

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

**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 Their Duties**

1. Composition  
The elected officers of the JGTSCA are president, vice-president who shall succeed the president, secretary, and treasurer. The non-elected officer will be the immediate past president.
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.
3. Terms of Officers  
The president and vice-president shall serve one year. The secretary and treasurer will serve two consecutive years. The election for the secretary shall be held on even numbered years; the election for treasurer shall be held on odd numbered years.
4. Vacancies  
A vacancy in the office of the president shall be filled by automatic succession of the vice-president. A vacancy in any of the other 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 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.
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.  
To assume responsibilities that would lead to advancement to the office of president.
3. Secretary  
To record monthly business meetings, Executive Committee meetings and distribute copies to the membership.  
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 of the election.
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 15 days after installation.

5. Executive Committee

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

Act upon such recommendations and petitions as may be received.

Adopt an annual budget.

Establish the annual membership dues.

Adopt bylaws and make amendments thereto.

Establish regulations relating to its membership

### **Executive Committee**

The voting members of the Executive Committee shall consist of the president, vice-president, immediate past-president, secretary, and treasurer. The number of the Executive committee members attending the executive meeting shall constitute a quorum.

### **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 the first Sunday afternoon of each month. The president calls executive Committee meetings.

### **Amendments**

These bylaws may be amended by vote (voice, mail, Email or any combination of these), and must pass by a two-thirds majority of the members voting.

Proposed amendments may be petitioned by 10 active members or by the Executive Committee. The amendment(s) may 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.

The bylaws may be amended by mail and/or email vote and passed by a simple majority vote.

### **Parliamentary Procedure**

The rules of parliamentary procedure in Robert's Rules of Order, shall govern the proceedings of the JGTSCA subject to the special rules, which have been or may be developed.