

**Tucson Professional Organizers
Tucson, Arizona
March 2012**

Mission Statement

The mission of Tucson Professional Organizers is to promote awareness and expand the presence of the organizing profession and to educate our community on organizing solutions and the resulting benefits.

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Bylaws

Article 1 – Name

The name of the organization shall be Tucson Professional Organizers, hereinafter called T-PrO.

Article 2 – Purpose

T-PrO exists to provide a forum in which persons engaged in or desiring to become engaged in the field of Professional Organizing can network with one another, enhance their education in the field of Professional Organizing, and expand their professional development and businesses in a supportive and committed environment.

Article 3 – Membership

Membership in T-PrO is open to all persons of Southern Arizona who are involved in the field of Professional Organizing, or providing services or products to such persons. To become a member, an individual must agree to the Mission and Purpose of T-PrO, pay dues to T-PrO's Treasurer, and follow the Code of Ethics and Bylaws of T-PrO.

Section 1 – Membership Types

- A. Member - A Member shall be an individual, representing herself/himself or a company that is doing business in the field of organizing, time management or productivity improvement through the provision of any of the following services: planning and organization of environments, information management, consulting, lecturing, training, writing, time management, financial organization and ancillary services. All members must have thoroughly researched their business name, tag lines and any verbiage to be used in collateral materials before doing business in Tucson, as to not conflict with an existing T-PrO member's company. All members must pay dues and adhere to all of the requirements set forth in the bylaws.
 - a. Provisional Member – All Prospective Members shall initially join T-PrO as Provisional Members, regardless of time or experience in the field or organizing. Provisional Membership dues are \$100 per year in addition to a one-time set up fee of \$10. A Provisional Member receives all benefits of active membership, save the ability to serve on the T-PrO board. The Secretary position may be filled by a Provisional Member. Upon a majority vote by the active membership of T-PrO, a Provisional Member shall become an Active Member once a 12-month provisional year has been completed, following Board approval.

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- b. Active Member – An Active Member is a Professional Organizer who has served their provisional year and has been approved by the Board as an Active Member. An Active Member has been organizing professionally for at least one year and is a licensed business owner. An Active Member may hold office and serve on the Board.

- B. Industry Partner – An Industry Partner shall be a company representative from an organizational equipment/supply distributor, manufacturer, retailer, or service/trade provider who attends T-PrO meetings. An Industry Partner may join T-PrO if their business directly relates to the organizing needs of our clients and enhances our services to them.
 - a. Provisional Industry Partner – All prospective Industry Partners shall initially join T-PrO as Provisional Industry Partners, regardless of time or experience in the field of organizing. Provisional Industry Partner dues are \$100 per year in addition to a one-time set up fee of \$10. A Provisional Industry Partner receives all benefits of Active Membership, save the ability to serve on the T-PrO Board. A Provisional Industry Partner shall become an Active Industry Partner once a 12-month provisional year has been completed, following Board approval.

 - b. Active Industry Partner – An Active Industry Partner is a Provisional Industry Partner who has served their provisional year and has been approved by the Board. An Active Industry Partner has been in business for at least one year and is a licensed business owner.

Section 2 – Procedure for Membership Application

- A. Those applying for membership shall complete a membership application and submit it to the Membership Chair, along with appropriate dues and fees.

- B. Visitors may attend two meetings at no charge, with a \$10 fee for each subsequent meeting limited to two meetings. After this, visitors will be invited to join as Provisional Members.

Section 3 – Member in Good Standing

- A. A member in good standing (Provisional and Active) will:
 - 1. Agree to support and comply with T-PrO’s Purpose, Code of Ethics and Bylaws.
 - 2. Attend a minimum of four of the five yearly meetings.
 - 3. Serve on at least one committee per year.
 - 4. Volunteer for at least two public events conducted by T-PrO per year. This will

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generally include one Go-Month event, which will be determined each year.

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5. Attend any new member drives that T-PrO holds each year.
 6. Maintain the highest standards, conduct and quality of business practices with clients, suppliers, the media, the public, and with fellow members.
 7. Remain current with dues and fees.
- B. An Active Member in good standing is entitled to voting privileges and may serve as an Officer and/or a Committee Chair. Provisional Members may not serve on the Board, but are required to serve on at least one committee in their first year of membership.
- C. A Provisional Industry Partner will:
1. Agree to support and comply with T-PrO's Purpose, Code of Ethics and Bylaws.
 2. Attend a minimum of four of the five yearly meetings.
 3. Attend any new member drives that T-PrO holds each year.
 4. Maintain the highest standards, conduct and quality of business practices with clients, suppliers, the media, the public, and with fellow members.
 5. Remain current with dues and fees.
- D. An Active Industry Partner will:
1. Agree to support and comply with T-PrO's Purpose, Code of Ethics and Bylaws.
 2. Attend a minimum of four of the five yearly meetings.
 3. Attend any new member drives that T-PrO holds each year.
 4. Maintain the highest standards, conduct and quality of business practices with clients, suppliers, the media, the public, and with fellow members.
 5. Remain current with dues and fees.

