

BRUCE COUNTY WOMEN'S INSTITUTE TARTAN BY-LAWS

1. The committee shall be known as the Bruce County W.I. Tartan Committee.
2. The committee shall consist of four members, (one of whom will be the chairperson) and a secretary, all to be elected annually at the District Annual. The Ist Vice President shall be an ex-officio member of this committee. BCPW
3. The term of office shall be no more than four years with one retirement each year.
4. Duties of Secretary:
 - a) have full voting privileges
 - b) be custodian of the minute book, records and assets of the Tartan committee.
 - c) keep accurate accounts of all meetings, including a copy of all orders confirmed by the committee.
 - d) keep a semi-annual inventory of merchandise on hand.
 - e) pass on to her successor all books and records in her possession within one month after her term of office is completed.
5. There shall be a qualified Treasurer appointed annually by the committee.
6. The committee shall meet once a month if necessary and not less than quarterly at a time suitable to the committee.
7. The committee members while on official business shall be allowed:
 - a) mileage to be paid both ways at 28¢ per km
 - b) \$8.00 (including tax) for each meal
 - c) \$16.00 plus mileage for car or vehicle when picking up a load from manufacturer
 - d) all telephone expenses
 - e) all bills to be paid at every committee meeting
8. Duties of committee members:
 - a) shall be responsible for all business pertaining to buying, selling and promoting all Tartan merchandise and for keeping a working balance of funds on hand in accordance with the advice of the treasurer.
 - b) shall adopt a uniform policy on all merchandise to be sold to retail outlets, at public functions and from members homes.
 - c) shall be responsible for securing suitable warehouse space for storage of merchandise
 - d) the secretary shall give a complete report at the ~~Daily~~ District Annual and have an audited financial statement available. District Annual
9. An honorarium shall be paid annually to:
 - a) Treasurer - \$200 plus expenses
 - b) Financial Examiners - \$50
 - c) Committee members - \$200
 - d) ~~secretary - \$200 plus expenses~~
10. The committee shall be allowed \$150 annually for courtesy gifts.
- II. By-laws to be reviewed in three years by Bruce County W.I. executive.
12. The fiscal year shall be October 1st to September 30th.
November 17, 1997 ~~May~~ April 30