

LAKESHORE CHAMBER OF COMMERCE
BY-LAWS

ARTICLE I – Name

Section 1. The name of this organization shall be the Lakeshore Chamber of Commerce.

ARTICLE II – Object

Section 1. The Lakeshore Chamber of Commerce is organized for the purpose of uniting as a group for the promotion of the Lakeshore Area and to tell the “Lakeshore Story” for the advancement of commercial, industrial, civic, cultural and general interests of Lakeshore, and its trade areas.

ARTICLE III – Limitation of Methods

Section 1. The chamber shall be nonpartisan and nonsectarian, and shall take no part in or lend its influence or facilities, either directly or indirectly, to the nomination, election or appointment of any candidate for office in city, county, state or nation; nor shall any meetings of a political nature whatsoever be held within the premises occupied by or under the control of the Chamber. This Section is not intended, however, to prevent the Chamber from sponsoring debates between political candidates for specific offices, as long as all of the declared candidates for that office are invited to participate. Such debates may be a part of a general membership meeting of the Chamber.

ARTICLE IV – Membership

Section 1. Any reputable individual associated with a for-profit or non-profit organization, association, corporation, or partnership may subscribe to membership in the Lakeshore Chamber of Commerce. Individuals that are not employed through a business or organization may join the Chamber through an Individual Membership and become actively involved in the community.

Section 2. Members may be elected at any meeting of the Board of Directors and shall pay an annual membership fee in an amount as determined by the Board of Directors.

Section 3. Annual membership dues will be determined by the following levels.

Membership Level I	1-5 employees & non-profits
Membership Level II	6-25 employees
Membership Level III	26-100 employees
Membership Level IV	101+ employees

Organizations with multiple locations will be considered as one organization and a membership level is determined by the total number of employees at all locations.

Section 4. Any individual, firm, association or corporation eligible for membership may acquire more than one membership by undertaking to pay the annual dues of each such membership, and may designate an individual to represent each such membership, subject to the approval of the Board of Directors.

Section 5. Any individual, firm, association or corporation holding more than one membership shall be entitled to cast only one vote per membership, except that individuals who have been designated to represent said additional memberships shall vote as members.

Section 6. Any individual, firm, association or corporation holding one or more memberships shall have the right at any time to change any or all of its representatives upon written notice to the Chamber of Commerce.

Section 7. Distinction in public affairs shall confer eligibility to honorary membership. Honorary membership shall include all the privileges of active membership, except that of holding office, with exemption from the payment of dues. Election to honorary membership shall require the majority vote of the Board of Directors. An honorary membership may be revoked by the Board of Directors at any time.

Section 8. Applications for membership shall be made to the Board of Directors, and the application shall be regarded as a guarantee on the part of the applicant of their interest in the purpose of the Chamber, and of their adherence, if elected, to its by-laws, rules and regulations. Election to membership shall require the majority vote of the Board of Directors.

Section 9. Members may be expelled by the Board of Directors for cause or for nonpayment of dues or budget subscriptions within a reasonable time as fixed by the Board of Directors. No member may be expelled without the opportunity of a hearing before the Board of Directors at a proposed time and place and after a reasonable notice. A three-fourths vote of all directors shall be necessary to expel a member. An expelled member shall have the right to appeal to the entire Chamber and upon their written request; they must be allowed to make such an appeal at the next annual meeting or special meeting within thirty days of such a request.

Section 10. Membership shall not be transferable and shall be terminated by resignation, expulsion or expiration of a term of membership. A member may be expelled by a majority vote of the Board of Directors at any regular meeting or at any special meeting called for such purpose upon certification to the corporation by the Secretary that the member is no longer a member in good standing.

ARTICLE V – Meetings

Section 1. The Board of Directors may provide for holding membership meetings whenever it may be considered necessary or desirable.

Section 2. The Board of Directors shall call a membership meeting upon petition signed by not less than ten percent of the members.

Section 3. The annual meeting of the Chamber shall be held at the end of the fiscal year.

Section 4. At all membership meetings, five percent of the members in good standing shall constitute a quorum.

Section 5. Notice of both regular and special meetings shall be given to each member in person, *electronically* or by mailing notice to the last known post office address at least five days in advance of day of meeting.

