

## **By Laws**

### **Oconto Falls Area Chamber of Commerce**

**Effective June 15, 2013**

#### **Article I - Purpose**

- Section 1. The name of this organization shall be known as the Oconto Falls Area Chamber of Commerce (OFACC).
- Section 2. MISSION STATEMENT – The OFACC will be a valid and dynamic link between local business and the community. Its objective is to be an advocate for business interests and to promote business development, city beautification and tourism.
- Section 3. Membership is open to any interested business or resident of Oconto Falls or the surrounding area.
- Section 4. The OFACC will not be partisan towards any individual business, business interest or political issue as it represents the business community as a whole.

#### **Article II – Duties of Officers**

- Section 1. Officers shall be President, Vice-President, Secretary, and Treasurer. They shall be elected to serve a one-year term and continue in office until their successors are elected and qualified.
- Section 2. The duties of the President shall be to preside at all meetings, to sign all documents, appoint committees and have a general oversight of the organization.
- Section 3. It shall be the duty of the Vice-President to perform the duties of the President in case of absence or inability to serve. The Vice-President will also make arrangements for meetings, serve as program chairperson and shall be the President Elect.
- Section 4. The duties of the Secretary shall be to read minutes, type and file them and give a copy to the President for the newsletter. He/she shall pick up mail at the post office and distribute it to the proper people and announce meeting dates.
- Section 5. The Treasurer shall be the custodian of all monies of the Chamber, submit monthly financial reports at meetings, sign checks, and send out annual dues statements to members.
- Section 6. In the event an officer cannot fulfill their duties as outlined in these bylaws, a replacement shall be appointed by the Executive Committee.

#### **Article III – Dues and Membership**

- Section 1. The annual dues shall be agreed upon by a membership vote either at the regular November meeting or at any time via email, if a change in dues is desired. All memberships will be prorated as of the date that any business or organization joins to coincide with a January 1<sup>st</sup> membership date. All non-profit organization (fraternal, religious and volunteer based groups) dues will be discount 50%.
- Section 2. All dues shall be payable within thirty days of the date the membership expires.
- Section 3. One member from the business will be listed as the designated delegate and will have voting privileges and are eligible to hold office.

#### **Article IV – Nominations and Elections**

- Section 1. The President shall appoint three members as a nomination committee in September preceding the election at the November business meeting.
- Section 2. No one shall be nominated whose consent to serve has not been obtained prior to the meeting.
- Section 3. Election of Officers shall be held at the November meeting. The election shall be conducted according to Robert’s Rules of Order. Those who are elected will take office on January 1.
- Section 4. The nominating committee shall conduct the election.

#### **Article V – Committees**

- Section 1. Standing Committees shall be appointed by the President in January of each year. The Executive Committee is not considered a standing committee.
- Section 2. The officers shall constitute the Executive Committee. There will be 2 other at-large members of the Executive Committee.
- Section 3. The current Chamber President will chair the Executive Committee.

#### **Article VI – Meetings and Order of Business**

- Section 1. Four regular meetings of the OFACC Membership will be held each year generally on the third Thursday of February, May, August and November.
- Section 2. The Executive Committee monthly meetings will be held at alternating businesses as designated by the President and will be on the 4<sup>th</sup> Thursday of the month. Special meetings can be called and committees will meet whenever it is deemed necessary.
- Section 2. Special meetings may be called by order of the Elected Officers.

Section 3. An annual budget shall be presented yearly in October in writing to the membership for voting approval in November. Financial expenditures over \$500, not previously budgeted, are contingent upon approval by members. Requests for expenditures will be presented in advance of the next scheduled meeting.

#### **Article VII – Amendments**

The constitution and by-laws may be amended at a regular meeting or any time via email by a 2/3 vote of the members present or of members responding via email, providing there is a quorum. Ten members of the Chamber shall constitute a quorum. Notice of the proposed amendment shall be given in writing one month prior to the meeting date at which the change shall be voted upon.