

SENIORS-IN-ACTION TRAVEL CLUB

BY-LAWS

ARTICLE I

NAME: The club's name shall be **"SENIOR'S IN ACTION TRAVEL CLUB"**

PURPOSE:

1. The purpose of the Travel Club is to provide safe alternatives for members of the Lou Walker Senior Center to meet their travel desires.
2. The Travel Club is a participant-driven club where any paid member of the Lou Walker Senior Center may join.
3. The Travel Club will provide opportunities for active older adults to travel locally, in-state, out of state, nationally and internationally.

ARTICLE II

MEMBERSHIP:

The Travel Club is a participant-driven club whose members shall be comprised of registered, active, and paid members of the Lou Walker Senior Center.

MEETINGS:

1. There shall be eleven meetings per calendar year, on the second Thursday of the month, unless otherwise stated.
2. The President shall have the right to call a special meeting as he/she finds appropriate.
3. The Planning Committee shall meet on the second Thursday of the month prior to the general membership meeting.
4. The Executive Board shall meet on a quarterly basis.

DUES:

Dues may be levied if voted on and approved by the membership.

ARTICLE III

QUORUM:

A majority of the active members in attendance and voting shall constitute a quorum.

ARTICLE IV

OFFICERS:

SECTION I

- **President**
- **Vice President**
- **Recording Secretary**
- **Assistant Secretary**
- **Treasurer**
- **Assistant Treasurer**
- **Financial Secretary**

SECTION II

President:

The President shall conduct meetings and serve as Ex-Officio member of all committees. He/She shall work closely with the Vice President to prepare the agenda for the club.

Vice President:

The Vice President shall act in the absence of the President and serve as Ex-Officio of any committee if assigned by the President.

Recording Secretary:

- The Recording Secretary shall record and maintain the minutes of each meeting.
- Prepare all written correspondence.
- Notifies the entire membership, via electronic (email) mail, of meeting times and location.

Assistant Secretary:

The Assistant Secretary shall act in the same capacity as Secretary in the absence of the Secretary.

Treasurer:

- The Treasurer shall receive all monies collected by the Financial Secretary and deposit same in the Travel Club's bank account.
- Pay all bills received from vendors, issue trip refunds and maintain petty cash. All requests for reimbursement by members of the club, i.e., officers, trip coordinators, committee chairpersons, or persons in appointed positions, must be accompanied by a receipt.
- Maintain accurate accounting records and make treasury reports at monthly meetings.

Assistant Treasurer:

- The Assistant Treasurer shall act with the same powers as Treasurer in the absence of the Treasurer.
- Assist the Financial Secretary with collection of funds and preparation of passenger logs, as needed, due to trip volume.

Financial Secretary:

- The Financial Secretary shall collect all funds and monies inclusive of payments received in the Travel Club P.O. Box.
- Maintain accurate records and turn all monies collected over to the Treasurer.
- Prepare passenger logs including payment date, traveler contact information and emergency contact information. When travel involves an overnight stay, make notations on the trip log if a traveler has requested assistance with getting a roommate. The Trip Coordinator(s) will make every effort to assist.

NOTE: There shall be three (3) signatories on the Travel Club's bank account, but only one (1) signature shall be required per check. The signatories may be any of the following three officers listed:

1. President 2. Treasurer 3. Assistant Treasurer
2. To ensure accountability, when a refund for expenditures is requested by the President and accompanied by receipt(s), the Treasurer/Assistant Treasurer is authorized to sign the check for reimbursement. Likewise, the President shall be required to sign the check when verified reimbursement is requested and due to the Treasurer or Assistant Treasurer.

SECTION III

Positions Appointed by the Executive Board:

Club Historian:

The Travel Club Historian will maintain all historical club data received from various sources.

Parliamentarian:

The Parliamentarian shall assist the President to maintain order at meetings in line with "**Robert's Rules of Order**". In all proceedings of the organization where authority is not vested in the by-laws, the newly revised "**Robert's Rules of Order**" shall be the authority.

Technical Coordinator:

The Technical Coordinator will monitor and maintain IT systems and network i.e., The Travel Club Website.

Sargeant at Arms:

The Sargeant at Arms assists the President with Club duties and politely keeps order during the meetings. He/She is available to help officers with errands and responsibilities, creating a smooth meeting process.

ARTICLE V

Election of Officers:

Elections of officers will be held at the December meeting. Officers will be seated in January of the following year to serve for a period of at least twelve months.

Elections shall be announced at the meeting prior to the month of the election.

Nominees for office shall come from the membership body. They shall be voted on, with a majority vote seconded by a motion required for acceptance.

ARTICLE VI

COMMITTEES:

The Travel Club shall have three (3) standing committees: a Planning Committee, a Steering Committee, and a Membership Committee. The three committees shall be made up of volunteers from the travel club members.

Planning Committee:

Members of the Planning Committee shall research and negotiate transportation and hotel prices. Travel agencies should not be used without the approval of the Planning Committee. When trips have been approved by a majority vote in the Planning Committee, the trips will then be presented to the entire membership.

Steering Committee:

A member or members of the Steering Committee must attend a Planning Committee meeting prior to upcoming trips, to ensure that the trip coordinators have sufficient resources to assist with distribution of food, water etc., on the day of the trip.

Membership Committee:

The Membership Committee members shall greet and welcome members at monthly meetings, be responsible for meeting sign-in sheets and distributing membership forms for persons wishing to join the travel club. Additionally, the Membership Committee Chairperson or his/her designee shall be responsible for maintenance of the Membership database, notifying the Recording Secretary of any new members which need to be added to the club's email list.

A member of this committee shall also send birthday and get-well cards to active members.

ARTICLE VII

POLICIES AND PROCEDURES:

Meeting Policies:

- The Sargeant at Arms shall request that all cell phones be silenced once the meeting has been called to order.
- The President shall recognize members wanting to speak during the meeting.
- Members that have been recognized to speak may do so without interruption.

Membership Requirements for Voting and Participation in Appreciation Functions:

All members of the Lou Walker Senior Center may become members of the Seniors- In-Action Travel Club. Additionally, to vote or participate in appreciation functions, members must attend a minimum of one-half of all meetings during a calendar year and take at least one trip.

Participation In Trips by Non-Members:

To ensure service to Seniors-In-Action Travel Club members, only one non-member may participate as an invitee of a club member. This person must be an adult child, spouse, friend or relative. The exception is when a trip cannot be filled with travel club members then the trip will be open to the public.

People With Special Needs:

People with special needs or disabilities must be accompanied on the trip by appropriate caregivers. Travel Club members are not responsible for such care and assistance.

Use of the Club's Name:

No member of the **Seniors-In-Action Travel Club** shall use the Clubs name for his or her personal gain.

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