TAGNO
TRAVEL AGENTS OF GREATER NEW ORLEANS

FEBRUARY 2022 ISSUE

FEATURED SUPPLIER:

AMERICAN QUEEN VOYAGES™

PRESENTER: TAYLOR HENWOOD

Date: 2/15/2022
Time: 6:00 pm Don's Seafood
4801 Veterans Blvd.
Metairie, LA 70005

RSVP:

2022 MEMBERSHIP APPLICATION

IN THIS ISSUE

- Board of Directors
- Supplier / Presenter
  - American Queen Voyages
    - Taylor Henwood
- TAGNO News & Need to Know
- COVID-19 Updates
  - Destintion Protocols
- Meeting 2022 Calendar (1sth Quarter)
  - "On the Runway"
    - FAMS
      - NOLA FAM
      - Sandals Resorts
      - Carnival Cruise

2022 TAGNO Board of Directors:

President

Desiree Turner — **dez@travelprosnola.com**

Vice President

***Andrea Griffin** — **2globaltravel@bellsouth.net**

Co-Secretaries

***Odile Arregui** — **odile.arregui@cruiseplanners.com**

***Theresa Roques** — **theresa.roques@cruiseplanners.com**

Treasurer

Cyndi Trygg — **cyndi@I-55.com**

At - Large Member

***Gwen Boutte** — **inspired2travel@mail.com**

At-Large Member

William "Bill" Buvens — **billbuvenstravel@gmail.com**

Allied Member

Jana Graber — **jgraber@uvi.sandals.com**

*** New Board Members will serve a two year term from Jan 2022 to Jan 2024**

Supplier / Presenter

Taylor Henson
Email: taylor.henwood@aqvoyages.com
Phone: 954-466-4919

Taylor is a Regional Account Manager with American Queen Voyages. A graduate from the University of Central Florida in International Relations and a Certified Associate in Project Management.

Taylor has nearly 10 years of experience in the travel and leisure industry, having worked with Norwegian Cruise Line, Princess Cruises and American Express Travel & Lifestyle over the years. As a Regional Account Manager with AQV, his goal is to bring brand awareness and attention to domestic river cruising to the Mid-Atlantic and Southeast United States.

Taylor currently resides in Greenville, South Carolina; however, New Orleans is still his favorite city to visit in the United States.

Funfact, his grandfather once played basketball for LSU.

TAGNO ANNOUNCEMENTS

The TAGNO Board of Directors has decided to move forward with in-person meetings. To accommodate members that reside in states other than Louisiana we will do our best to live-stream the meeting so you can attend virtually.

The TAGNO By-Laws will be discussed in this month's meeting, also. Hopefully, we will complete the updating process this quarter. Thank you for your continued input.

DESTINATIONS: U.S. Travelers welcomed without a 14-Day Quarantine

These countries have re-opened to U.S. citizens without a 14-day quarantine:

Specific Travel Protocols have been put in place by each country. Click link for details.

BAHAMAS

https://www.bahamas.com/tourism-reopening#exumas

BELIZE

https://belizetourismboard.org/belize-covid-19-update-for-travellers/

BERMUDA

https://www.gov.bm/coronavirus-travellers

BARBADOS

https://www.visitbarbados.org/covid-19-travel-guidelines-2020

TURKS & CAICOS

https://travelauthorisation.turksandcaicostourism.com/public/

For other destinations click this link to check current protocols:

https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html

EDUCATIONAL RESOURCES

Agent Toolbox

Stay informed about destinations, business practices , agent programs, industry news, changes and tends. Knowledge is the sharpest tool in your "*Agent Toolbox*"!