Section 4 – Dues

- A. The membership dues will be \$100.00 per year, which includes listing on the Website Specialty Page.
- B. New members will pay a one-time set-up fee of \$10.00 at the time of application.
- C. Dues are nonrefundable.
- D. Dues for all members joining between January-June will be \$100.00. For members joining between July-December, dues will be \$50.00.
- E. Dues for Industry Partners joining between January-June will be \$100.00. For Industry Partners joining between July-December, dues will be \$50.00.
- F. The membership year begins January 1.

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- G. Dues must be current in order to retain membership.
- H. Dues are considered delinquent if not received by the Treasurer by January 31.
- I. Statements for dues payments will be mailed or emailed during the last week of December and will be due January 1, with a grace period until January 31.
- J. New web page advertising and updates may be submitted between January 1 and March 31. Members are entitled to a photo, short bio, and links to any websites and published articles written by or about the member. Changes submitted during this period will be made free of charge. Changes made outside this period will be charged at a rate determined by the webpage designer.

Section 5 – Leave of Absence or Resignation of Membership

- A. Any member in good standing may request a leave of absence for a specified period of time, which may be granted at the discretion of the Board.
- B. Resignation: Any member may resign by delivering notice in writing to the Board.
- C. Resignation of membership shall constitute immediate dismissal as an Officer, member of the Board and from any committee within the organization.
- D. Any member delinquent in paying his/her dues by January 31 will be dropped from the membership list and removed from the website.

Section 6 – Termination of Membership

- A. Termination: The Board will evaluate any written complaints against a member and shall decide by a majority vote of the entire Board whether just cause exists to terminate a member.
 - 1. Complaints shall be considered by the Board.
 - a. Complaints shall be recorded as to date and description of violation, violating member and member in good standing filing complaint.
 - b. All written complaints shall be filed and kept as a matter of record.
 - c. The violating member(s) shall be notified in writing of the complaint.
 - 2. No member shall be terminated until the Board receives an official written complaint by a member in good standing regarding the incident(s).
 - 3. Once the Board receives a complaint and determines just cause, the violating

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member will be terminated immediately and notified in writing.

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- a. Factors for determination of just cause:
 - 1. Willful failure or refusal to abide by the Purpose, Code of Ethics, Bylaws, or other operating rules.
 - 2. Conduct that brings the organization into public disrepute.
 - 3. Conduct that causes a member to be subject to discipline by any governing body or is reasonably deemed to be unbecoming of a professional business person.

B. Termination in membership shall constitute immediate dismissal as an Officer, member of the Board and from any committee within the organization.

Section 7 – Reinstatement

A. A member previously resigned and requesting reinstatement shall submit a new membership application for review by the Board. Final approval for reinstatement will be determined by a majority (51%) vote of a quorum membership present. Upon acceptance of reinstatement, the member will resubmit an application with the \$10.00 set-up fee and annual membership dues.

B. Terminated members will not be reinstated.

Article 4 – Officers

T-PrO officers will be elected at an annual meeting in January, with responsibilities assumed immediately. All members in good standing at the meeting will be entitled to cast one vote for each position. All positions are to be held for 12 consecutive months.

T-PrO officers shall be President, Vice President, Secretary, Treasurer, Membership Chair and Publicity Chair.

Section 1 – Qualifications of Officers

Officers shall be members of T-PrO in good standing. For all board positions excluding Secretary and Member at Large, officers must be in business as a Professional Organizer for a minimum of one year.

Section 2 – Duties of Officers

- A. President
 - 1. Shall be responsible to the membership for carrying out the purposes of T-PrO.
 - 2. Shall attend a minimum of four out of the five yearly board meetings.

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3. Shall organize and preside over all T-PrO meetings.
4. Shall keep the membership informed of the activities of all committees, officers, and others acting in the name of T-PrO.
5. Shall approve obligations and expenditures of T-PrO.
6. Shall approve communications representing T-PrO to the prospective members, the general membership and/or the public at large.
7. Shall perform other duties as may be prescribed in these Bylaws or assigned by T-PrO.

B. Vice President

1. Shall be responsible to the President.
2. Shall attend a minimum of four of the five yearly board meetings.
3. Shall coordinate speakers for the meetings, and purchase gifts and write thank you notes for the speakers.
4. Shall serve as Bylaws Chair.
5. Shall perform duties requested or delegated by the President.
6. Shall act in place of the President when the President is absent or unable to act.

C. Secretary

1. Shall act as the recording officer, preparing and maintaining minutes for board and general meetings and forwarding a copy of the adopted minutes of each meeting to the Board Members and the general membership.
2. Shall attend a minimum of four of the five yearly board meetings.
3. Shall perform such other duties as requested and/or delegated by the President.

