

## Harrington Area Chamber of Commerce By-laws

### NAME

1. The name of this organization shall be the Harrington Area Chamber of Commerce. The organization shall hereinafter be referred to as “The Chamber”.

### MISSION STATEMENT OR PURPOSE

1. To actively promote businesses in the Harrington Chamber of Commerce area.

### MEMBERSHIP

1. There will be two levels of membership, “General Membership”, voting and non-voting. Any resident, firm, partnership, organization can become a general member in the Chamber.
2. General membership shall be entitled to a vote, to hold office, to receive all publications of the Chamber, to serve on committees, to attend regular and special meetings and to have the privilege of the floor at such meetings.
3. The Board of Directors shall set the amount of general membership dues for members in the Chamber. General Membership dues for members shall be paid on an annual basis at the beginning of each calendar year. Dues must be paid by January 31<sup>st</sup>. Memberships are from January 1 to December 31 of each year.

### MEETINGS OF THE GENERAL MEMBERSHIP

1. Time and day of general meetings will be 12:00 noon on the first Wednesday of each month. The Chamber will try to have quarterly meetings in the evening, dates and times to be determined. This will enable business owners to attend and share their opinions.
2. Special meetings may be held at the discretion of the President.
3. All general meetings are open to the public.
4. The notice of each general meeting, stating the time and place thereof, shall be provided to the members.
5. A quorum at any general meeting of the members shall consist of the President or Vice President, and by at least three (3) general members in good standing with the Chamber.

## BOARD OF DIRECTORS

1. The Board of Directors shall be the elected officers. The officer's tenure will be one calendar year.
2. Any designated representative from a general membership in good standing is eligible to hold office. If they've been a Chamber member for at least one calendar year.
3. Any **paid** general member is eligible to hold office.
4. In the event of a Director being absent from three (3) consecutive meetings the Director's resignation will be deemed tendered and accepted.
5. Vacant Board Member position(s) will be filled by nomination of the General Membership and approval by the Board. Any member appointed to fill an unexpired term of a Director shall hold office until the expiration of the original vacating Director's term.

## MEETINGS OF THE BOARD

1. Executive meetings of the Board of Directors may be held during the calendar year, scheduled by the President.

## NOMINATION, ELECTION AND TERMS OF OFFICE DIRECTORS

1. Nominations for new officers will be held in November of each year.
2. Officers will be voted on during the December meeting each year.

## DUTIES OF OFFICERS

1. The President or Vice President shall preside at all General Membership and Special Meetings.
2. The Treasurer shall serve as the Chairperson for the Finance Division and shall be responsible for any and all funds received by the Chamber and for the proper disbursements. Such funds shall be kept on deposit in a financial institution or invested in a manner approved by the Board. The Treasurer shall issue a monthly and an annual financial report to be made to the Board.
3. The Secretary will record minutes and retain records of all Chamber meetings.

FINANCE

1. The Fiscal operation of the Chamber shall be January 1<sup>st</sup> to December 31<sup>st</sup>.
2. All monies received by the Chamber shall be accounted for as either general or designated funds.
3. The financial institution designated by the Board as the depository of the Chamber shall receive all funds belonging to the Chamber.
4. Upon the approval of the Board, the Treasurer shall be authorized to make disbursements on accounts of expense provided for in the approved budget. All disbursements shall be made by check.
5. Disbursements of funds of the Chamber to cover expenses not provided in the budget shall be made only after approval from the Board.

AMENDMENTS

1. The By-laws of the Chamber may be amended or repealed. The vote of the general members can adopt updated By-laws. Copies of the proposed amendments, repeals, or new by-laws shall be provided to each general member.

By-laws Adopted: March 1st, 2017  
Timothy Tipton, President

DEFINITIONS & MEANINGS

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| Board of Directors:    | Which consists of the Elected Officers                           |
| Good Standing members: | Members who pay their dues on time and attend meetings regularly |
| Quorum:                | The # of members required to make decisions                      |