Online Educational Resources

Recommend Magazine – http://www.recommend.com

Travel Agent University – http://www.tauniv.com

Travel Agent Academy – http://www.travelagentacademy.com

The Travel Institute – http://www.thetravelinstitute.com

Mail Pound – http://www.mailpound.com

JaxFax Travel Marketing Magazine - http://www.jaxfaxmagazine.com/

Suppliers

Cruise Lines International - http://www.cruising.org

Carnival - https://www.goccl.com

- **Insider Picks - https://www.goccl.com/en/Agent-Programs/Insider-Picks**
- **#THELIST - https://www.goccl.com/en/Agent-Programs/Adolfos-List**
- **Be The Hero Program - https://www.goccl.com/en/Agent-Programs/Be-The-Hero**

Sandals - https://taportal.sandals.com/landing/

Norwegian - https://sso.ncl.com

Royal Caribbean- https://secure.cruisingpower.com

- **LOYALTOYOU ALWAYS - https://loyaltoyoualways.com/**
  - **Marketing, News, Offers, Deployment...**

DESTINATIONS

Mexico - http://www.visitmexicouniversity.com/

Caribbean - www.onecaribbean.org

Hawaii - www.agents.gohawaii.com

Florida - www.visitflorida.com

TAGNO MEETING CALENDAR:

2022 - 1st QUARTER

MEETING SUPPLIERS & PRESENTERS

DATE	SUPPLIER / ORGANIZATION	PRESENTER
JAN 18, 2022	Sandals (Destination Weddings) Proposed by-law changes	Jana Graber Janet Kinzy / Bill Buvens
FEB 15, 2022	American Queen Voyages	Taylor Henwood
MAR15, 2022	N'awlins Hotel FAM	Hotel Sales Managers

Message from Dez:

We have lots of great information and plans for 2022!!
We look forward to seeing you at the meeting!

The TAGNO Membership

Extends sincere condolences

To our fellow members who have lost a family member or friend this year.

May the memories of your loved ones bring peace and comfort to your heart.

"On the Runway"

TAGNO Exclusive Fams

We are working on setting up an exclusive FAM for TAGNO members

More information will be presented soon!

TAGNO Email Mailboxes

tagno.nola@gmail.com = Correspondence to / from Suppliers

tagnomembership@gmail.com = Member applications & dues

tagno.info@gmail.com = Member suggestions, questions or concerns

JOIN the TAGNO Facebook Group:

www.facebook.com/groups/1677619899183027

ORIGINAL BYLAWS

DUTIES OF OFFICERS & COMMITTEE CHAIRPERSONS

Duties and functions of TAGNO Officers and Board Members are:

1. **President**

   a. Convene and chair meetings of the organization and the board of directors.
   b. Appoint chairpersons of committees and assign responsibilities to committees and board members.
   c. Monitor the actions of board members and committees and ensure the successful operation of activities, programs and projects.
   d. Ensure administrative, fiscal and organizational discipline of the organization in keeping with the by-laws.
   e. Disseminate, as appropriate, information received and arrange for follow-up action, if required.
   f. Ensure the proper conduct of elections including appointment of a nomination committee to select a slate of qualified candidates for election. Ensure candidates nominated for election are qualified under the by-laws and those nominated for positions on the board represent active TAGNO members. Members of the nominating committee may not seek election.
   g. Approve membership applications.
   h. Nominate persons to serve on committees as required.
   i. Compile survey results and forward a report to the board on Friday following the meeting.
   j. Will choose monthly topics and sponsors.

2. **Vice President**

   a. Chair meetings in the absence of the president.
   b. Assist president in the discharge of his/her duties and functions, as assigned.
   c. Undertake specific responsibilities as may be assigned by the president.
   d. Generate interest among TAGNO members for activities and encourage their attendance, participation and involvement.
   e. Responsible for negotiations with regarding to meeting planning; to include menu selection, price and venues.
   f. Maintain a RSVP list for meeting attendance. (On Friday prior to meeting forward list to entire board) (Deliver an update to Treasurer on day of meeting for collection of fees)
   g. Forward any notification of membership updates to Secretary.
   h. Submit completed contract to treasurer to be attached to monthly expense record.
   i. Submit check request, when necessary for deposit, to president for approval.
   j. Chair Program and Meeting Committee

k. Disseminate, as appropriate, information on monthly meeting for a board vote.
l. Remain available the night of the function until the bill is provided to verify total is as agreed.

