

BY LAWS
REMER AREA CHAMBER OF COMMERCE

ARTICLE I

NAME

The name of this Society shall be: Remer Area Chamber of Commerce

ARTICLE II

MISSION

The mission of this Chamber is to: promote the business resources that helps us sustain a viable and healthy business environment; and promotes the Remer area by incorporating the natural resources that surround and makes our area unique.

ARTICLE III

MEMBERS

Section 1. Individual Membership: Any adult resident of the area may become a member of the Society. Each individual membership is entitled to one vote.

Section 2. Family Membership: Family memberships are available. Each family membership is entitled to one vote.

Section 3. Business Membership: Remer area businesses are eligible for business membership. Each business membership is entitled to one vote.

Section 4. Non-Profit Business Membership: Those businesses that qualify as a non-profit business may become non-profit business members. Non-profit business membership is entitled to one vote.

Section 5. Dues: Yearly dues for each membership classification shall be set at the annual meeting.

Section 6. Year: The membership year shall be from January 1st to December 31st.

ARTICLE IV

OFFICERS

Section 1. The officers of this Society shall be a President, a Vice President, a Secretary, a Treasurer, and a Chairperson. These officers shall perform the duties prescribed by these by laws and by the parliamentary authority adopted by the Society.

Section 2. At the regular meeting held in August, a nominating committee of up to three members shall be selected by the President. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting in October. Before

the election at the annual meeting in October, additional nominations from the floor shall be permitted.

Section 3. The officers shall be elected by ballot to serve for two years, or until a successor is elected. *The president and treasurer shall be elected in odd numbered years and the vice-president and secretary shall be elected in even numbered years.* These terms of office shall begin on January 1st. *Amended 10/2014*

Section 4. No member may hold more than one office at a time.

ARTICLE V **MEETINGS**

Section 1. The regular meetings shall be held on dates determined by the membership at the annual meeting unless otherwise ordered by the Society.

Section 2. The regular meeting in October shall be known as the *Annual Meeting* and shall be for the purpose of electing officers, receiving reports of elected officers and committees, and for any other business that may arise.

Section 3. Special meetings may be called by the President, and shall be called upon by the written request of ten members of the Society. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days notice shall be given.

ARTICLE VI **COMMITTEES**

Section 1. A Finance Committee composed of, the Treasurer, and up to two other members shall be appointed by the President promptly after each annual meeting. It shall be the duty of this committee to prepare a budget for each year for approval at the January meeting.

Section 2. The President shall appoint a Membership Committee composed of up to three members after the annual meeting.

Section 3. An Auditing Committee of three members shall be appointed by the President at the Society's January meeting, whose duty it shall be to audit the Treasurer's accounts at the close of the fiscal year and to report at the next meeting.

Section 4. Such other committees, standing or special, shall be appointed by the President as the Society shall deem necessary to carry on the work of the Society. The President shall be ex officio a member of all committees except the Nominating Committee.

ARTICLE VII **PARLIMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these by laws and any special rules of order the Society may adopt.

ARTICLE VIII

AMENDMENT OF BY LAWS

These bylaws may be amended at any regular meeting of the Society by a two-thirds vote providing that the amendment has been submitted in writing at the previous regular meeting.

Revised 04/2011

ELECTED BOARD OFFICER DUTIES

PRESIDENT:

1. Heads up all meetings
2. Must have a positive attitude and be a good influence/example
3. Maintains communication between all committees and Executive Board Members
4. Appoints committee members
5. Maintains communication with all business owners

VICE PRESIDENT:

1. Assumes Presidential duties should the President be unavailable
2. Insures continuous feasibility of others on Executive Board
3. Other duties as assigned

TREASURER:

1. Responsible for financial integrity
2. Filing all reports according to State and Federal regulations and mandates
3. Keeps financial checks and balances
4. Files a monthly treasurers report
5. Keeps Board members apprised of financial emergencies
6. Keeps Board members aware of the monthly financial picture
7. Balances the checkbook
8. Keeps a balance sheet

SECRETARY:

1. Keeps all typed records of the monthly agenda and meeting minutes and any special meetings
2. Emails agenda and minutes to all Chamber members
3. Keeps all reports handed in by Treasurer and committee members
4. Mails out yearly application and any other communications needed
5. Keeps up with the Chamber email – making sure it is handed off to the correct person or answer it
6. Makes signs and posters as needed and distributes
7. Any other communication
8. Keeps an up-to-date member list and mailing list