretary. A member who has withdrawn may be reinstated as in Article IV.

(b) Suspension and Expulsion: Any member whose dues are delinquent by 90 days shall stand suspended and will be dropped from the roster. (See Article IV). A personal or written contact should be attempted and documented by the Treasurer or a Board Member. If the indebtedness should remain an additional 30 days, the Treasurer shall then notify the Executive Board, who shall terminate the membership or take such action as its judgment deems necessary. No such action shall be taken until the member has had a reasonable opportunity to appear before the Board to offer defense.

SECTION 5: Paid up life membership shall be conferred upon any member upon the completion of 25 years of dues paying membership, whether consecutive or not, and shall include all privileges of active membership. Each year at the annual meeting 25-year members shall be honored and on their 25<sup>th</sup> year be a 25-year pin. All Life Members present at the Annual Meeting shall be honored.

ARTICLE IV: DUES AND PUBLICATIONS

SECTION 1: Dues shall be twenty-five (\$25.00) dollars per year, per member, payable on or before the first day of September each year, and shall become delinquent on the first day of October of each year, if not paid in full.

SECTION 2: Roster and publications fee for Life Members shall be ten dollars (\$10.00) per year, per member, payable on or before the first day of September of each year, becoming delinquent on the first day of October of each year, if not paid in full.

SECTION 3: In May and June of each year, The Treasurer shall notify the membership of dues for the coming year. The TattleTale newsletter may be used to notify the membership.

SECTION 4: Members past due after the October meeting shall be sent a notice stating that the members delinquent after November 1<sup>st</sup>, will be suspended and dropped from the next roster. The TattleTale newsletter may be used to notify the membership.

SECTION 5: Members who have been suspended or have withdrawn may be reinstated upon payment of a reinstatement fee of five dollars (\$5.00) and payment of the current year's dues in full.

ARTICLE V: OFFICERS AND BOARD

SECTION 1: the officers of this organization shall be: President, Vice President, Secretary, and Treasurer, all of whom shall be members in good standing in the organization. The officers shall also constitute the officers of the Executive Board.

SECTION 2: The Executive Board shall consist of the President, Vice President, Secretary and Treasurer and three elected Trustees, all of whom shall be members in good standing in the organization. All officers herein provided for shall be installed at the June meeting, serving for a term of one (1) year, July 1 through June 30.

SECTION 3: The Board shall consist of the Executive Board and all committee chairmen, all of whom shall be members in good standing in the organization.

SECTION 4: Vacancies in elective offices shall be filled by voice or written ballot at the next meeting after said vacancy is declared to exist and such newly elected officer shall serve for the remainder of the term.

SECTION 5: No officer or trustee shall receive any compensation for service.

#### ARTICLE VI: DUTIES OF THE OFFICERS

SECTION 1: PRESIDENT - The President shall preside at all meetings of the organization and the Board. The President shall enforce strict observation of the By-Laws of the organization; represent the organization upon all necessary and appropriate occasions; appoint all committees; and perform such other duties as may pertain to the office. The President shall serve as the alternate representative to WIC (Women's Interclub Council).

SECTION 2: VICE PRESIDENT - In the absence of the President, the office shall be filled by the Vice President, who shall assist the President in the performance of the duties; shall act as official greeter at all social gatherings of the organization; and perform such duties as may be requested by the President. The Vice President shall act as the WIC Representative. This officer will be in charge of the WIC Luncheon at the Queen City Yacht Club, including reservations and receipt of monies. In the event the President does not complete the term office, the Vice President shall automatically become the President and a new Vice President shall be elected.

SECTION 3: SECRETARY - The Secretary shall give notice to the Executive Board of all meetings, as requested by the President, shall conduct the correspondence of the organization; shall read the organization official communications that come to it and reply promptly. The Secretary shall notify the membership of the opening date to accept candidates for the ensuing year elections.

SECTION 4: TREASURER - The Treasurer shall be a member of the Finance Committee. The Treasurer shall receive all dues and income and pay all orders drawn on the treasury as budgeted by the Finance Committee. The Treasurer shall keep an itemized account of all receipts and disbursements and render a report of the same to organization at each regular meeting. The Treasurer shall have custody of the bank books and financial records of the organization and shall cause to be maintained a checking account in a bank selected by the Board, from which funds can be drawn only by check bearing the signature of the Treasurer or President. The Treasurer shall compile reservations by phone or payment from particular occasions requiring same and will take into consideration the deadline, working closely with the Chair of the event.

