

LeRoy Area Chamber of Commerce

BY-LAWS 6/20/09

Article I: Organization Name

The organization shall be known as LeRoy Area Chamber of Commerce

Article II: Mission Statement

Our mission is to support, promote and enhance our diverse community of hard working business members.

Article III: Purpose of the policy

The LeRoy Area Chamber of Commerce adopted the policies and procedures contained within these by-laws in an effort to clarify the various obligations and duties of the elected LeRoy Area Chamber of Commerce board members, dues paying members and appointed committees and sub-committees.

Article IV: Membership

Membership is open to any party interested in supporting, promoting and enhancing our diverse community of hard working business members.

Article V: Nominations and Elections

- a) All officer and trustee terms are for one year.
- b) Nominations for officers and trustees will be held at the October meeting with elections occurring at the November meeting. Newly elected officers will preside at the January meeting.
- c) All officers, members and trustees present at the November meeting shall elect officers and trustees.
- d) Positions to be voted on;
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Trustees

Article VI: Duties and Vacancies

- a) Duties of each officer are as follows;
 - a. President: shall preside at all meetings, see that all records and files are up-to-date and accurate and be available to all committee meetings as needed, shall prepare the agenda prior to each scheduled meeting and present at scheduled meetings, all correspondence received since the last meeting. The president shall moderate and maintain control

and order at all meetings. The president shall not vote except in the event of a tie.

- b. Vice President: shall act in the absence of and hold the same duties and responsibilities as the president.
 - c. Secretary: shall keep meetings minutes, is responsible for the safekeeping of all records and documents, prepare notifications for all meetings. Help the treasurer maintain a current member list and will sign checks in the absence of the treasurer.
 - d. Treasurer: shall have treasurer's report prepared for each monthly meeting, have a year end report to present at the annual membership meeting, be responsible for tracking of all incoming and outgoing funds, ensure that all monies are deposited in a timely manner and over see the acknowledgement and appreciation of all charitable donations in the form of a written thank you.
 - e. Trustee: provide input, attend meetings, head committees and vote.
- b) In the event of a vacancy of any officer's position, the position will be filled using the nomination and voting process by all present officers and trustees.
 - c) All resignations must be submitted in writing and presented at the next meeting.

Article VII: Meetings

- a) General meetings are to be held the fourth Tuesday of each month.
- b) Special meetings may be called by an officer or trustee as needed.
- c) Meetings are open to the public and members who have concerns, suggestions and ideas related to the mission and activities or events of this Chamber.

Article VIII: Committees

- a) Committees shall be appointed by the president or officers. Committee heads are asked to attend relevant meetings and provide updates on the committee progress.
- b) All monetary donations will be given to the treasurer for proper documentation and distribution.

Article IX: Dissolution

- a) In the event the membership of the committee decides to cease its activities and dissolve

- a. All liabilities and obligations of the committee shall be paid and discharged or adequate provisions shall be made therefore.
- b) Assets held by the committee upon condition requiring return, transfer or conveyance, which condition incurs reason of the dissolution, shall be returned, transferred or conveys in accordance with such requirements.
- c) Any remaining assets shall be transferred to an organization(s) voted upon by all current members, officers and trustees.

Article X: Fiscal Year

- a) Fiscal year will be from January First to December 31.