

**BY-LAWS OF THE TARETTES** (Revised January 12, 2018))

**ARTICLE I**

The name of the organization shall be "TARETTES".

**ARTICLE II: MISSION STATEMENT**

The mission of the Tarettes is to bring together the women of the Queen City Yacht Club family to promote friendship, well-being, service to the club, and support to our surrounding community.

**ARTICLE III: MEMBERSHIP**

SECTION 1: All women of Queen City Yacht Club are considered members of Tarettes.

SECTION 2: Tarettes who were in good standing prior to revision of these by-laws in 2018 may continue as members.

**ARTICLE IV: 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.

SECTION 2: The board shall consist of the president, vice president, secretary, treasurer and a minimum of two advisors, 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: Vacancies in elective offices shall be filled by voice vote or written ballot at a general meeting called by the president after said vacancy is declared to exist and such newly elected officer shall serve for the remainder of the term.

SECTION 4: No member, officer, or advisor shall receive any compensation for service.

Reimbursement for budgeted out-of-pocket expense shall be made upon presentation of a claim voucher and receipts.

**ARTICLE V: 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 appoint a WIC (Women's Interclub Council) representative and shall serve as the alternate representative to WIC or appoint an alternate.

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. In the event the president does not complete the term of 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 board of all meetings as requested by the president, shall record minutes of all general and board meetings, shall make meeting minutes available to membership in a timely manner, shall conduct the correspondence of the organization, shall read the official communications that come to it and reply promptly, and act as the organization's historian. She shall be in charge of providing a brief description of the organization's events for the past year. This history will be kept in a file with board and general meeting minutes, treasurer reports, copies of the newsletters, and copies of committees' reports. The secretary shall notify the membership of the opening date to accept candidates for the ensuing year elections.

SECTION 4: TREASURER – The treasurer shall receive all income and pay all orders drawn on the treasury as budgeted. The treasurer shall keep an itemized account of all receipts and disbursements. The treasurer shall render a status report to the 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 by 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 be in charge of reservations and payment for Tarettes events.

#### **ARTICLE VI: DUTIES OF THE BOARD**

SECTION 1: The board shall meet once a quarter or at the call of the president.

SECTION 2: The duties of the board shall be to formulate the budget, plans, and procedures 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 approve the organization's budget for submission to the membership at the September general meeting. It shall approve all non-budgeted or over-budget expenditures submitted to the treasurer. Major, non-budgeted expenditures exceeding \$500 shall be referred to the membership for approval.

SECTION 4: 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 5: The board shall communicate its actions to the membership and may refer issues to the membership for a vote. A member may ask that a board action be referred to the membership for consideration.

#### **ARTICLE VII: NOMINATIONS COMMITTEE**

SECTION 1: The immediate past president shall be chair of the nomination committee and will select one or two members to assist. The committee will be established by March 1.

SECTION 2: If the immediate past president is unable to participate, the president may appoint an alternate past president as chair. If no one from the past presidents' groups is able to participate as chair, the president may appoint a member in good standing in her place.

#### **ARTICLE VIII: ELECTION OF OFFICERS**

SECTION 1: The nominating committee will select a slate of officers to be considered for election and will publish the same by May 1. The final list of candidates will be published two weeks before the election. All officers may serve no more than three consecutive terms.

SECTION 2: Members may submit candidates for each office to the nominating committee.

SECTION 3: Voting shall be by voice vote, written ballot, verified email, or by mail. Mail and e-mail ballots should be submitted to the secretary at least five days prior to the date of the general meeting scheduled for the vote. Absentee ballots may be requested from the Secretary at least two weeks prior to the date of the general meeting scheduled for the vote. The election and installation will be held at the June annual meeting.

#### **ARTICLE IX: MEETINGS**

SECTION 1: There shall be at least two (previously four) general meetings during the fiscal year. Additional meetings may be called at the president's discretion or by a request by majority of board members or by a request of 20 members.

SECTION 2: The annual meeting of the organization shall be in June.

#### **ARTICLE X ABSENTEE BALLOTS**

Absentee ballots shall be allowed for the following:

- A. Election of officers
- B. By-law changes
- C. Major expenditure over the budget allowance

#### **ARTICLE XI: COMMITTEES**

SECTION 1: There shall be standing committees to provide for the ongoing function of this organization. The president shall also appoint special committee chairs as necessary.

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

SECTION 3: 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 the incoming president copies of committee reports to distribute to the new committee chairs.

SECTION 4: The standing committees may be as follows:

1. ARCHIVE - The chair and volunteers shall organize and preserve documents of historical value to the Tarettes.
2. COMMUNICATIONS – There shall be a chair whose duty shall be to notify members of time sensitive information at the direction of the president. The chair will maintain an updated email distribution list of individuals who desire to receive specific Tarettes communication and send out emails to members at the direction of the president.
3. CUSTODIAN -- The chair and an assistant shall inventory Tarettes properties and supplies.
4. MEMORIAL – 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.
5. PHILANTHROPIC - The chair and volunteers shall select organizations and projects for philanthropic effort, both financial and volunteer activity, on behalf of Tarettes. Financial obligations shall be approved by the members via annual budget or vote.
6. PHOTOGRAPHER – The chair shall photograph special events and meetings of the organization providing pictures for the history file and other publications. If there is no designated photographer, each program and event chair shall provide photos.
7. PROGRAM – This committee will plan educational and entertainment activities.
8. SUNSHINE – The chair shall communicate good will to members on all appropriate occasions.
9. WAYS AND MEANS – The committee is responsible for planning all fundraising events. The board may assume this role at the discretion of the president.

#### **ARTICLE XII: 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 XIII: INTERCLUB REPRESENTATIVE**

The president shall appoint 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 representative will attend all WIC meetings. The president shall serve as alternate representative or appoint an alternate. The WIC representative will be reimbursed for all documented expenses for attending meetings and luncheons.

#### **ARTICLE XIV: QUORUM**

Two elective officers and ten (10) members in good standing shall constitute a quorum for the transaction of business at any general meeting. Four board members shall constitute a quorum at a board meeting.

#### **ARTICLE XV: FISCAL YEAR**

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

#### **ARTICLE XVI: AMENDMENTS**

Amendments to these by-laws shall be made at a general meeting of the organization by two-thirds (2/3) vote of those present (voice or ballot), or by verified email, or by mail, provided that

such amendments have been proposed at a preceding meeting and published and distributed to the membership at least two weeks before such amendment(s) are to be voted upon.

**ARTICLE XVII: RECOMMENDED ORDER OF BUSINESS**

- Opening – Call to order
- Reading and approval of minutes of previous meeting
- Officers' reports
- Correspondence
- Reports/recommendations of the board
- Reports of standing committees
- Reports of special committees
- Unfinished business
- New business
- Announcements
- Good and welfare
- Adjournment
- Program, if any, to be in position of order at the president's discretion

**ARTICLE XVIII: 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 by-laws of Tarettes. Should the board determine that changes to the by-laws are advisable, the parliamentarian shall oversee any amendment(s) in compliance with Article XVI.

**ARTICLE XIX: CERTIFICATION OF ADOPTION**

The foregoing by-laws consisting of XVI articles were adopted as the by-law of the Tarettes on the 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

Revised June 2012

Revised April 23, 2014

Revised May 20, 2015

Revised January 12, 2018