

# Bylaws

## Triangle Association of Freelancers

### **Article 1**

The name of the organization is Triangle Association of Freelancers (aka TAF).

### **Article 2**

The address for Triangle Association of Freelancers is 3819 Donna Road, Raleigh, NC 27604, and the official website is [www.tafnc.com](http://www.tafnc.com).

### **Article 3**

Triangle Association of Freelancers is a 501(c)(3) educational charity, as established by the International Revenue Service on March 2, 2017.

### **Article 4**

The purpose of Triangle Association of Freelancers is educating, mentoring and promoting both aspiring and established writers by connecting them with fellow writers and the vital resources and services available to them. TAF's vision is to connect, support and empower North Carolina's independent and freelance writers.

### **Article 5**

General membership in Triangle Association of Freelancers shall be open to all interested individuals who are or would like to be freelance writers. Membership shall be defined as having paid annual dues of \$15. To maintain membership in good standing, dues must be renewed annually by the end of the month in which the member first joined. (For example: if a member joins on January 1, 2018, he must renew by January 31, 2019.)

### **Article 6**

Triangle Association of Freelancers shall be governed by a Board of Directors comprised of an Executive Director, Managing Director, Administrative Director, Financial Director, Public Relations Director, and Membership Director.

### **Article 7**

Triangle Association of Freelancers shall convene on the last Wednesday of every month, except December, at a location set by the Board of Directors. Changes of venue must be approved by a simple majority vote of the Board of Directors and communicated to the members. If a meeting is canceled for any reason, the membership shall be informed promptly via email and other platforms.

### **Article 8**

Official annual meetings of the Board of Directors shall take place each year at the January TAF meeting, on a date and location to be announced at least 10 days in advance. Additional meetings of the Board of Directors may also occur throughout the year as needed.

## **Article 9**

Anyone holding an office, serving in a director's capacity, or as a committee member must be a dues paying member of the organization and listed in our members database. Elections for the Board of Directors shall take place at the January TAF meeting on even numbered years. Board members shall serve a two-year term, but may serve again if re-elected. Potential candidates for open positions shall be nominated from within the organization's general membership, as defined in Article 5, and elected by a simple majority vote of said membership. In the case of a tie vote, the winner shall be determined by a flip of a coin.

## **Article 10**

Should a member of the Board of Directors be unable to complete his or her two-year term due to illness or other factors, a replacement shall be elected at the next scheduled TAF meeting through the process detailed in Article 9. Members of the Board of Directors must have been a TAF member for at least five years and be in good financial standing, with dues paid in full throughout their term. Should a Board member's membership lapse, the position shall be filled through the process detailed in Article 9.

## **Article 11**

The Administrative Director, or a proxy, shall record the minutes of the annual meeting of the Board of Directors and all other Board meetings. Records shall be kept in a permanent notebook. The minutes of these meetings shall be made available to any TAF member, as defined in Article 5, who requests them.

## **Article 12**

The Financial Director shall be responsible for maintaining and recording all of TAF's financial activity. The Financial Director shall be responsible for filing and payment of yearly taxes when applicable, and may seek outside assistance with approval from the Board of Directors. The association's financial records shall be made available to any TAF member, as defined in Article 5, who requests them.

## **Article 13**

The dispersal of TAF funds in excess of \$50 must be approved by a simple majority vote of the Board of Directors. Approval may be given in person or via email sent collectively to all members of the Board.

## **Article 14**

Any member of Triangle Association of Freelancers who is deemed to be abusive, antagonistic or disruptive toward others at the association's monthly meetings, in the TAF email forum, or via any other group forum or activity may have their membership revoked without refund by a simple majority vote of the Board of Directors. Issues that may result in removal include, but are not limited to, the use of abusive language and emotional or physical bullying in any form.

## **Article 15**

Provisions to these Bylaws may be added or amended by a simple majority vote of the Board of Directors.