#### ARTICLE VII: DUTIES OF THE EXECUTIVE BOARD

SECTION 1: The Executive Board shall meet at the call of the President as deemed necessary for the operation of the organization.

SECTION 2: The duties of the Executive Board shall be to formulate plans for the organization and to expedite the work of the committees.

SECTION 3: The Executive Board shall make recommendations for and on behalf of the organization to the membership at its regular meetings, and after the recommendations have been considered, the members may adopt or reject the recommendation by a majority vote.

SECTION 4: The Executive Board cannot authorize or obligate the expenditures of money not budgeted for expenditures in the operation budget and approved by the membership.

SECTION 5: The Executive Board shall take action on a member brought before the Board for expulsion. (See Article III, Section 4).

#### ARTICLE VIII: DUTIES OF THE BOARD

SECTION 1: The Board shall meet at the call of the President once a month prior to the date of the regular meeting of the organization.

SECTION 2: The duties of the Board shall be to formulate plans for the organization, to expedite the

work of the committees and to consider various phases of the organization's activities.

SECTION 3: The Board shall make recommendations for and on behalf of the organization to the membership at the regular meetings, and after the recommendations have been considered, the members may adopt or reject, as they see fit.

SECTION 4: The Board cannot authorize or obligate the organization for expenditures of money not budgeted for such expenditures in the operational budget approved by the membership.

#### ARTICLE IX: NOMINATIONS COMMITTEE

SECTION 1: The Nomination Committee shall consist of not fewer than three members, the immediate Past President, a past President and a member at large in good standing. The Chair shall be selected by the group.

SECTION 2: If the immediate Past President is unable to participate, the President may appoint an alternate Past President from the Past Presidents' group. If no one from the Past Presidents' group is able to participate, the President may appoint a member in good standing in her place. The member to be considered should be active in the past year's activities and have an understanding of the Tarette organization.

SECTION 3: The Nominations Committee shall follow the time lines and manner of election of officers and Board Members as described in Article X: Election of Officers and Trustees.

#### ARTICLE X: ELECTION OF OFFICERS

SECTION 1: Prior to the March Board Meeting, the Nominations Committee shall act in compliance with the provisions of Section 3 of this Article.

SECTION 2: The election of officers shall occur at the General Meeting of the organization in May of each year. The elected shall be installed at the June meeting and assume their duties July 1<sup>st</sup>.

SECTION 3: The manner of election of officers and trustees shall be as follows:

(a) Two (2) months prior to election the members may submit to the chairman of the Nominations Committee the names of persons to be considered for each office.

(b) Consent of each candidate must be obtained before presenting that person's name as a candidate.

(c) No member may hold more than one (1) office at a time.

(d) No officer may be elected to the same office for a second time. EXCEPTION: The Secretary or Treasurer may be elected to consecutive or additional terms, not to exceed three terms.

(e) The Chairman shall call a meeting of the Nominations Committee, who shall select candidates for each office from suggestions submitted and shall prepare a slate for publication prior to the April meeting.

Nominations may be made from the floor at the April meeting. Nominations shall be closed at the conclusion of the April Regular Meeting.

(f) The final slate of candidates shall be published prior to the May regular meeting.

(g) Voting shall be by voice, unless there is more than one (1) candidate nominate for the office. In this instance, written or absentee ballots shall be used. (See Section 4: Absentee/Proxy Ballots).

(h) The majority of votes cast shall constitute an election.

SECTION 4: Absentee/Proxy Ballots

A Proxy or Absentee Ballot shall be allowed for the following:

A. Election of Officers

B. By-Law changes

C. Major Expenditure over the Budget Allowance\

(a) The above ballot shall be request at the end of the April meeting for election of new officers. The ballot shall be in the Secretary's hand NO LATER than seven (7) day before the election date. Either mailed or handed directly to the current Secretary.

(b) No e-mails ballots will be accepted.

(c) Ballots for all other election should be requested ten days (10) after the motion and the hands of the Secretary before the general meeting to be counted.

(d) Announcements of up-coming votes will be published in the TattleTale or by e-mail.

#### ARTICLE XI: MEETINGS

SECTION 1: General meetings shall be held each month of the year, except the months of July and

August, in the clubhouse of Queen City Yacht Club or at such other place and/or date as established by the Executive Board. Special dinner meetings shall be announced by publicity notices.

SECTION 2: Special meetings of the organization may be called by the order of the President, or upon written request of twenty-five percent (25%) of the membership in good standing.