ARTICLE VI – Board of Directors

Section 1. The government of the Chamber, the direction of its work and the control of its property shall be vested in a Board of Directors consisting of not less than ten members nor more than twenty members (including the past-president) to be elected annually. The directors shall have power to fill all vacancies on the Board. They may adopt rules for conducting the business of the Chamber. They shall meet not less frequently than once a month, at such regular time and place as will be determined by them. They shall submit in writing *or state orally* at the annual meeting a full report of the work and finances of the organization.

Section 2. The Board of directors and officers shall be elected at the annual meeting or at a special meeting of the members called for the purpose.

Section 3. A Nominating committee of not less than three members shall be appointed by the president thirty days prior to the election, whose duty it shall be to nominate from the members of the Chamber, a Board of Directors and Officers. Said committee shall file a list of the nominees recommended with the Secretary not later than fifteen days before the election. Other nominations than the ones recommended by the committee may be made by any member from the floor or by filing the name of the nominee with the Secretary.

Section 4. The Secretary shall distribute to all members of the Chamber, at least ten days prior to the election, a list of the nominees recommended by the Nominating committee and any other nominees filed with the Secretary.

Section 5. Voting may be by voice, show of hands, or ballot. A number of nominees corresponding with the number of directors to be elected who receive the highest number of votes shall be declared elected.

Section 6. The Board of Directors shall meet at regular periods, the time to be fixed by the Board. Each Director is expected to attend at least eight of the twelve meetings during the calendar year. Directors that do not meet this expectation will be contacted by the Chamber President. If the member does not meet the standards set by the Board, the non-participation shall be construed as a resignation.

Section 7. A majority of the board of directors shall constitute a quorum at any meeting.

ARTICLE VII – Officers

Section 1. The following Officers shall be elected at an annual or special meeting, following the election of the Board of Directors: a president who shall automatically move to past president, a vice-president; a secretary; a treasurer; and past president. All of the said officers must be members of the Board of Directors and in good standing within the chamber structure. The Board of Directors may employ necessary personnel, whose compensation and duties shall be determined by the Board of Directors. Each Board member can serve as an officer for a two-year period in one position at the discretion of the Board of Directors. Any two or more offices, except the President and Secretary, may be held by the same person.

Section 2. The Treasurer and President shall each furnish surety bonds in such amounts as the Board of Directors shall deem necessary, the cost to be paid by the Lakeshore Chamber of Commerce.

Section 3. The President shall preside at all meetings of the Chamber and Board of Directors, and perform all duties incident to this office. The President shall, subject to approval of the Board of Directors, appoint all committees and shall be ex-officio member of all committees. The President shall at the annual meeting of the Chamber, and at such other times as the President may deem proper, commend to the membership of the Board of Directors such matters and make such suggestions as may tend to promote the prosperity and increase the usefulness of the Chamber. The President shall have the custody of the Treasurer's bond.

Section 4. The Vice-President shall act in the absence of the President and shall assume the office of the President should the President no longer be able to do so and serve out said term. In the absence of the President and Vice-President, the Treasurer shall act.

Section 5. The Treasurer shall receive and disburse the funds of the Chamber. Treasurer shall keep all moneys of the Chamber deposited in its name. At monthly board meetings the Treasurer shall make reports to the Board of Directors.

Section 6. The Secretary shall conduct the correspondence, preserve all books, documents and communications, and maintain an accurate record of all proceedings of the Chamber, the Board of Directors and all committees. The Secretary shall perform such duties as may be incident to the office, subject to the directions of the Board of Directors.

ARTICLE VIII – Committees

Section 1. The Board of Directors shall authorize and define the powers and duties of all committees.

Section 2. The President shall appoint all committees, subject to confirmation by the Board of Directors.

Section 3. Executive Committee

The Executive committee of the Board of Directors shall be composed of the President, Vice-President, Treasurer, Secretary, and immediate Past President.

The responsibilities include, but are not limited to, financial oversight, disbursements for necessary expenses and review & approve the proposed budget. Additionally, this committee oversees contracts, 501c6 mandates, evaluation and policy development, by-law revision & adherence, assign nomination committee, and oversees nine (9) person integration task force.