3. **Secretary**

a. Maintain records and correspondence in an efficient manner.
b. Ensure dispatch of notices of meeting to members.
c. Record (or arrange for the recording of) minutes of meetings and ensue their dissemination, as appropriate, to members.
d. Maintain membership list.
e. Undertake specific responsibilities as may be assigned by the president.
f. Chair Membership Committee

4. **Treasurer**

a. Ensure the proper management of chapter finances
b. Collect membership dues
c. Collection of meeting payments
d. Disbursements of funds
e. Balancing of checkbook
f. Taxes
g. Verify with appropriate Board Member the accuracy of invoices received prior to payment.
h. Present to the board a monthly meeting breakdown by Friday following monthly meeting.
i. Present a statement of account at every board meeting
j. Present a quarterly summary of revenue & disbursements to the board.
k. Prepare an annual financial report.

5. **At Large**

a. Disburse and collect monthly meeting surveys
b. Collect monies for 50/50
c. Turn in monies collected to Treasurer

6. **Allied At Large**

a. Generate interest among Allied representatives for activities and encourage their attendance, participation and involvement.
b. Handle correspondence for Trade show.

TRAVEL AGENTS
OF
GREATER NEW ORLEANS

BY-LAWS

Article I

This organization shall be known as the TRAVEL AGENTS of GREATER NEW ORLEANS, Inc. herein after to be referred to as TAGNO and shall be located in the Metropolitan New Orleans area, State of Louisiana, and shall operate as a non-profit body.

Article II

The objectives of TAGNO shall be:

1. To encourage, assist, and educate the membership.
2. To share ideas and information among the membership.
3. To enhance our professional image within the community.
4. To promote ethical standards within the travel industry.

Article III

There shall be three types of membership:

Agent Members shall include owners, managers, and staff of agencies selling retail travel to include air, cruise, and tours. Members must be affiliated with ARC, IATAN, or CLIA. Each agent member will have one vote on all items of business put to vote of the membership. Any agent member will be eligible to run for office except Allied at Large.

Allied Members shall include any other travel related professional not associated with selling retail travel. Each allied member will have one vote on all items of business put to the vote of the membership. Any allied member may run for any board member at large in addition to allied board member at large.

Honorary Members shall include individuals in recognition of service to the organization, or members who have retired or left the travel industry who were former agent or allied members. Honorary Charter Members will not have a vote on any items put to the vote of the membership. Honorary members are not eligible to run for office.

1. Application for membership in TAGNO shall be submitted in the form prescribed by the board of directors and shall be voted upon by the board of directors.
2. Application for membership in TAGNO shall be accompanied by payment of annual dues as determined by the board of directors.
3. The fiscal year for TAGNO is to be concurrent with the calendar year.
4. No new membership applications can be approved within thirty days of an election.
5. Any member of TAGNO, other than Honorary Member, who leaves the travel industry, shall not be allowed to renew membership.
6. Prospective members shall attend no more than three meetings without applying for membership.

7. The board of directors is empowered to discipline or expel members for reasonable cause.

Article IV

1. The board of directors of TAGNO shall be comprised of the President, Vice President, Secretary, Treasurer, and three board members at large.
2. One of the three board members at Large must be an allied member. The other two must be agent members.
3. No more than two members of the board of directors can be from the same commercial entity and may be from the same location.
4. The President or a majority of the board of directors may call board meetings. A majority of the board shall constitute a quorum and a majority of the quorum present can decide business.
5. Each board member must actively attend meetings or risk dismissal from the board by majority vote of the board.
6. The term for the board will be two (2) years from January of the first year to December of the second year.

