

By-Laws of the

ASSOCIATION OF TRAVEL AGENTS OF

NASSAU AND QUEENS INC.

These By-Laws revised

May 7, 2016

Supercedes and replaces all previous editions

**BY-LAWS OF THE ASSOCIATION OF
TRAVEL AGENTS OF NASSAU AND QUEENS INC.**

ARTICLE 1: NAME

This organization shall be known as **ASSOCIATION OF TRAVEL AGENTS OF NASSAU AND QUEENS INC.**, hereafter referred to as **TANQ**.

ARTICLE 2: MISSION STATEMENT

Our mission is to establish an educational forum for travel agents and suppliers to come together educate, network and continue the development of professionalism in the travel industry. All members will strive to raise public awareness and encourage the use of travel professionals.

ARTICLE 3: MEMBERSHIP

Section 1: Eligibility for membership

All related industry personnel.

Section 2: There shall be two (2) categories of membership:

- Travel Agents
- Travel Suppliers

Section 3: Membership for agents is non-transferable. A supplier member can be represented by someone from their company at a meeting if they cannot attend.

Section 4: Only paid members are permitted to vote on matters presented to the membership.

ARTICLE 4: DUES AND FEES

Section 1: Dues are collected to further the mission of TANQ.

Section 2: The Board of Directors shall annually determine the amount of annual dues payable for each category of membership.

Section 3: Dues shall be payable by January for the calendar year ending December 31 and are per person.

Section 4: New membership dues shall be accepted throughout the year. Between January and September, annual dues shall be required. New members who join after October 1st will be valid members through following calendar year as well.

ARTICLE 5: BOARD OF DIRECTORS

Section 1: The Board shall be composed of elected members and serve for a term of two (2) years.

- Section 2:** If vacancies occur due to resignation or other cause, they may be filled by a majority vote of the Board. The new board member will serve for the remainder of the unexpired term.
- Section 3:** Any **agent board member**, who misses three (3) or more **regularly** scheduled **board meetings**, without reasonable cause or explanation, shall, at the discretion of the board, be issued a warning or asked to resign their position.
- Section 4:** Any **agent board member**, who misses three (3) or more **regularly** scheduled **general meetings**, without reasonable cause or explanation, shall, at the discretion of the board, be issued a warning or asked to resign their position.
- Section 5:** Every **supplier board member** will be expected attend at least five (5) **regularly** scheduled **board meetings** per calendar year.
- Section 6:** A quorum shall consist of a simple majority of the members of the board and can be modified as the board sees fit, by a vote of the majority of the board members at a regularly scheduled board meeting.
- Section 7:** TANQ board members may not serve on any other local travel related organization board.
- Section 8:** Board members may remain in the same board position for a maximum of two consecutive terms (4 years).

ARTICLE 6: EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, the Executive Vice President, the Program Vice President, Membership Vice President, the Secretary and the Treasurer.

ARTICLE 7: NOMINATIONS AND ELECTIONS

Election of Officers shall be as follows:

- a. A nominating committee will be selected by the Board.
- b. The nominating committee shall present a slate to the membership via the September and October newsletters.
- c. Nominations will be accepted from the floor at the September and October general meetings or by email no later than the date of the October general meeting. Nominations will be closed after the October general meeting. The final slate shall be published in the November newsletter.
- d. Elections shall take place at the November meeting.
- e. The installation of officers shall take place in January.
- f. At the end of a board member's term either in a specific position or leaving the board shall hand over any relevant materials or information to the incumbent in a timely manner.

ARTICLE 8: DUTIES OF OFFICERS AND BOARD

The duties of each board member shall be set forth in a procedural document to be determined by the Board.

ARTICLE 9: AMENDMENTS

These By-laws may be reviewed by the Board every 4 years.