D. Treasurer

1. Shall be responsible for the funds and finances of T-PrO.
2. Shall attend a minimum of four of the five yearly board meetings.
3. Shall collect renewal dues and web ad fees directly from members. Shall receive new member dues/fees from Membership President.
4. Shall invoice members.
5. Shall keep up to date financial records.
6. Shall maintain bank account and records.
7. Shall pay all T-PrO expenses as approved by the Board.
8. Shall be responsible for the filing of all required governmental reports.
9. Shall supply a monthly financial report.
10. Shall perform such other duties as requested and/or delegated by the President.

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E. Membership Chair

1. Shall be responsible to provide accurate membership info to Web Master.
2. Shall attend a minimum of four of the five yearly board meetings.
3. Shall contact perspective members and interested parties.
4. Shall process all applications.
5. Shall receive new member dues/fees and forward to Treasurer.
6. Shall perform other such duties as requested and/or delegated by the President.

F. Publicity Chair

1. Shall provide media with T-PrO press releases.
2. Shall attend a minimum of four of the five yearly board meetings.
3. Shall provide media with T-PrO meeting times and locations.
4. Shall create ways in which the value of Professional Organizers can be more clearly communicated to the Tucson community.
5. Shall verify T-PrO website has been updated with press releases and events.
6. Shall perform other such duties as requested and/or delegated by the President.

Section 4 – Election of Officers and Voting

- A. Nominations for Board positions from all Active Members shall be submitted to the President by December 1 of the outgoing year. A list of all nominees will be sent to members by mail or email by December 15.
- B. Officers shall be elected from those Active Members in good standing placed in nomination.
 1. Nominated members shall approve their nomination.
 2. Nominated members shall be willing to serve for one year.
- C. Officers shall be elected by a majority vote of the active members in good standing casting ballots at the January election.
- D. The newly elected Officers will begin their term immediately.

Section 3 – Removal from Office

Any elected Officer may be removed from office for non-performance, malfeasance of duty or conduct not in the best interest of T-PrO by a majority (51%) vote of a quorum membership present.

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Article 5 – Committees

- A. Officers shall form the Board.
- B. The Board shall form any standing and special committees as necessary.
- C. All members in good standing must serve on at least one committee each year. Members are welcome to participate on more than one committee if they so desire.
- D. Each committee shall have a chair, a co-chair, if needed, and a number of members, if needed. The number of members shall be determined by the committee purpose and the agreements reached at the time of formation. The actual period of service will depend upon the committee involved and the agreements at the time of committee selection. Each committee chair will report to the President and submit notes (via email if convenient) about what is occurring within the committee to both the President and the Vice President.
- E. Committees available include, but are not limited to, as follows:
 - a. Publicity – Works with Publicity Chair to market and promote Tucson Professional Organizers as decided each year.
 - b. Website – Acts as liaison between members and website designer. Responsibilities include assuring that new members' information and bios are forwarded to website designer for inclusion in the T-PrO website, and updates for current members are forwarded to designer. Works with publicity chair to ensure that events and all other relevant information about T-PrO is included in the website.
 - c. Go Month – Responsible for planning and executing Go Month activities.
 - d. Membership – Responsible for planning and executing yearly T-PrO Membership Drive and recruiting general members, as well as Industry Partners. Will report to Membership Chair as well as President.
 - e. Cheer Chair – Responsible for sending members birthday cards either physically or via email, sympathy cards and gifts (with a \$50 maximum with approval from the President) and other cards related to life cycle events that occur throughout the year.

Article 6 – Meetings

Section 1 – General Meetings

- A. General meetings shall be held every other month, with a summer break, unless special circumstances require otherwise.

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- B. A Facilitator (Time Keeper) shall be chosen by the President on the date of the meeting from the attending members in good standing to serve for that particular meeting period.

Section 2 – Board Meetings

Board meetings shall be held every other month, with a summer break, unless special circumstances require otherwise.

Section 3 – Order of Business

- A. Call to Order
- B. Reading/approval of Minutes
- C. Reports of Officers and Committees
- D. Old Business
- E. New Business
- F. Education (as scheduled)
- G. Member Networking
 - a. Published articles of note
 - b. Gadget minute
 - c. Needs and referrals
 - d. Sharing successes
 - e. Community announcements
- H. Adjournment

Section 4 – Parliamentary Authority

The rules contained in Robert's Rules of Order (revised) shall govern T-PrO's activities as necessary.

Article 7 – Amendments

These Bylaws may only be amended upon recommendation of the Officers and approval of the membership. Written notice of said amendment or amendments shall be distributed to the Members in good standing along with a ballot for voting as follows:

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- A. The Members in good standing shall have a period of one month to indicate their vote on the proposed amendment or amendments prior to inclusion and adoption into the original Bylaws.
- B. Ballots not returned during the month's voting period shall be considered abstentions.
- C. A simple majority vote of the Members in good standing shall serve to adopt, include, and incorporate the proposed amendment or amendments into the original Bylaws.
- D. All Members in good standing shall be supplied with copies of the newly amended Bylaws.