



## IALCP Bylaws

*Chartered -- 3 August 1975*

*Revised 25 July 2013*

[www.wit-presidents-assoc.org](http://www.wit-presidents-assoc.org)



### ARTICLE I - NAME

The name of this organization shall be the "International Association of W.I.T. Local Chapter Presidents". For the purposes of brevity, it shall hereafter be referred to in this document as the Association.

### ARTICLE II - OFFICE

The office of the Association shall be considered to be the address of the current president.

### ARTICLE III - ASSOCIATION COLORS AND SYMBOLS

The Association colors are blue and gold. The symbol is the compass.

### ARTICLE IV - PURPOSE and OBJECTIVES

1. To assist the WIT Club Staff on the regional and local level and to assist in the planning and function of the Grand National Rally where required.
2. To cooperate with other local chapter presidents in problems that may arise where experience can be beneficial.
3. To cooperate with all other organizations which are working toward the conservation of our natural resources.

4. To provide, through identification with WIT Club, a basis of friendly welcome with other members.

5. To recommend improvements in travel facilities wherever the need exists; to bring these recommendations before the proper state or national agencies; to press for action until the improvements have been made.

6. To promote traveling safety.

7. To support WIT Club in all areas.

#### **ARTICLE V - MEMBERSHIP**

1. The association was formed and chartered by WIT Club as an international Association of WIT Club Local Chapter Presidents. Membership shall consist of local chapter presidents and their spouses throughout the world who have met all membership requirements of WIT Club.

A. Subsequent to acceptance for membership, a membership card and a copy of the bylaws shall be provided to each member.

B. Each local chapter president member and their spouses shall be entitled to one vote each.

2. A member shall retain voting rights in the Association during and after his term of office as a local chapter president, as long as dues are kept current.

3. If any member of the Association is removed from office as president of the chapter they represent for cause, they shall be immediately dropped as a member of the Association with forfeiture of dues.

## **ARTICLE VI - ASSOCIATION FINANCES**

1. The Association may assess its members reasonable annual dues to cover its own operating expenses by vote of its membership. Dues are payable at the annual meeting, or sent directly to the Association Treasurer.

A. The fiscal year is defined as the first day of the month following the Grand National Rally, to the last day of the month in which the Grand National Rally is held.

B. Dues must be paid within thirty days after the end of the fiscal year or the member will be dropped from the roll.

2. Patches and decals shall be purchased by the Association and distributed by the Association Treasurer at current costs.

3. Prior to accepting the fiscal year report, the outgoing president shall appoint an audit committee consisting of no more three members to audit the finances for the previous year. The audit committee is expected to complete its work during the rally when the new officers are installed. The audit committee's report will be made part of the record of the Association.

## **ARTICLE VII - OFFICERS**

1. The officers of the Association shall be a president, a vice-president, a secretary, a treasurer, and their spouses, all of who shall perform the duties that usually pertain to these respective offices. Officers shall be elected and installed at the annual meeting held during the Grand National Rally, and shall hold office for one year, or until their respective successors have been duly elected and installed. Term of office may not exceed five consecutive years.

2. The person named to be nominated for office must have held office as a local chapter president. Although voting membership is accorded in the Association to spouses of local chapter presidents, spouses are not eligible to hold office in the Association unless they have also held office as a local chapter president. All elected officers must be an active member of a local chapter.

3. If a vacancy occurs in the office of President, the Vice-president shall be the President for the remainder of the elected Presidents term. If a vacancy occurs in any other office, the President shall appoint a successor or successors who shall hold office for the unexpired term.

4. Vacancy shall be deemed to exist by:

- A. Resignation of an officer which includes their spouse, presented to any one of the remaining officers in writing.
- B. Non-performance of duty. The intention to declare an office vacant for non- performance must be approved by a majority vote of the members, obtained by mail, by a specified date. The result of the vote shall be communicated in writing to the officer and the spouse involved, at least three weeks prior to the action mailing to the Association membership.
- C. Death of an officer.
- D. Removal from office in their respective local chapter.

5. The Association will have an Executive Board, consisting of the President, Vice- president, Secretary, Treasurer and the Director, who is the immediate past president.

