

# BYLAWS

## WARTRACE CHAMBER OF COMMERCE

### Article I. Name

The name of this organization shall be the Wartrace Chamber of Commerce.

### Article II. Purpose and Functions

Section 1. The purpose of this organization shall be to advance the economic, professional, commercial and civic welfare of Wartrace.

Section 2. The functions of this organization shall be to

- A. Encourage the growth of business in Wartrace
- B. Give assistance to individuals seeking to become merchants in Wartrace and to attract businesses to Wartrace.
- C. Foster positive relationships among the merchants, town government and citizens of Wartrace.
- D. Formulate and execute activities which are aimed at improving business and civic conditions in Wartrace.
- E. Acquire and administer funds necessary to support the activities of the Chamber.

### Article III. Membership and Dues

Individuals interested in Wartrace shall be eligible for membership. Each membership shall control one vote. Membership status is effective upon payment of dues, which are established annually. Current dues are \$50 annually for businesses, \$25 annually for individuals and \$10 annually for students with a valid student ID card. The fiscal year is the calendar year (January 1 through December 31). Dues will be prorated for members who join after January 1.

### Article IV. Meetings

Section 1. Meetings of the Chamber shall be held the second Thursday of every month at a time and place designated by the membership.

Section 2. An annual meeting shall be held two months prior to the end of the fiscal year to elect officers, appoint committees, receive annual reports, establish dues and plan activities for the next year.

Section 3. Special meeting to conduct specific business may be called at the request of one officer and two members. Business conducted during a special meeting shall be limited to the designated specific business.

Section 4. The quorum to conduct business is a simple majority of the membership.

Section 5. All meetings shall be conducted in accordance with Robert's Rules of Order, latest edition.

#### **Article V. Officers and Terms of Office**

Section 1. There shall be four officers of the Chamber: President, Vice-President, Treasurer and Secretary.

Section 2. Terms of office shall be for one year and begin on January 1. Officers may succeed themselves for a second term. In the event of a resignation of an officer before a term has expired, the vacancy shall be filled by the Executive Committee.

#### **Article VI. Duties of Officers**

Section 1. The duties of the President shall be to

- A. Call and preside over all meetings of the organization
- B. Provide for selection of chairs and members of committees
- C. Serve ex-officio on all committees
- D. Prepare the agenda of each meeting of the organization
- E. Provide general supervision of all activities of the Chamber
- F. Serve as Chair of the Executive Committee
- G. Co-sign, with the Treasurer, all checks from the treasury.

Section 2. The Duties of the Vice -President shall be to

- A. Assume duties of the President in the President's absence
- B. Serve as Chair of the Membership Committee.

Section 3. The duties of the Treasurer shall be to

- A. Receive funds and issue receipts
- B. Deposit all monies collected to the bank account established for that purpose
- C. Keep an accurate record of all receipts and disbursements
- D. Prepare a monthly report for the organization
- E. Submit all records for an audit annually
- F. Prepare and annual budget to be presented at the annual meeting
- G. Co-sign and issue checks as appropriate.

Section 4. The duties of the Secretary shall be to

- A. Maintain minutes of all meetings of the Chamber
- B. Make minutes available to all members of the Chamber
- C. Conduct correspondence of the Chamber
- D. Serve on the Executive Committee.

Section 5. An officer can be removed from office by majority vote of the membership. Three consecutive absences of an officer shall constitute resignation.

## Article VII. Committees

Section 1. Committees shall be appointed by the President and shall be established to carry out the business and activities of the Chamber.

Section 2. The Executive Committee consists of the officers and one member of the Chamber. The Executive committee may conduct the business of the Chamber between meetings.

Section 3. The Public Relations Committee shall consist of three members appointed by the President. The Public Relations Committee shall

- A. Coordinate all publicity
- B. Oversee distribution of advertising materials
- C. Make contacts with appropriate tourism entities
- D. Promote the businesses of Wartrace.

Section 4. The Nomination Committee shall consist of three members appointed by the President. Prior to the annual meeting a slate of candidates for office shall be obtained and presented to the members at the annual meeting for election. Further nominations may be received from the floor provided the nominee has consented.

Section 5. The Membership Committee shall consist of three members appointed by the President. The Membership Committee shall maintain membership data, solicit new members and keep an accurate record of all members who have paid their current year's dues.

Section 6. Ad Hoc Committees may be appointed by the President at any time for specific duties. Such Committees dissolve once the duties are completed.

Section 7. Entertainment Committee

## **Article VIII. Amending Bylaws**

These bylaws may be amended or altered by two-thirds vote of the membership at any regular or special meeting provided the proposed changes have been submitted in writing to the membership no less than ten (10) days prior to their adoption.

Adopted: November 14, 1996

Amended: December 19, 1996

Amended: March 14, 2002 – Article III

Amended: January 12, 2006 – Article III