

Travel Agents of Suffolk County

Bylaws

TASC CHARTER MEMBERS

Terry Kneuer, Founder Nancy Marino
Gene Engineer Eleanor McGaha-Martin
Marie Foley Phyllis Rubin
Annette Ingoglia

PAST PRESIDENTS YEARS SERVED

Eleanor McGaha-Martin 1979-1981	Mary Ann Fox 1992-1994	Jeaneane De Cicco 2006-2008
Nancy Marino 1981-1982	Kathy Coady 1994-1996	Mary Rose Dobbs 2008-2010
Terry Kneuer 1982-1984	Marie Foley 1996-1998	Barbara Chicollo 2010-2012
Annette Ingoglia 1984-1986	Harold Weller, CTC 1998-2000	Susan Bonesso 2012-2014
Celeste Siemsen 1986-1988	Louis P. Fenech, Jr. CTC 2000-2002	Fran Tabone 2014-2016
Adriane D. Greene 1988-1990	Ginny DeFeo, CTC 2002-2004	Fran Raupp 2016-2018
Mary Rose Dobbs 1990-1992	Dorothy Pressgrove 2004-2006	Garett Simulcik 2018-

T.A.S.C. is a professional travel organization founded in 1979. It is comprised of travel agents, airline, cruise, hotel, car and tour representatives.

T.A.S.C. is an association created by travel agents for travel agents and travel affiliates as a forum for the exchange of ideas, current industry information and destination experiences in a professional atmosphere.

T.A.S.C. serves the travel community of Suffolk County by holding monthly meetings at which each member has an equal opportunity to be heard on any issue concerning their agency or the travel industry at large. This also serves the member suppliers by giving them the opportunity to distribute their product information to a large number of agents at one time.

T.A.S.C. is active on a political level having been involved in numerous legislative matters both in Albany and Washington, D.C. to protect the rights of both the travel agency community and the traveling public.

T.A.S.C. serves the community at large by doing philanthropic and charity work such as the Ronald McDonald House of Long Island, The Ministries, Brighter Tomorrows, Long Island Cares others when the need arises.

TASC Bylaws

(Revised August 2018)

ARTICLE I

NAME

The name of this organization shall be Travel Association of Suffolk County, Inc., DBA Travel Agents of Suffolk County, also known as TASC.

ARTICLE II

LOGO

The TASC logo or any similarity thereof shall not be used by any other persons in the travel industry unless they are a paid-up member of TASC.

ARTICLE III

PURPOSE

- A. To provide and encourage the exchange of professional experiences through discussion, study and publishing in the field of travel.**
- B. To keep the membership aware of constantly changing political environments and their effect upon travel and safety.**
- C. To create and encourage an effective means of dissemination of information regarding the improvement of management skills for its members.**
- D. To promote and maintain cooperation with similar allied associations, companies and corporations, and to further improve management systems which can be useful in all areas of the travel industry.**
- E. To keep membership informed of pertinent changes and other information peculiar to the travel industry as a whole.**
- F. To develop and emphasize the need for high standards and professional standards amongst travel industry members.**
- G. To act for the advancement of its membership without any direct profit or financial gain to its Members, Directors or Officers.**

ARTICLE IV

MEMBERSHIP

Section 1

A. Open to all owners, employees and independent contractors selling travel for an ARC/IATAN/CLIA approved travel agency. The agent must reside in Suffolk County or the eligible agency must be located in Suffolk County and the agency must be in compliance with all state and local business zoning ordinances, laws, rules and regulations.

B. Membership is also open to travel affiliates/suppliers whose territory includes Suffolk County.

C. CLIA members must provide evidence of their travel agency business checking account, Federal tax ID number and travel agency business telephone number.

D. Membership is individual. Agency owners must pay a membership fee for each location they own for TASC privileges to apply.

Section 2

Privileges of TASC membership are based first on paid-up dues for the current fiscal year and second on seniority of attendance at the general meetings cumulatively totaled for the current fiscal year and the most recent past fiscal year.

Section 3

Any person appointed to represent TASC in an official capacity must be a paid-up member for the current membership year.

Section 4

Members are required to notify the TASC Membership Chairperson of any change of employment or status within 30 days of such change or they may not be eligible for membership privileges.

Section 5

All Past-Presidents shall be awarded honorary lifetime membership with all the privileges thereof.

ARTICLE V

DUES

Membership dues shall be per person, paid annually for the fiscal year beginning July 1st and ending on June 30th.

ARTICLE VI

ATTENDANCE

Will be defined as the signing in at the General Meeting and paying the prescribed fee.

ARTICLE VII

MEETINGS

Section 1

A. General meetings shall be held each second Wednesday of the month unless changed by the Executive Board. All Members are to be notified of the time and location.

B. Special meetings may be called by the President, a majority of the Executive Board or by a petition signed by five members of the organization.