Article V

1. The President of TAGNO shall supervise the executive affairs and preside at all meetings. He/She shall be an ex-officio member of all committees and appoint all committee chairpersons. He/She shall be responsible for all speakers and topics of monthly meetings.
2. The Vice President of TAGNO shall be responsible for all aspects of meeting planning. He/She shall perform the duties of the president in his/her absence. And other duties as delegated by the president.
3. The secretary of TAGNO shall keep the minutes of all meetings, maintain membership lists, and send meeting notices, handle correspondence and other duties as delegated by the president. The Secretary shall act as Authorized Registered Agent for TAGNO.
4. The Treasurer of TAGNO shall be responsible for any and all things that involve money. Receive and disburse all funds, keep an accurate account of all transactions, pay all bills approved by the board of directors, submit a semiannual financial report to the membership, and perform other duties as delegated by the president.
    a. The Treasurer and one other board member shall sign all checks issued by TAGNO.
    b. The books shall be open at all times for inspection by the audit committee.
    c. The Treasures shall file all appropriate tax forms to maintain non-profit status.

Article VI

1. During the month of September the president shall direct the nominating committee to select candidates of office for the coming term.
2. The nominating committee must receive authorization for nominating and acceptance from each candidate.
3. Publication of the slate of candidates will be presented to the TAGNO members in attendance.

4. Elections shall be held each November. On even years the ballot shall consist of president, treasurer, and one (1) at large position. On odd years the ballot shall consist of vice president, secretary, allied, and one (1) at large position.
5. At the November meeting the slate of candidates will be presented to the TAGNO members in attendance.
6. Absentee voting by members unable to attend the November meeting is allowed. The member must request an absentee ballot in advance and the ballot must be mailed to the committee chairperson prior to the meeting.
7. At the November meeting nominations for any office will be accepted from the floor. Candidates must be present or given authorization for the nomination and acceptance.
8. Upon closing of nominations written ballots will be distributed to the members present. Blank spaces will be provided for each office to accommodate any nominees from the floor. All voting will be done at onetime with each position voted upon by secret ballot.
9. The ballots, including any absentee ballots, will be tabulated by the election committee and the candidate receiving the most votes for his office on the initial polling by the voting membership will be declared elected. There will be no runoff for any office unless there is a tie.
10. Provisions on the ballot will be made for the two active member board members at large positions. The two candidates receiving the most votes on the initial polling will be declared elected. There will be no runoffs for these positions unless there is a tie.
11. Ties for offices with more than two (2) nominees will be decided by an immediate runoff.
12. It there is a single nominee for an office the president may waive the election formalities and declare an officer elected by acclamation.
13. The new officers and board of directors of TAGNO will assume office on the day of installation. The outgoing president will swear in the new officers at the January meeting following the election.
14. Officers and board members cannot hold office for more than two terms or four years.
15. Any unexpired term of office or board members shall be filled by nominations from the president and approved by the board of directors except for the office of the president. The vice president shall assume the vacant office of the president.

Article VII

1. The president shall appoint all committee chairpersons. Chairpersons shall appoint their own committee members. All committees must be composed of TAGNO members in good standing. .
2. The standing committees of TAGNO shall be:
    a. Program and Meeting Committee consisting of the vice president as chairperson and as many members as necessary.
    b. Membership Committee consisting of the Secretary as chairperson and as many members as necessary to accomplish a membership directory to be issued.
    c. Public Relations & Publicity Committee consisting of the Treasurer as chairperson and as many members as necessary.
    d. Nominating and Election Committee consisting of the past president as chairperson and as many members as necessary.
    e. Audit Committee consisting of a chairperson and as many members as necessary. This committee must include an allied member.

3. All standing committees unless precluded by these by-laws should strive to have a good mix of active members and allied members representative of the TAGNO membership.
4. The president with the approval of the board of directors can appoint any Ad Hoc Committee as necessary or desirable.

Article IX

1. The TAGNO membership dues are due on January 1 of each year. All non-renewals of membership will result in termination of membership. Reinstatement by payment of dues is acceptable.
2. The board of directors establishes the amount of annual dues each year. The dues are for the fiscal year and will not be prorated for members joining TAGNO during the year.

Article X

1. Dissolution: By resolution adopted by the board of directors and ratified by a majority of the membership TAGNO may be dissolved.
2. Upon dissolution the board shall dispose of any TAGNO assets by distributing then to any one or more non profit organization that qualify under section 504 (3) of the Internal Revenue Code.