## ARTICLE VIII - DUTIES OF ASSOCIATION OFFICERS

The primary duty of all the officers is to assist the WIT Club Staff in the planning and function of the Grand National Rally wherever required.

### 1. All Officers:

- A. Recruit-eligible new members for the Association.
- B. Attends outings of state clubs and local chapters as often as possible.
- C. Encourages members to participate in state club and local chapter functions.

### 2. President:

- A. Responsible to membership to lead and coordinate affairs and events.
- B. Preside over meetings. Offer recommendations and suggestions for the members consideration. In case of a tie, to cast a vote.
- C. Appoint committees as needed. Shall serve as chairman of all approved committees except the nominating Committee. Committee members serve at the pleasure of the President, and may be excused without cause.
- D. Insures that all provisions of the WIT Club bylaws are followed.

### 3. Vice-president:

- A. Preside over meetings if the president is absent.
- B. Carry out duties assigned by the Association bylaws.
- C. Assists the President in coordinating affairs and events.

4. Secretary:

- A. Record the proceedings of all meetings of the membership and its executive board.
- B. Forward a list of officers to WIT Club immediately following the election of officers.
- C. Handle correspondence for the Association, where practicable.
- D. Coordinate with the treasurer, the annual distribution of meeting minutes, and roster distribution to each member.

5. Treasurer:

- A. Receives, safeguards and holds all Association funds in the name of the Association. Keeps accurate accounts of all Association funds. Obtains and maintains the Association Employee Identification Number. Files the 990-N-e-Postcard by the 15<sup>th</sup> day of the 5<sup>th</sup> month following the end of the club's financial year.
- B. Submits written reports on funds at each meeting of the Association to each officer. Gives oral report to the membership.
- C. Disburses funds only for authorized purposes and only in accordance with Association bylaws.
- D. Distributes patches, logos and other related materials at current costs to the membership.
- E. Keeps accurate and up to date records of the Association membership.
- F. Verifies that all members and all applicants for membership are current members in good standing of the WIT Club.

G. Forwards a roster of complete membership to the WIT Club office, and to each member, after the annual dues cutoff date. Provide each officer a quarterly updated membership list.

6. Director:

A. Serves as a advisor to the President.

B. Is a member of the Executive Board.

### **ARTICLE IX - MEETINGS**

1. The annual meeting of the Association shall be held at the Grand National Rally. (time to be determined)

2. Special meetings of the Association may be called by the President at his/her discretion.

3. A quorum for conducting Association business shall consist of members in attendance at the location of the meeting.

4. A quorum for amending the Association bylaws shall consist of a majority of the membership present during a regular meeting.

### **ARTICLE X - ASSOCIATION ADMINISTRATION**

1. The sole authority for the internal government of the Association rests in its membership.

2. The Associations authority derives from bylaws and operating policies duly adopted by vote of the Association membership.

3. A local chapter president, being a member in good standing, may send a suitable delegate with written authority to be presented to the Association Secretary, giving them full voting rights.

4. Voting may be made by a voice vote unless a member requests voting by a show of hands, written ballot, or by roll call. Each member is entitled to one vote.

5. These bylaws may be amended, or new bylaws adopted, at any regular meeting, provided the membership has been notified in writing at least 30 days prior to the meeting.

6. Robert's Rules of Order shall govern all proceedings in which they are applicable, and are not in contention with these or the national bylaws.

7. The nominating committee shall be appointed by the President to serve for the following year and shall be dismissed upon election of new officers. The committee shall place in nomination candidates for all offices. At the meeting when this report is made, other nominations may be made from the floor.

## **ARTICLE XI- ORDER OF BUSINESS**

The regular order of business at the annual meeting shall be as follows:

Call to order

Pledge of Allegiance

Introductions

Reading of minutes of previous meeting

Reading of Treasurer's report

Unfinished business

New business

Election of officers

Installation of officers

Adjournment



## ARTICLE XII - EFFECTIVE DATE

The effective date of these bylaws shall be the date of approval by the Executive Director of the WIT Club.

Rewritten 25 July 2013 (As approved by membership vote at the annual meeting)

Rewritten 24 July 1997 (As approved by the membership to the Executive Board)

Rewritten 27 July 1995 (As directed by the membership to the Executive Board)

*"God Be With Our Travelers Through All Seasons"*