

Society of American Travel Writers
Western Chapter
rev June 14, 2016

Article I - Name and Objectives

- A. The name of this organization shall be the Western Chapter of the Society of American Travel Writers (SATW).
- B. The Chapter shall be governed by and shall conduct its business in accordance with the articles of incorporation, Bylaws and rules of the Society.
- C. The objectives and purposes of the Chapter shall be to promote responsible journalism, provide professional support and development for its members, and encourage the conservation and preservation of travel resources worldwide. As the pre-eminent professional organization of travel communicators, Chapter objectives shall be consistent with the objectives and purposes of the Society.

Article II - Membership

- A. Membership in the Chapter shall be granted to all members in all membership categories of the Society who reside in the geographical confines of the Chapter.
- B. No one shall be a member of the Chapter who is not a member in good standing of the Society. The Chapter shall promptly admit or dismiss members as notified by the Society.
- C. The Society Board of Directors or its designee shall establish written Membership Guidelines to further specify the manner and procedures for membership application and review.
- D. No dues, in addition to those assessed by the Society, shall be assessed for membership in the Chapter. A registration fee, to be determined by the Chapter Board of Directors, may be charged members attending Chapter functions.
- E. The rights of members to vote on Chapter and Society matters shall be determined by the Bylaws of the Society.
- F. The members of the Chapter shall meet at least once a year at a time and place designated by the Chapter's Board of Directors. The annual Chapter meeting may be held in conjunction with the Society's national convention.
- G. A majority affirmative vote of voting members shall be necessary to adopt any matter unless a greater proportion is required elsewhere in Chapter/Society Bylaws. Voting by mail or electronically.
- H. All members in good standing may attend Chapter meetings, except as specified in provisions of the Society Bylaws and Code of Conduct.

Article III - Board of Directors

A. Composition of the Board of Directors

1. The affairs of the Chapter shall be conducted by a Board of Directors, which shall consist of seven Officers: Chair, First Vice-Chair, Second Vice-Chair, Secretary, Treasurer, Associate Representative and Active-at-Large. No Officer can serve more than two consecutive terms in the same office.
2. The Chair shall be an Active member of the Chapter elected for a two-year term by all voting members of the Chapter. The Chair shall have general supervision of the affairs of the Chapter, and shall preside at all Chapter meetings, appoint all committees and enforce the Bylaws of the Chapter and the Society.
3. The First Vice-Chair shall be an Active member of the Chapter elected for a two-year term by all voting members of the Chapter. The First Vice-Chair shall be assigned duties by the Chair and in the absence of the Chair, the First Vice-Chair shall preside at meetings.
4. The Second Vice-Chair may be either an Active or an Associate member of the Chapter elected for a two-year term by all voting members of the Chapter. The Second Vice-Chair shall be assigned duties by the Chair.
5. The Secretary may be either an Active or Associate member of the Chapter elected for a two-year term by all voting members of the Chapter. The Secretary shall keep a true record of the proceedings of all meetings of the Chapter and its Board of Directors and shall forward all such records to the Chapter's Historian Liaison. The Secretary shall be assigned other duties by the Chair.
6. The Treasurer shall be either an Active or an Associate member of the Chapter elected for a two-year term by all voting members of the Chapter. The Treasurer shall oversee and handle the receipts and disbursements of the Chapter. Every quarter, the Treasurer will review financial activity for the Chapter and update and/or provide financial statements to Society headquarters as outlined in the Society Bylaws. The Treasurer shall be assigned other duties by the Chair. A Budget and Finance Committee shall be composed of two Chapter members and the Treasurer.
7. The Associate Representative shall be an Associate member of the Chapter elected for a two-year term by Associate members of the Chapter. The Associate Representative is intended to expand the depth of the Board of Directors by serving as an additional voice of Associate members. The Associate Representative shall be assigned duties by the Chair.
8. The Active-at-Large shall be an Active member of the Chapter elected for a two-year term by Active members of the Chapter. The Active-at-Large is intended to expand the depth of the Board of Directors by serving as an additional voice of Active members. The Active-at-Large shall be assigned duties by the Chair.
9. The retiring Chair shall automatically assume the non-voting position of Immediate Past Chair and serve a one-year term. The Immediate Past Chair shall serve as liaison with the Chair on all matters handled by the previous Board and also be assigned duties by the Chair.

B. Board of Directors Meetings

1. a. The Board of Directors shall meet at least once a year with all Officers receiving at least 10-day advance notice of the date, place, time and agenda. Voting by mail or electronically.
 - b. Special meetings of the Board of Directors may be called at any time by the Chair or by not fewer than three Officers. Notice of such special meetings shall be given at least 10 days prior to the meeting.
 - c. A majority of the Officers will constitute a quorum for transacting business during any meeting, conference call, or mail canvas. Any actions taken must be approved by a majority of participating Officers.
2. The Chair shall represent the Chapter as member of the Society Board of Directors.
 3. If the Chair is not able to attend any Chapter or Society Board meeting, the First Vice-Chair shall attend and vote. If neither the Chapter Chair nor First Vice-Chair can attend a Board meeting, the Second Vice-Chair may attend but cannot vote unless he or she is an Active member. As an alternative, the Chapter Chair may instead select an Active member who is not already a voting member of the Board to attend the Board Meeting and vote on behalf of the Chapter.

Article IV - Election of Board of Directors

- A. Chapter elections will be staggered, with the offices of Chair, First Vice-Chair, Secretary and Active-at-Large being elected during even-numbered years and the offices of Second Vice-Chair, Treasurer and Associate Representative being elected during odd-numbered years. To realign the Chapter offices to accommodate this schedule, a one-time-only extension of one year will be added in 2018 to the terms of the offices of Second Vice-Chair, Treasurer and Associate Representative.
- B. A Nominating Committee shall be composed of one Associate and one Active Officer. This committee will nominate candidates for all offices and report its slate to the Board no later than the date specified in the current election calendar.
- C. Additional nominations may be made by written petitions signed by at least 10 percent of the Chapter's voting membership. Upon request, the Society's Executive Director will provide the specific number of signatures required. Such petitions must be delivered by dated and receipted mail or delivery service to the Nominating Committee no later than the date(s) established for same by the election calendar. If the petition signatures are deemed valid, the candidate names shall be added to the ballot.
- D. Ballots listing all nominees shall be mailed or emailed to all Chapter members (no later than the date specified by current election calendar). A simple majority (50% plus one) of votes cast by voting members will be sufficient for election."
- E. Terms of all Chapter officers will begin on the last day of business of the Society's annual meeting.

Article V - Bylaws

A. These Bylaws and any subsequent amendments shall go into effect when adopted by a simple majority of the Chapter membership. Voting accepted by mail or other approved communication to include electronic. Balloting for the adoption of these Bylaws and any subsequent amendments will terminate on midnight of the 30th day after they are mailed to members. Voting accepted by mail or other approved communication to include electronic.

B. Bylaws and subsequent amendments shall be reviewed and approved by the Society's Board of Directors, such approval to be given in writing within 30 days of their submission.