Article XI

These by-laws may be amended by recommendation of any member. The amendment must be in writing to the board of directors. If indorsed by the board, it will be published in the newsletter to inform the other TAGNO members prior to discussion and voting at a future business meeting.

2022
BYLAWS REVISIONS

Bylaws of Travel Agents of Greater New Orleans (TAGNO)

(Amended 7/15/2021)

ARTICLE I. Name

This organization shall be known as the TRAVEL AGENTS of GREATER NEW ORLEANS, Inc, herein to be referred to as TAGNO, and shall be located in the Metropolitan New Orleans area, State of Louisiana and shall operate as a non-profit body.

ARTICLE II. Objectives

The objective and purpose of TAGNO shall be:

a) To encourage, assist, and educate the membership;

b) To share ideas and information among the membership;

c) To enhance our professional image within the community;

d) To promote ethical standards within the travel industry.

ARTICLE III. Membership

There shall be three types of memberships in TAGNO.

Section 1. **Agent Members** shall include owners, managers, and staff of agencies selling retail travel to include air, cruise, and tours. Members must be affiliated with ARC, IATAN, or CLIA. Each Agent member will have one vote on all items of business put to a vote of the membership. Agent members may run for and hold any office except Allied Board Member at Large.

Section 2. **Allied Members** shall include any other travel related professional not associated with selling retail travel. Each Allied member will have one vote on all items of business put to a vote of the membership. Allied members may run for and hold any Board Member At-Large position in addition to Allied Board Member at Large.

Section 3. **Honorary Members** shall include individuals in recognition of service to the organization, or members who have retired or left the travel industry who were former Agent or Allied members. Honorary Members will not have a vote on any items put to the vote of the membership. Honorary members are not eligible to run for or hold office.

Section 4. Annual application for membership in TAGNO shall be submitted in the form prescribed by the Board of Directors and accompanied by payment of annual dues as determined by the Board of Directors. All applications shall be voted upon by the Board of Directors. Prospective members shall attend no more than three meetings without applying for membership. No new membership applications can be approved within thirty days of an election.

Section 5. Any member of TAGNO, other than Honorary Member, who leaves the travel industry, shall not be allowed to renew membership.

Section 6. The Board of Directors is empowered to discipline or expel members for reasonable cause.

ARTICLE IV. Structure of TAGNO

Section 1. The Officers of this TAGNO shall be President, Vice President, Secretary and Treasurer.

Section 2. There shall be a Board of Directors consisting of the President, Vice President, Secretary, Treasurer, Board Member At-Large One, Board Member At-Large Two, and an Allied Board member At-Large.

Section 3. No more then two (2) members of the Board of Directors shall be from the same Agency.

Section 4. The Fiscal year for TAGNO shall be concurrent with the calendar year.

ARTICLE V. Committees

Section 1. There shall be the following Standing Committees for TAGNO:

1. Member Education Program and Meeting Committee

    a. This committee shall consist of the Vice President as chairperson and as many members as necessary to develop education, both initial and recurring, for all members, with an emphasis on new agents.

2. Membership Committee

    a. This committee shall consist of the Secretary as chairperson and as many members as necessary to develop and maintain a current membership directory.

3. Public relations & Publicity Committee

    a. This committee shall consist of the Treasurer as chairperson and as many members as necessary.

4. Nominating and Election Committee

    a. This committee shall consist of the immediate Past President (if available) as chairperson and as many members as necessary.

    b. If the immediate Past president is not available, the President may appoint a chairperson that is precluded from running for or holding office in said election.

5. Audit committee

    a. This committee shall consist of a chairperson nominated by the President and approved by majority vote of the Board of Directors, and as many members as necessary. One member must be an Allied member.

Section 2. Ad Hoc committees may be formed by majority vote of the Board of Directors. The President shall appoint the chairperson of any Ad Hoc committee formed. The chairperson will then select as many members as necessary.

Section 3. Except as defined in Section 1 and Section 2, all committees shall strive to have a representative mix of agent and allied members, and all committee members shall be members of TAGNO in good standing..