SECTION 3: The annual meeting of the organization shall be in conjunction with the General May Meeting as stated in Section 1. Election of officers will be held.

#### ARTICLE XII: FINANCE COMMITTEE

SECTION 1: This committee shall consist of the Treasurer and at least two member in good standing.

SECTION 2: Its duties shall be to estimate the income and budget requirement of the organization in connection with its activities throughout the year, apportioning the money in such a manner that all requirement of the organization shall be met. This budget shall be reviewed by the Board prior to being recommended to the membership for approval or rejection and a copy to each Committee Chair.

SECTION 3: If expenditures are to be made which are not included in the approved budget, or will be greater than ten percent (10%) more than approved budget amount, the Finance Committee shall submit the proposed expenditure to the membership for approval or rejection. (See Article X: Section 4). Otherwise budgeted amounts may be spent by the Committee Chairs and paid by submitting to the Treasurer a signed voucher or paid invoice for reimbursement.

#### ARTICLE XIII: COMMITTEES

SECTION 1: There shall be standing committees which provide for the ongoing function of this organization. The President shall also appoint special committees as deemed necessary. The President may after consulting with a Chair, appoint Co-chairs or Assistants. Each chair shall appoint their remaining staff from volunteers or others.

SECTION 2: All invoices or receipts for monies spent shall be promptly presented to the Treasurer for payment or reimbursement.

SECTION 3: Special Events Committee Chairs shall submit to the President a written report of the activities of the committee, including monies received, monies spent, publicity, entertainment, menus, etc., at the meeting following the event.

All Committee Chairs shall submit to the President a written report of their committee, including monies received, monies spent and any pertinent information, prior to the June Board Meeting.

The outgoing President shall provide to incoming President copies of Committees reports to distribute to the new Committee Chairs.

SECTION 4: The Standing Committees shall be as follows:

1. CLEAN UP - The chair of each even shall see that the galley and club rooms are left in neat and clean manner. The chair shall make arrangements for assistants at each functions.

2. COMMUNICATIONS - There shall be a chair whose duty shall be to notify members of time sensitive information. The chair would notify the members by e-mail or telephone for those who do not have e-mail. The chair may appoint an assistant to help, if necessary.

3. CUSTODIAN - The chair and an assistant shall inventory Tarette properties and supplies.

4. DECORATIONS - A chair shall be appointed with a Co-chair provided for each of the special occasions.

5. HISTORIAN - The chair shall be in charge of providing a brief description of the organization events for the past year. The history will be kept in a file along with the Board and General Meeting minutes, Treasurer reports, copies of the TattleTales and copies of all committee reports.

6. MATES LIAISON - The Mates Liaison shall be the spouse of the Commodore or Vice Commodore of Queen City Yacht Club and act as the communications officer between the Club and Tarettes.

7. MEMBERSHIP - The chair shall pass on all applications for membership in accordance with Article III. The chair's special duty shall be to stimulate attendance by special contact with absentees and to welcome new members.

8. MEMORIAL COMMITTEE - This committee shall consist of a chair and a co-chair and volunteers. The duties of this committee, when asked, are to act as hostesses for memorial services which are held at the clubhouse. The duties might include set up, caring for the guest book, passing out memorial pamphlets, serving refreshments and general clean up.

9. PHOTOGRAPHER - The chair shall photo special events and meeting of the organization providing pictures for the scrapbook and copies for members wishing to purchase the same.

10. PROGRAM - The chair shall be provided assistants, as need, to present entertainment at select meetings.
11. PUBLICITY - This chair shall handle “in house” publicity, such as posters or flyers for upcoming events.
12. ROSTER - The chair shall keep the list of members current and co-ordinate with the Treasurer and Membership chair. The chair is also responsible for the publication of the Roster each year following the end of the fiscal year, which is June 30<sup>th</sup>. A form for submitting changes to the Roster will be in the May and June issues of the TattleTale. Deadline for changes to the Roster will be June 30<sup>th</sup>. A request. By the chair or President, for assistance with the publication will be made.
13. SCRAPBOOK - The chair shall keep clippings, pictures, etc., of the organization events and provide a scrapbook for the year to be held for the Tarettes by each retiring President.
14. SPECIAL COMMITTEE - The chair shall be in charge of the punch bowl and/or bar for social hours and special events. The chair may ask for assistants, as needed.
15. SUNSHINE - Co-chairs one for the Eastside and one for the Westside shall bring cheer to members on all appropriate occasions.
16. TATTLETALE - The chair shall be the Editor and publish this newsletter each month, except January, July, and August. The Editor shall call for articles to be published. The Editor shall request assistants as needed.
17. WAYS AND MEANS - The chair shall be responsible for planning all fund-raising events, bearing in mind the budget requirements, and may request a chair or assistant who reports to Ways and Means for any particular project. The President may appoint, as an exception, an independent chair for a large fund raiser, such as a Steak Fry.