The Executive committee will annually review and assess the mission of the Chamber and its effect on our members, board, staff (if applicable), volunteers, and communities. This committee also handles tasks that do not require full board review and approval.

Section 4. Finance Committee

The responsibilities include, but are not limited to, creating the budget with the assistance of the President, monitor the budget and financial status of the Chamber with monthly reconciliation reporting to the Board and issues recommendations for the financial integrity and stability of the Chamber. This committee will audit and approve all bills monthly and shall cause to be audited annually the books and accounts of the Chamber at the close of business for the fiscal year, and report its finding to the Board of Directors and to the membership. All recommendations for expenditures outside the budget may be submitted to the Finance committee, whose recommendations shall be submitted to the Board.

The Finance committee gathers and maintains historical information about the past. These files are a resource to the Chamber Board and membership and includes an annual record of the Chamber's accomplishments and activities, milestones, etc. by collecting items such as pictures and news clippings about the Chamber and its members.

This committee also oversees the annual scholarship process.

Section 5. Membership Committee

The responsibilities include, but are not limited to, continual attraction and recruitment of membership, maintains additions in membership, drops in membership and exit survey results through membership reports. Creating strategies to increase members, promote membership with door-to-door visits to businesses and potential members is also a task of this committee.

The Membership committee also works to ensure members receive a diverse range of services, programs, and benefits, which provide direct value for their dues investment.

Section 6. Events Committee

The responsibilities include, but are not limited to, creating opportunities for Chamber membership to interact, network, and build relationships. Additionally, the events are designed to increase visibility for our membership. Foster involvement in the Lakeshore Chamber and business community, provide opportunities for business referrals, and cultivate professional development and growth.

The Events committee is tasked with selecting guest speakers, securing sponsorships, determining venues, coordinating catering, providing decorations, Chamber signage, and so forth.

Section 7. Legislative Committee

The responsibilities include, but are not limited to, working with elected officials to monitor, evaluate, and support proposed legislation and develop the business community's position on initiatives, such as taxes and business costs.

The Legislative committee establishes legislation, regulations, and policies that represent members' top concerns and enables businesses to thrive and compete locally, nationally, and internationally.

This committee also plans and facilitates political forums in conjunction with the Events committee.

Section 8. Marketing & Communications Committee

The responsibilities include, but are not limited to, create and deliver the most effective communications, both internally and to the community, provide eNewsletters with upcoming events and items of interest, eBlasts and maintains the web site.

The Marketing & Communications committee is charged with directing and growing the Chamber's brand and will consistently improve the Chamber's image by keeping our members and our communities informed of Chamber events, contributions to the community, and highlight the member benefits the Chamber offers.

ARTICLE IX – Disbursements

Section 1. No disbursements of the funds of the Chamber shall be made unless the same shall have been approved, authorized, and ordered by the Board of Directors. All disbursements shall be made by check, unless the purchase/payment has been authorized to be made electronically by

the Chambers debit/credit card (Treasurer will not be issued a debit card.). Checks shall be signed by any two of the four officers listed on the checking account. Typically, the four people listed on the chamber's checking account are: President, Vice-President, Treasurer and Secretary.

ARTICLE X – Budget

Section 1. As soon as possible after the Annual Meeting of each year, the executive committee, or finance committee if appointed, shall compile a budget of the estimated expenses, including a stated amount for each committee, and submit it to the Board of Directors. As passed by the Board, with or without modification, this budget shall be the appropriation measure of the Chamber. No committee may exceed its appropriation, without the consent of the Board of Directors.

ARTICLE XI – Fiscal Year

Section 1. The fiscal year shall end the 31st day of December.

ARTICLE XII – Parliamentary Procedure

Section 1. The proceedings of the Chamber meetings shall be governed by and conducted according to the latest edition of Robert's Manual of Parliamentary Rules.

ARTICLE XIII – Amendments

Section 1. These by-laws may be amended or altered by a two-thirds vote of those present at any regular or special meeting of the Chamber of Commerce, provided notice of the proposed change shall have been distributed by the Secretary to each member not less than ten days prior to such meetings.

Revised January 27, 2009

Revised January 19, 2015

Revised January 22, 2018