ARTICLE VI. Duties and Powers of Officers and Committees

Section 1. The President shall supervise the executive affairs and preside at all meetings. He/She shall monitor the actions of Board members and committees to ensure the successful operation of activities, programs, and projects. He/She shall ensure administrative, fiscal, and organizational discipline of the organization in accordance with the bylaws. He/She shall ensure that elections are properly conducted including appointing a chair for the Nominating and Election Committee, and by ensuring candidates are members in good standing and qualified in accordance with these bylaws. He/She shall choose the agenda for the monthly meetings. He/She shall be an ex-officio member of all committees and appoint all committee chairpersons. He/She shall be responsible for all speakers and topics of monthly meetings.

Section 2. The Vice President shall assist the President in the discharge of his/her duties. In the President's absence, the Vice President shall act in his/her stead. He/She shall be responsible for all aspects of meeting planning, including negotiating for venue, menu, and prices. Completed contracts must then be submitted to the Treasurer for the monthly expense record. He/She shall generate interest among members for activities and encourage their participation and involvement. He/She shall maintain an RSVP list for meeting attendance and submit to the board no later then the Friday prior to the meeting. An updated list shall be presented to the Treasurer the day of the meeting. He/She shall forward all membership updates to the Secretary. He/She shall chair the Program and Meeting Committee. He/She shall perform other appropriate duties as assigned by the President or by the Board of Directors.

Section 3. The Secretary shall keep a record of the proceedings of TAGNO, the attendance and minutes of all meetings, and all matters of which a record may be deemed advisable. He/she shall maintain membership lists,

send meeting notices, and all handle correspondence. He/She shall chair the Membership Committee. He/She shall perform other appropriate duties as assigned by the President or by the Board of Directors. The secretary shall act as Authorized Registered Agent for TAGNO.

Section 4. The Treasurer shall keep a record of all financial transactions and be responsible to the President for all monetary matters pertaining to TAGNO. He/She shall receive and disburse all funds including membership dues, pay all bills approved by the Board of Directors, and countersign all checks with at least one other Board Member. He/She shall collect monthly meeting payments, balance the checking account, and verify the accuracy of all invoices. He/She shall provide the Board a monthly meeting breakdown no later than the following Friday after a meeting. He/She shall submit a Quarterly financial report to the membership during a business meeting, monthly reports to the board, and one annual report each January. He/She shall file all appropriate Tax forms to maintain TAGNO's nonprofit status. He/She shall keep adequate records which shall be available for inspection by the Audit committee at a mutually agreeable time within 15 days of a request. He/She shall chair the Public relations & Publicity Committee. He/She shall perform other appropriate duties as assigned by the President or by the Board of Directors. At the expiration of his/her term of office, he/she shall turn over all monies, records, and documents pertaining to his/her office to his/her successor.

Section 5. Board Members At Large shall disburse and collect any monthly meeting surveys. He/She shall conduct the monthly 50/50 raffle and turn in all monies to the treasurer. He/She shall perform other appropriate duties as assigned by the President or by the Board of Directors.

Section 6. Allied Board Member At Large shall generate interest among Allied representatives for activities and encourage their attendance, participation, and involvement in TAGNO functions. He/She shall handle all correspondence for any Trade Show associated with TAGNO.

Section 7. The Board of Directors shall assist the President in the general supervision and control over the business, funds, and property of TAGNO. Each board member must actively attend meetings or risk dismissal from the board by majority vote of the board. The Board of directors shall have regularly scheduled meetings set by the President and shall have special meetings at the request of the President or by a request signed by at least one-half of the Board. A majority of the Board of Directors shall constitute a quorum and decide business.

Section 8. At the discretion of the Board of Directors, outside consultants or professionals may be appointed or retained for services.

ARTICLE VII. Terms of Officers and Committee

Section 1. The President, Vice President, Secretary, Treasurer and members of the Board of Directors shall hold office for a two-year period commencing upon being installed at the January meeting each year by the President, outgoing President, or designee. No officer or board member may serve more than 2 consecutive terms in the same position.

