



## **W.I.T.S. BY-LAWS**

(Revision approved 4.8.14 by Membership)

### **ARTICLE 1**

#### **NAME AND TERRITORIAL LIMITS**

**This Organization shall be known as W.I.T.S. (Working in Travel Services) or WITS, Capital District Area.**

### **ARTICLE II**

#### **OBJECTIVES**

**As professionals in the travel field:**

- **To develop travel knowledge through educational programs.**
- **To exchange ideas on travel promotions and selling.**
- **To come to know one another and establish personal lines of communications.**

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## **ARTICLE III**

### **MEMBERSHIP**

- **Membership is offered to persons involved in selling, directing, or promoting passenger transportation and or travel.**
- **Members should work with travel agencies, airlines, railroads, cruise lines, hotel organizations, tour operator organizations, bus and limousine companies, sightseeing companies, automobile organizations, publications devoted to the travel industry travel, and tourism faculty members and students of accredited institutions of higher learning to provide travel arrangements or other travel related services.**
- **WITS membership year shall be from July 1 thru June 30<sup>th</sup>**

## **ARTICLE IV**

### **OFFICERS AND BOARD MEMBERS**

- **The officers of this organization shall be: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Membership Coordinator, and Past President for one (1) year following his/her active term.**
- **The Board of Directors shall consist of a minimum of ten (10) and a maximum of thirteen (13) members including officers.**
- **The term of office for all board members including officers shall be (2) years not to exceed (2) terms and not to exceed four (4) cumulative years in the same office, unless authorized by vote of the Board of Directors.**
- **Election years will be staggered for a portion of the posts to help maintain continuity on the board.**
- **Any member of the Board of Directors may be relieved of duties, if necessary, subject to a 2/3 vote of the total Board of Directors members.**
- **Board members must attend a minimum of seven (7) board meetings and five (5) general meetings in (1) membership year.**
- **In the interest of integrity, the president and treasurer cannot be affiliated with the same agency. In addition, no more than two (2) members from the same agency may serve on the board at the same time.**

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## **ARTICLE V**

### **ELECTION OF OFFICERS AND BOARD MEMBERS**

- **A Member nominated for an office must have served on the Board for at least one year at one point previously during their time as a WITS member before assuming an Officer position.**
- **In or around February: A nominating committee will be formed. The committee will be made from the general membership. The president or past president currently serving on the board will chair the committee.**
- **At a general WITS meeting in or around March and via email announcement and/or website posting, the Board will present the Nominating Committee's recommended Slate of Officers and Board Members for the coming year. Names of additional nominees taken from the floor at the general meeting will be added to the slate of candidates. Following any discussion at that meeting or a future General Meeting, that Slate of Officers and Board Members will be presented to the membership for approval.**

## **ARTICLE VI**

### **DUTIES OF THE OFFICERS**

#### **PRESIDENT**

**The president shall:**

- **Preside over all regular meetings of the organization and of the Board of Directors and oversee program planning.**
- **Be a member of all committees.**
- **Appoint the chairperson for all committees.**
- **Appoint a new officer, with the approval of the Board of Directors, in the event an office is vacated while in term.**
- **Have the authority to sign checks, use ATM/Debit card and shall review finances at least bi-monthly.**

#### **VICE PRESIDENT**

**The vice president shall:**

- **Assist the president.**
- **Be empowered to perform all the duties of the president in his/her absence.**
- **Assume the office of president in the event the president is unable to complete the term of office and serve for the remainder of the term.**
- **When accepting the office of vice president he/she is aware that he/she will accept the office of president when current president's term is up.**

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**RECORDING SECRETARY**

The recording secretary shall:

- **Keep minutes of all regular and Board of Directors meetings.**
- **Read the minutes of previous meeting at the monthly membership meeting.**
- **Send a copy of the minutes from the last board meeting to all the board of directors prior to each meeting for review. Minutes should include the time and location for the next board meeting if available.**
- **Submit minutes of each regular meeting for posting on WITS website.**

**CORRESPONDING SECRETARY**

The corresponding secretary shall:

- **Be responsible for all WITS written correspondence.**

**TREASURER**

The treasurer shall:

- **Collect all monies due to WITS.**
- **Keep accurate records of all transactions.**
- **Deposit the same monies in the bank in an account under the name of WITS in a timely manner.**
- **Pay all bills authorized by the officers and directors.**
- **At all board meetings have a breakdown and/or overview of expenses (check numbers, debit card usages, amounts and purpose).**
- **Give a full report at every general meeting and also upon request at any other meeting.**
- **Have a written financial report available for inspection by the membership.**
- **At monthly meetings give the total monies received, paid out, and ending balance.**

**MEMBERSHIP COORDINATOR**

The Membership Coordinator shall:

- **Collect all membership applications and dues.**
- **Distribute new applications and encourage new membership.**
- **Maintain a current WITS membership list and provide the Board of Directors with bi-monthly membership list as needed.**
- **Provide the Board of Directors and web coordinator with updated email addresses for all emailings.**
- **The Membership Coordinator should contact the board president whenever immediate questions or concerns arise regarding membership or WITS.**

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## **DIRECTORS**

The Board of Directors shall:

- Have his/her membership paid by July 1<sup>st</sup>.
- Participate in all monthly board meetings.
- Be responsible for program planning.