#### ARTICLE XIV: AUDITING COMMITTEE

At the June meeting, the President shall appoint an Auditing Committee composed of at least two members to audit the books of the organization and verify the fiscal report to be read at the September General Meeting.

#### ARTICLE XV: INTERCLUB REPRESENTATIVE

The President shall appoint the Vice President as the Women’s Interclub Council (WIC) Representative, whose duty it shall be to promote friendship, social activities and relationships with the other women’s yachting organizations in the Grand Fourteen. The Vice President will attend all WIC meetings. The President shall serve as the alternate Representative.

#### ARTICLE XVI: QUORUM

The Elective Officers and ten members in good standing shall constitute a quorum for the transaction of business at any general meeting. Five Board Members shall constitute a quorum at an Executive Board Meeting.

#### ARTICLE XVII: FISCAL YEAR

The fiscal year of this organization shall be from July 1<sup>st</sup> through June 30<sup>th</sup> of the following year.

#### ARTICLE XVIII: INSTALLATION OF OFFICERS

##### SECTION 1: INSTALLATION PROCEDURE

Current President turns the meeting over to the Installing Officer(s) who shall be the immediate Past President or, if unable to preside, another Past President.

All outgoing and incoming Officers shall dress in uniform, which is, red jacket and white skirt or slacks. Installing Officer(s) shall proceed with the Installation Ceremony as provided in the President’s Manual.

##### SECTION 2: GIFTS TO OUTGOING OFFICERS

A gift from the members of the Tarette organizations shall present to the outgoing President, Vice President, Secretary and Treasurer at the completion of the Decommissioning Ceremony. The costs of the gifts to be budgeted by the Finance Committee each year, said amount to be drawn from the treasury. The gifts shall be purchased by the immediate Past President and presented at the June Installation General Meeting.

#### ARTICLE XIX: AMENDMENTS.

Amendments to these By-Laws shall be made at a general meeting of the organization by two-thirds (2/3) vote or those present or by absentee/proxy ballots as stated in Article IX, provided that such amendments have been proposed at a preceding meeting and published for each member of the organization in the Tattle Tale and e-mail at least two weeks before such amendment(s) are to be voted upon.

#### ARTICLE XX: ORDER OF BUISNESS

1. Opening - Call to order
2. Reading and approval of minutes of previous meeting
3. Treasurer's Report
4. Correspondence
5. Reports/Recommendations of the Board
6. Reports of Standing Committees
7. Reports of Special Committees
8. Unfinished Business
9. New Business
10. Announcements
11. Good and Welfare
12. Adjournment
13. Program, if any, to be in position order at the President's discretion

#### ARTICLE XXI: DRESS CODE

SECTION 1. The dress code for the Tarette Officers shall be a red jacket/blazer, white top/blouse and white slacks/skirt to be worn from May 1<sup>st</sup> until September 30<sup>th</sup>. From October 1<sup>st</sup> until April 30<sup>th</sup> the dress will be red jacket/blazer, white top/blouse and navy blue slacks/skirt to be worn at the discretion of the President. The uniform is to be worn by the Officers at all Tarettes General Meetings.

SECTION 2. It is recommended that Tarette Members wear dress as specified by the President to WIC Luncheons and when serving at Memorials and Opening Day committees.

#### ARTICLE XXII: PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER, Revised, shall be parliamentary authority for all matters or procedures not specifically covered by the By-Laws of this organization.

PARLIAMENTARIAN: The President shall appoint a parliamentarian, who shall assist, if needed, in the proper conduct of meetings, rules, and usages of Tarettes. Should the Executive Board determine that the By-Laws changes are advisable, the parliamentarian shall oversee their amendment(s) in compliance with Article XIX.

#### ARTICLE XXIII: CERTIFICATION OF ADOPTION

The foregoing By-Laws consisting of XXII articles were adopted as the By-Laws of the Tarettes in 9<sup>th</sup> day of November 1950.

Beatrice T. Yates, President

Helen Fountain, Secretary

Revised April 1969

Revised March 10, 1977

Revised April 8, 1982

Revised May 12, 1988

Revised April 1994

Revised June 1999

Revised September 2007

This revision November 2010