

BYLAWS

Finances and Dues

The organization shall obtain operating expenses from membership dues; contributions from individuals; contributions from groups, corporations, or foundations, subject to approval by a majority of the TCWP Board; corporate or foundation grants; and such other sources as are deemed suitable by a majority of the TCWP Board members.

Expenses greater than \$100 must be approved by two Board members, including at least one of the following: President Vice President, or Treasurer. Expenses greater than \$500 shall be approved by a majority of the Board members. These initial amounts set the limits for the year 1999 and shall be increased by 5% of the initial amounts each year thereafter. (For example, the year 2001 limits shall be \$110 and \$550, respectively.)

The Board, on an annual basis, shall specify the various membership categories (e.g., regular, family, and special) and specify the annual dues for the following year for each category. A change in annual dues requires approval from at least two-thirds of the Board members. A Treasurer’s Report shall be presented at each annual meeting and, if necessary, more often.

Dues are as follows:	\$
Special (student, senior, low-income)	15
Regular member, individual	25
Regular members, family (two votes)	35
Sustaining member (or family)	100
Supporting member (or family)	200
Life member (or family)	500

Dues are on an annual basis, from January 1 to December 31. Advance payment shall be due January 1. Members joining after July 1 of any year shall be assessed only half the year’s dues. Dues include subscription to the Newsletter.

Publications

TCWP shall publish a Newsletter at approximately two-month intervals. This should contain announcements of meetings or outings, calls for action by members, reports and announcements of issues and activities that are of interest to TCWP (including selected items pertaining to related organizations), and official business of TCWP.

The Editor of the Newsletter shall be appointed by the President and may but need not be a member of the Board.

Duties of Officers

1. The President shall preside at the annual meeting and at Board of Directors' meetings. He or she may also preside at other meetings or may appoint a chair. He or she shall appoint committees and such other representatives as may be needed. All regular committees must be appointed by January 1. In the event of a vacancy in the office of Vice President, Secretary, or Treasurer, the President shall appoint an active member to serve for the remainder of the year.
2. The Vice President shall assist the President in all functions, shall preside in the absence of the President, and shall become President in the event of a vacancy in that office.
3. The Secretary shall keep records of open meetings and Board meetings. He or she shall assist with distribution of Newsletters and other communications to the membership and with miscellaneous clerical tasks, if required. At least four weeks before the annual meeting, the Secretary shall furnish the Editor, for inclusion in the Newsletter: (a) the slate of Officers, Directors, and new Nominating Committee prepared by the Nominating Committee, and (b) any proposed amendments to the Constitution or Bylaws.
4. The Treasurer shall have charge of all funds of the organization and shall bill members for dues. At the annual meeting, he or she shall present a financial report. The Treasurer shall keep an up-to-date file of the membership, entering thereon any data requested by the Board, e.g., committee service, special interests, etc. The membership list may be used in the interests of TCWP, as directed by the Board but shall not be shared with outside entities.

Committees

1. The Board of Directors shall meet every three months, or more often if required, six board members constituting a quorum. The Board is authorized to make policy decisions and to transact all business for the organization between annual meetings. It may cooperate with any other group or individual to advance the interest of the organization and may take actions on questions outside of Tennessee when such actions are believed beneficial to TCWP's basic purposes.

2. The Nominating Committee shall prepare slates of officers, other directors, and a new nominating committee, as specified by the Constitution. At least five weeks before the annual meeting, these nominations shall be sent to the Secretary.
3. The Program Committee, to be appointed by the President, shall plan, implement, and publicize annual meetings, programs, outings, and service activities, subject to approval by the Board.
4. Special committees shall be appointed by the President to deal with specific problems or needs as they arise. Chairs of these committees shall report to the Board of Directors as requested.

Executive Director and Other Employees

The Executive Director and any other employees shall be hired with approval of at least two-thirds of the Board and shall be supervised by the President. These employees shall perform such roles and functions as determined by the Board.