## **PAST PRESIDENT**

The past president shall:

- Serve as an advisor to the president.
- Serve for a period of one (1) year after his or her term.
- Have no voting rights.

## **BENEFITS DUE ALL OFFICERS**

- In appreciation for time and efforts throughout the year, dinner at general meetings and board meetings is complimentary (excluding alcoholic beverages) for all attending Board of Directors.

## **WITS WEB COORDINATOR (A Non-Board Member )**

The Web Coordinator shall:

- The Web Coordinator shall maintain and update the WITS website as needed.
- All updates shall be approved by the current President.
- The Web Coordinator will pay his/her annual WITS dues by July 1<sup>st</sup>
- For the Web Coordinator's role of maintaining the WITS website, this person will not pay for the monthly WITS meetings that he or she chooses to attend.
- The Web Coordinator will attend specific Board Meetings at the invitation of the President; dinner will be complimentary (excluding alcoholic beverages) in appreciation of his/her time in attending the Board Meeting.

# **ARTICLE VII**

## **DUES**

- The membership year runs from July 1 to June 30 of each year.
- Annual dues for membership shall be determined by the Board of Directors.

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## **ARTICLE VIII**

### **MEETINGS AND ATTENDANCE**

- **Regular meetings shall be held each month September through May, or as determined by the Board of Directors.**
- **No general meetings will be held June, July, August and December, or as determined by the Board of Directors.**
- **The Board of Directors may change the date of a regular meeting providing members are notified in advance.**
- **Vendors/Speaker, venue and anything to do with a meeting must be approved by the entire Board of Directors.**
- **The Board of Directors may set minimum vendor costs for participation.**

## **ARTICLE IX**

### **COMMITTEES**

**The nominating committee shall:**

- **Be created at least two months prior to the election of officers.**
- **Consist of a number (with a minimum of one (1) + chairperson) of volunteer active members solicited from the membership, with one (1) serving as chair.**
- **The chairperson will be appointed by the president.**
- **Request recommendations for nominations from the active membership.**
- **Carefully consider the recommendations for nominations when preparing a slate of candidates for consideration by the active members.**
- **If a member of the nominating committee is nominated and accepts a Candidacy for office he or she must resign from the nominating committee.**
- **An active member wishing to seek a position on the board may not serve on the nominating committee.**
- **The president will appoint any additional necessary committees.**

## **ARTICLE X**

### **REFUND POLICY**

- **If a WITS meeting is cancelled by the WITS board and refundable by the establishment where the meeting is being held, a credit (only) for a future meeting will be issued to the WITS member.**

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- **NO REFUND** will be offered for non-attendance or non-participation in a WITS-sponsored event for which the member earlier had indicated he/she would attend and had paid whatever the amount payable was for that monthly dinner meeting or WITS-sponsored event (bus transportation, seminars, etc).

## **ARTICLE XI**

### **PRIZE REQUIREMENTS**

- Only WITS members shall be eligible for prizes.
- Certain suppliers and vendors may require a valid, ~~regional~~ IATAN or CLIA cards for prize eligibility at a given meeting, seminar or event.
- WITS will honor those restrictions placed on prizes by vendors.
- **PRIZE ELIGIBILITY IS AT THE SOLE DISCRETION OF THE VENDOR AND IS NOT CONTROLLED BY WITS.**
- Members must be present to win prizes or giveaways.

## **ARTICLE XII**

### **VOTING PRIVILEGES**

- Each active member shall have full voting rights in all matters before the general membership.
- Thirty percent (30%) of the membership who are eligible to vote will constitute a quorum. A quorum is the number of members needed to make decisions for the general membership.
- When a vote is taken during a membership meeting, the members in attendance will constitute the quorum.

## **ARTICLE XIII**

### **AMENDMENTS**

Amendments to the By-Laws shall be:

- Submitted in writing to the Board of Directors.
- E-mailed to the general membership with a meeting announcement.
- Voted upon at the next regular monthly meeting or as determined by the Board of Directors.
- Become part of the By-Laws when approved by a quorum.