Section 2

A. Meetings of the Executive Board will be held monthly at a time and place to be designated by the President and a majority of the Board members.

B. Special Board meetings may be called by the President or by a written petition of two members of the Executive Board.

Section 3

When a special meeting is called for owners, agents or affiliates, it shall be presided over by the TASC President and the appropriate elected Director. Attendance is open only to that membership category unless otherwise specified.

ARTICLE VIII

VOTING

A. For voting in an election, a person must be a member as defined in Article IV and have attended as a member at least four meetings in the fiscal year in which the election is held. The member must be present at the election meeting to vote. Proxy or absentee ballots will not be accepted.

B. For voting at a general, special or committee meeting, the member must be present to vote. Proxy or absentee ballots will not be accepted.

C. No officer or committee member may participate in the consideration of or vote on any matter in which, he/she or any company or firm with which he/she is affiliated, has a direct financial interest.

ARTICLE IX

EXECUTIVE BOARD

Section 1

The voting officers of the Executive Board shall be:

- President**
- Vice President**
- Secretary**
- Treasurer**
- Director-Owner**
- Director-Agent**
- Director-Affiliate**

Section 2

The non-voting officer of the Executive Board shall be:

- Past President**

ARTICLE X

DUTIES OF THE EXECUTIVE BOARD

Section 1

A. The Executive Board will conduct the daily business of the organization and represent the organization at any industry functions.

B. All incumbent officers are required to attend a minimum of seven general meetings and seven Executive meetings from the period of April of the prior year to March of the current year. All first year Board members must attend a minimum of seven general meetings from the period of April of the prior year to March of the current year and a

minimum of seven executive meetings from the period of July of the prior year to March of the current year.

C. These officers shall perform the duties applicable to the office as prescribed in these bylaws and by the parliamentary authority adopted by the organization.

Section 2

The President shall be the principal officer of the organization he/she shall:

- A. Preside at all meetings of the organization and the Executive Board.
- B. Serve as ex-officio member of all committees except the Nominating Committee.
- C. Appoint an individual to fill any open or vacated position during the year.
- D. The President may bring a TASC member who is not a member of the Board, to a meeting of a committee other than Nominating as a consultant in a non-voting capacity.

Section 3

The Vice President shall:

- A. Perform all duties of the President in his/her absence.
- B. Serve as Program Chairperson
- C. In case of death, resignation, incapacity of the President, he/she shall become President for the unexpired term and the President shall appoint a Vice President from the current Executive Board for the unexpired term.

Section 4

The Secretary shall:

- A. Take and record accurate minutes of the proceedings of all meetings of the organization and Executive Board, giving copies of said minutes to the President.
- B. Preserve in a permanent file all records of value to the organization and its officers.
- C. Read all appropriate correspondence to the Board and/or the Membership.

Section 5

The Treasurer shall:

- A. Keep accurate records of all monies of the organization, disburse funds as required and shall report quarterly and when requested by the chair.
- B. Collect all dues from members.
- C. Serve as a member of the Budget and Audit Committees in a non-voting capacity.
- D. The President and an Executive Board member must approve all expenditures.
- E. TASC must have three authorized signatures on file with the bank for all accounts. These signatures must be the President, Secretary and Treasurer. For special accounts the Chairman of the Committee will also be added.
- F. All transactions in excess of \$1500. must have two authorized Executive Board signatures.

Section 6

Directors shall consist of:

- A. Director-Owner will be responsible for the acknowledgements (RSVP's) of TASC functions.
- B. Director-Agent will be responsible for support duties as assigned by the President.
- C. Director-Affiliate will serve as a liaison between the Executive Board and the affiliates and be responsible for support duties as assigned by the President. An affiliate may hold only that position and none other on the Executive Board.

Section 7

The Past President shall:

- A. Be the most immediate Past President that meets the qualifications to perform the duties and position of an Executive Board member.**
- B. Be Chairperson of the Past Presidents Committee.**

Section 8

The Board of Directors, at its discretion, may remove any board member/officer by a two-thirds (2/3) vote of all board members if that board member/officer shows unethical behavior, consistently disrupts meetings, or if the behavior of the board member/officer is so obstructive that the board is prevented from functioning effectively.

Section 9

The Board of Directors, at its discretion, may remove any member of the organization and/or invalidate his or her membership by a two-thirds (2/3) vote of all board members if that member shows unethical behavior, consistently disrupts meetings, or if the behavior of the board member/officer is so obstructive that the organization is prevented from functioning effectively.

ARTICLE XI

OFFICE TENURE

A. Officers may be elected to serve on the Executive Board in the same capacity without limit in the event that there are no qualified candidates willing to serve. The exception is the President and Vice President who cannot serve more than two (2) consecutive terms but may serve in those positions again at a future time.

B. All Past Presidents shall become members of the Past Presidents Committee. The Chairperson of this committee will be the immediate eligible past president who may attend Executive Board meetings in a non-voting capacity.