Section 2. In the event of a vacancy in the office of President, the Vice President shall assume the office of President until the next regular election. In the event of a vacancy in the office of Vice President, Secretary, Treasurer, or member of the Board of Directors, the President, with a majority approval of the Board of Directors, shall appoint a member to fill the vacancy until the next regular election.

ARTICLE VIII. Annual Dues

Section 1. The Board of Directors shall establish the amount of annual dues for the following year at their October meeting. The dues are for the entire fiscal year and will not be prorated for members joining TAGNO during the year.

Section 2. TAGNO membership dues are due on January 1 of each year. Dues become in arrears on March 1 and a 10% fee will be added. If dues are not paid in full by May 1, the membership in TAGNO will be terminated. The membership may be reinstated by payment of all dues and fees in arrears.

Section 3. Officers and Board members are exempt from paying annual dues while serving in their capacity.

ARTICLE IX. Membership Meetings

Section 1. There shall be a minimum of one regular meeting of the membership each quarter. Additional meetings may be called by the President or by a request signed by at least one-half of the members of the Board of Directors or the membership. A quorum shall consist of those members present at the meeting.

Section 2. A minimum of fifteen (15) calendar days notice shall be given to the members of any regular meeting; provided however, the President or the Executive Board, as provided in Section 1, may in emergency situations waive the fifteen calendar day notice requirements.

ARTICLE X. Nominations and Elections

Section 1. During the month of September of each year, the President shall direct the Nominating and Election Committee to solicit candidates for office for the coming election and set rules for absentee voting. The committee shall accept nominations in writing and shall gain consent from the nominee to be placed on the ballot.

Section 2. Election of officers shall be completed at the November business meeting. In even numbered years the ballot shall consist of President, Treasurer, and Board Member At-Large One. In odd numbered years the ballot shall consist of Vice President, Secretary, Allied member at Large, and Board Member At-Large Two. At least two weeks prior to the meeting in which the election will be held, the slate of candidates will be presented to the TAGNO members electronically.

Section 3. Members unable to attend the meeting in which the election will be held may request an absentee ballot from the Nominating and Election Committee chairperson. The absentee vote shall be submitted in accordance with the rules the committee establishes.

Section 4. During the meeting in which the election shall be held, nominations for any office being elected will be accepted from the floor. Candidates must be present or have given written authorization for the nomination and acceptance.

Section 5. Upon closing of nominations, written ballots will be distributed to the members present. Blank spaces will be provided for each office to accommodate any nominees from the floor. All voting will be accomplished by secret ballot. The committee will tabulate the ballots and the candidate receiving the most votes for his/her office on the initial polling by the voting membership will be declared elected. There will be no runoff for any office unless there is a tie.

Section 6. In the case of a tie, a run-off vote will be immediately conducted.

Section 7. If there is only one nominee for any office, the President may declare that officer elected by acclamation.

ARTICLE XI. Amendments

Section 1. All proposed amendments to these Bylaws shall be in writing and submitted to the Board of Directors. The board will review the proposed amendments at the next board meeting and attach a recommendation.

Section 2. All proposed amendments shall be submitted to the membership (may be accomplished by the Monthly Newsletter) prior to the business meeting during which they will be discussed and voted upon.

Section 3. Adoption of the proposed amendments to these Bylaws shall require at least two-thirds (2/3) of the votes cast by the voting members at the meeting.

ARTICLE XII. Governing Rules

Section 1. All regular and special meetings of TAGNO shall be governed by Robert’s Rules of Order, Newly Revised.

Section 2. In the event these Bylaws are in conflict with the law or other governing documents, those documents shall prevail.

ARTICLE XIII. Dissolution

Section 1. By resolution adopted by the Board of Directors, and ratified by a majority vote of the membership, TAGNO may be dissolved.

Section 2. Upon dissolution the board shall dispose of any TAGNO assets by distributing them to any one or more nonprofit organization that qualify under section 504 (6) of the Internal Revenue Code.