

## ARTICLE I – PURPOSE

The Tampa Bay International Association (TBI) is a women's social organization whose purpose is to promote cultural understanding and friendship among women of all nations.

## ARTICLE II – MEMBERSHIP

TBI encourages the engagement of its Members through club events.

### SECTION I – MEMBERSHIP POLICY

1. TBI is a social club that is non-partisan and non-sectarian.
2. We do not discriminate based on race, color, religion, age, national origin, marital status, or against individuals with disabilities, nor do we tolerate sexual harassment.
3. Members may not use the Membership Directory for commercial or charitable purposes. It is private and only for the purpose of participating in the Association.
4. The use of the TBI website is for approved, official TBI information only. It is private and only for the purpose of participating in the Association.
5. If two Members have a disagreement, they are encouraged to discuss the problem privately. Under no circumstances should a problem or grievance be shared with the Membership.
6. Members are encouraged to attend the Annual Business Meeting held in February.

### SECTION II – MEMBERSHIP PROCEDURE

1. The applicant must be sponsored by a Member in good standing.
2. The applicant must attend one function accompanied by her sponsor.
3. The applicant must complete and submit online an Application Form, dues, and a headshot.

## ARTICLE III – BOARD OF DIRECTORS

**A. Definition:** The Board of Directors (Board) will consist of the seven members of the Board, plus the immediate Past President and the Founder, who are non-voting Members.

1. The Association calendar year runs from January through December.
2. The new Board will assume responsibilities in January.

**B. Function:** The function of the Board is to monitor the direction, administration, Bylaws, and finances of the Association.

**C. Elections:** The President, Program Director, Membership Director, Secretary, Treasurer, Photographer, and Webmaster are elected by the Board for a two-year term.

1. The election is held in December in uneven-numbered years.
2. For continuity, it is preferred that the President-Elect is an existing Board or Committee Chair.

**D. Vacancies:** If a vacancy occurs, the Board will nominate and vote to fill that vacancy for the remainder of the term only.

**E. Quorum:** Five Board Members must be present for a quorum. A Board Member may also vote via proxy.

**F. Meetings:** A meeting of the Board will be held monthly, except during the summer months.

1. There will be one Annual Business Meeting every February.
2. A Board Member who misses three consecutive meetings will be asked for her resignation.

## ARTICLE IV – BOARD FUNCTIONS

### A. President

1. The President will set, with the Board, the agenda for the year.
2. The President will preside at all meetings of the Association and the Board.
3. The President will garner the approval of the majority of Board Members before making Board decisions.

## B. Vice President

1. The Vice President will be an Officer in another capacity on the Board and will be appointed by the other Board Members.
2. The Vice President will preside in the absence of the President at regular meetings.
3. The Vice President will preside in the event of the resignation or disability of the President until the vacancy in the office of the President has been filled.

## C. Program Officer

1. The Program Officer will facilitate programs.
2. The Program Officer will recommend a Program Committee if needed.
3. The Program Officer will be responsible for ensuring event notices are sent to the webmaster.

## D. Membership Officer

1. The Membership Officer will process and welcome each new applicant and will order her a name tag.
2. The Membership Officer will organize a reception for new Members and Board Members as often as deemed beneficial.
3. Distributes Membership Directories at the Holiday Luncheon.
4. When a Member leaves the organization, the Membership Officer will send her a letter to confirm her resignation.

## E. Secretary

1. The Secretary will be responsible for the minutes of Board meetings.
2. The Secretary will furnish copies to each Board Member within 2 weeks.
3. Archive a corrected and approved copy of the minutes with the Webmaster.
4. The Secretary will produce the updated Membership Directory each year.
5. The Secretary will maintain the Bylaws.
6. The Secretary will be responsible for all required correspondence such as thank-you notes, sympathy expressions, and well-wishes, as needed.

## F. Treasurer

1. The Treasurer will be responsible for receipts and expenditures of the Association.
2. The Treasurer will keep a record of membership dues received via checks made payable to TBI or through other sources.
3. The Treasurer will present to the Board reports of financial activity.
4. The Treasurer will present a recap of receipts and expenditures at the annual Business Meeting.
5. The Treasurer will recommend an Assistant Treasurer if needed.

## G. Webmaster

1. Maintains and improves the club website.
  - Creates and schedules event pages
  - Maintains photo gallery
  - Maintains the Membership database
  - Administers the club email account
2. Monitors website subscriptions
3. Sends authorized messages to the Membership.
  - Newsletters
  - Texts
  - Emails as required through the club email account.

## H. Photographer/Historian

1. The Photographer will be responsible for taking pictures at TBI events.
2. She will forward them to the Webmaster.

## ARTICLE V – FINANCES

1. Annual dues will be determined by the Board of Directors.
2. Monies collected will be spent only for general Association activities unless otherwise determined by a majority of the Board.
3. Receipt of Membership dues online or by check will be recorded by the Webmaster, Treasurer, and Membership Director.
4. Membership dues are payable by January 31.
5. Dues must be current for a Member to attend any TBI event, including happy hours.
6. An additional fee of \$5 will be charged for Members who pay after January 31.
7. Members who have not paid by February 28 will be sent a Membership termination letter.

## ARTICLE VI – BYLAWS AMENDMENTS

These Bylaws may be amended by an affirmative vote of the majority of the Board of Directors.

## ARTICLE VII – LIABILITY

Neither the Association nor the Board accepts liability for any loss, accident, or injury sustained or caused by an individual or Member while participating in TBI activities.