

**BYLAWS OF THE JOHN GARDNER CHAPTER OF THE
TRADITIONAL SMALL CRAFT ASSOCIATION, INC.**

(Adopted 2000; Revised 2003, 20-Dec-2017)

Name

The name of this organization is the John Gardner Chapter of the Traditional Small Craft Association (JGTSCA). It functions as a chapter of the national organization, The Traditional Small Craft Association, Inc., hereafter called "the Association."

Purpose

The purpose of the JGTSCA is to educate the public about small boats of traditional design or construction, whether propelled by oar, paddle, or sail, and to encourage participation in activities centered on these boats.

Officers and Elections

1. Composition

The elected officers to the Executive Committee of the JGTSCA are President, Vice President, Secretary, Treasurer and Member at Large.

2. Prerequisite to Nomination and Election

All officers must be members in good standing of the Association and the JGTSCA at the time of their nomination and election and remain so throughout the duration of their term of office. The term of office and administrative year will be defined as the calendar year: January to December. The October meeting shall have a call for considering nominations to the Executive Committee. The November meeting shall have a call for nominations to the Executive Committee. The December meeting will have a vote on the November nominations.

3. Terms of Officers

All officers will serve one year. Upon completion of 5 consecutive years as an elected officer such officer may not be re-elected to the Executive Committee for one year.

4. Vacancies

A vacancy in any office shall be declared and filled by action of the Executive Committee upon recommendation by the President, and such person(s) shall serve only until the end of the current administrative year or until replaced by a duly elected successor.

Duties of Officers

1. President

To serve as the chief spokesperson of the JGTSCA with the powers and duties that belong to that position.

To preside at monthly business meetings and meetings called by the Executive Committee.

To recommend chairpersons for committees.

To serve as an ex-officio member of all committees.

To Represent the JGTSCA in coordinating efforts with the Association and other agencies.

To give leadership to general policymaking and carry out the directions of the membership.

**BYLAWS OF THE JOHN GARDNER CHAPTER OF THE
TRADITIONAL SMALL CRAFT ASSOCIATION, INC.**

(Adopted 2000; Revised 2003, 20-Dec-2017)

2. Vice President

To serve as President with his/her authority in case of absence or disability of the President.
To develop various programs or events of the JGTSCA, such as a row, party, a trip, etc.

3. Secretary

To record monthly business meetings, Executive Committee meetings and distribute copies to the Executive Committee members for review and send the final version to the webmaster for posting on the JGTSCA website.

To serve as general correspondent for the operation of the JGTSCA.

To assume custody of all records except those specifically assigned to others.

To keep accurate lists of the Executive Committee and other committee members.

To have copies of the bylaws available and minutes of all meetings.

To transfer all records to the new Secretary within 30 days after installation.

4. Treasurer

To make a monthly financial report of the JGTSCA to the membership.

To prepare an annual budget to the Executive Committee subject to their approval.

To authorize all expenditures as directed by the Executive Committee.

To transfer all records to the new Treasurer within 30 days after installation.

5. Member at Large

To assume the duties of another officer in their absence as voted on by the Executive Committee members present.

To act as shop steward and arrange for a yearly shop orientation training session.

6. Executive Committee

To serve as the JGTSCA's administrative policy-making and legislative body.

To act upon such recommendations and petitions as may be received.

To adopt an annual budget.

To establish the annual membership dues.

To adopt bylaws and make amendments thereto.

To establish regulations relating to its membership.

Committees

Standing and Ad Hoc Committees may be established, and their functions assigned at the discretion of the President. Such establishment must clearly indicate the purpose and length of service of the committee.

Meetings

Business meetings are ordinarily held quarterly on the first Sunday afternoon of the month and the first Friday evening of the months in between. The President calls executive Committee meetings. Meeting dates and times can be adjusted by the executive committee as required.

**BYLAWS OF THE JOHN GARDNER CHAPTER OF THE
TRADITIONAL SMALL CRAFT ASSOCIATION, INC.**

(Adopted 2000; Revised 2003, 20-Dec-2017)

Amendments

These bylaws may be amended by vote (voice, mail, Email or any combination of these), and must pass by a simple majority of the members voting. Proposed amendments may be petitioned by 10 active members or by the Executive Committee. The amendment(s) shall be circulated to the membership by mail, Email, and/or be published on the JGTSCA website. Amendments must be published to the membership at least two weeks before they are voted on. Amendment dates shall be recorded in the bylaws.

Parliamentary Procedure

The rules of parliamentary procedure in *Robert's Rules of Order*, shall govern the proceedings of the JGTSCA.