ARTICLE XII

OFFICER ELIGIBILITY

A. A person who has been a member for the prior twelve months and attended five meetings as a paid up member from the period of April of the prior year to March of the current year shall be eligible to stand up for election to the Executive Board.

B. President, Vice President and Treasurer must have each been a member for a minimum of two years. *The President and Vice President must have served on the Executive Board at least one year.*

C. Only two persons per agency will be permitted to serve as members of the Executive Board at the same time.

ARTICLE XIII

NOMINATIONS AND ELECTIONS

MARCH: A three member Nominating Committee will be formed at the General Meeting. The President shall appoint the Chairperson of the Committee and the other two members will be elected/voted by the membership from those who volunteer to serve from the floor. Each volunteer must be a paid up member who has attended a minimum of four General Meetings as a member from the period of April of the prior year to March of the current year. Any member accepting a position on the committee cannot be

nominated. Members will be advised of the slate of candidates with the written notice of the May and June meetings.

APRIL: The Nominating Committee will present their slate of candidates at the April general meeting. Nominations will be accepted at this time from the floor.

MAY: The Nominating Committee will present their slate of candidates at the May general meeting. Nominations will be accepted at this time from the floor.

JUNE: Election of candidates will commence at the general meeting and the new officers will be announced. A plurality of eligible voters present shall be necessary for elections.

ARTICLE XIV

COMMITTEES

The President shall appoint a Chairperson to each Standing Committee by the August meeting.

Section 1

A. The Standing Committees shall be: Audit, Budget, By-laws, CIA (Consumer Industry Awareness), Legislative, Membership, Past Presidents, Program and Public Relations.

B. Special Committees shall be those established by the President to serve a specific purpose.

C. Each committee chairperson must report to the Executive Board for approval of its actions.

D. The Chairperson of committees will attend Executive Board meetings when requested.

E. Audit, Budget and Nominating shall hold at least one meeting with required committee members in attendance.

Section 2

Audit Committee shall:

A. Review and audit all TASC financial records and accounts.

B. Present their findings to the Board by August 1.

C. The Committee shall consist of a Chairman appointed by the President and two volunteers from the floor at the June meeting.

D. No current Board members and members of the Budget Committee may serve on the committee.

Section 3

Budget Committee shall:

A. Consist of a Chairman appointed by the President and two volunteers from the floor at the March meeting.

B Receive a recommended budget from each TASC committee as well as operating expenses from the Board by April 15.

C. Present a proposed budget to the Executive Board for a vote of approval at the June Executive Board meeting. If the budget is not approved it must go back to the Budget Committee for a joint discussion with the Board until an agreement is met between both parties.

D. Provide copies of the approved Budget at the July TASC meeting.

E. The TASC Treasurer must be present at the meetings in a non-voting capacity.

F. No current Board members or members of the Audit Committee may serve on the committee.

Section 4

Bylaw Committee shall:

- A. Review bylaws for revision as set forth in Article XV**

Section 5

CIA Consumer Industry Awareness Committee shall:

- A. Provide for and encourage professional discussions with other local and national travel organizations.**
- B. Act as an investigative committee and keep membership informed of issues and information related to the travel industry.**

Section 6

Legislative Committee shall:

- A. Work on legislative issues pertaining to the travel industry.**

Section 7

Membership Committee shall:

- A. Ensure that all applications for membership meet the qualifications set forth in Article IV.**
- B. Keep an active list of all members.**
- C. Be responsible for the distribution of the current TASC membership list to any TASC member that requests it.**

Section 8

Past Presidents Committee shall:

- A. Consist of all Past Presidents of TASC.**
- B. Perform such tasks as requested by the President.**

Section 9

Program Committee shall:

- A. Plan and implement the monthly programs.**
- B. Present planned programs to the Executive Board for approval.**

Section 10

Public Relations Committee shall:

- A. Direct all media releases for the organization.**
- B. Maintain promotional material on the organization.**

ARTICLE XV

BYLAWS

- A. These bylaws may be amended by the majority of the membership of TASC present at the January general meeting provided that any proposed amendment from the general membership are submitted in writing to the Executive Board by the second Wednesday in October and/or forwarded to the Bylaw Committee by the third Wednesday in October. The by-law amendments from the Bylaw Committee and the general membership must be read at one meeting and written in two monthly meeting notices prior to the vote.**
- B. Once a bylaw is passed, it is to take effect upon passage unless the proposed bylaw or amendment stipulates a different effective date and it is to remain in effect for a minimum of one year.**
- C. When Bylaws are amended, article and section designations, but not verbiage, may be corrected to maintain the organization of the document.**

**ARTICLE XVI
PARLIAMENTARY PROCEDURE**

The rules contained in Robert's Rules of Order Newly Revised shall govern in all cases wherein they do not conflict with the rules of this organization.

TASC Bylaws revised August 2018