**Pulaski Area Chamber of Commerce Bylaws**

**Effective December 12, 2017 Revised March 10, 2021**

**Article I - Purpose**

Section 1. The name of this organization shall be known as the Pulaski Area Chamber of Commerce (PACC).

Section 2. MISSION STATEMENT – The mission of the Pulaski Area Chamber of Commerce is to create community partnerships in order to support the economic base and enhance the quality of life in the Pulaski Area. Its objective is to be an advocate for business interests and to promote business development, village beautification and tourism.

Section 3. Membership is open to any interested business or resident of Pulaski or the surrounding area.

Section 4. The PACC will not be partisan towards any individual business, business interest or political issue as it represents the business community as a whole.

Section 5. The PACC board of directors’ term will be for (2) two years, appointed by the board and membership majority approval vote.

**Article II – Duties of Officers**

Section 1. Officers shall be President, Vice-President, Secretary, and Treasurer. They shall be elected to serve a two-year term and continue in office until their successors are elected and qualified. All officers make up the executive board.

Section 2. The duties of the President shall be to preside at all meetings, to sign all documents, appoint committees, chair the Executive Committee and have a general oversight of the organization.

Section 3. The duties of the Vice-President shall be to perform the duties of the President in case of absence or inability to serve. The President and Vice-President will make arrangements for meetings and announce them as they are set.

Section 4. The duties of the Secretary shall be to read minutes, type and file them and give a copy to the President for the newsletter.

Section 5. The duties of the Treasurer shall be the custodian of all monies of the Chamber, submit monthly financial reports at meetings, and sign checks with a second officer’s signature.

Section 6. Two Signatures by executive board members to sign all checks for expenditures and payroll.

Section 7. In the event an officer cannot fulfill their duties as outlined in these bylaws, a replacement shall be appointed by the Executive Committee with board approval.

**Article III – Duties of Executive Director**

Section 1. Executive Director Position is hired by the PACC board of directors. Duties shall include but not limited to, overseeing all committees, fundraising events, PACC office duties, mail pick up, annual dues statements to members, any other duties the PACC board of directors see fit. Weekly timesheet to be provided to the executive board for approval. No less than (2) two executive board members can sign checks for payroll. Reference job description for Executive Director Position.

**Article IV – Dues and Membership**

Section 1. Eligibility. All professional persons, firms, organizations, and corporations in the business community interested in enhancing economic and workforce development to improve the quality of life in the community shall be eligible for membership.

Section 2. If a change in dues is desired, they shall be agreed upon by a membership vote either at the regular November meeting or at any time via email. Club and Service Organizations (fraternal, religious and volunteer based groups) dues will be at a discount.

Section 3. All memberships shall expire Dec 31 of every year. All dues shall be payable within 30 days after the first of the year.

Section 4. One member from the business will be listed as the designated delegate and will have voting privileges and are eligible to hold office.

**Article V – Nominations and Elections**

Section 1. The President shall appoint three members as a nomination committee in September preceding the election at the November business meeting.

Section 2. No one shall be nominated whose consent to serve has not been obtained prior to the meeting.

Section 3. Election of Officers shall be held at the November meeting. Those who are elected will take office on January 1 and remain for (2) years. President and Secretary to be elected for “even” years and Vice President and Treasurer to be elected for “odd” years. The election shall be conducted according to Robert’s Rules of Order.

Section 4. The nominating committee shall conduct the election.

Section 5. A member can serve as President for (2) two consecutive terms for a total of (4) years with (2) years off before running for the position again.

Section 6. Members of the Board of Directors are expected to actively participate on a minimum of one committee per year and attend a minimum of 2/3 of yearly Board of Director meetings.

**Article VI – Committees**

Section 1. Standing Committees shall be appointed by the President in January of each year. The Executive Committee is not considered a standing committee.

Section 2. The officers shall constitute the Executive Committee.

Section 3. The current Chamber President will chair the Executive Committee.

**Article VII – Meetings and Order of Business**

Section 1. Regular meetings of the PACC Board will be held on the second Monday of the month, or as designated by the President and Vice-President. Guests are welcome to attend with notification to the Executive Director.

Section 2. The Executive Committee monthly meetings will be held as designated by the President. Special meetings can be called and committees will meet whenever it is deemed necessary.

Section 3. Special meetings may be called by order of the Elected Officers.

Section 4. An annual budget shall be presented yearly in October in writing to the membership for voting approval in November. Requests for expenditures not included in the budget will be presented in advance of the next scheduled board meeting.

Section 5. Quorum for meetings shall be as follows: A majority of the Board with 2/3 vote shall constitute a quorum for the transaction of business at any meeting of the Board.

**Article VIII – Amendments**

Notice of the proposed amendment shall be given in writing one month prior to the meeting date at which the change shall be voted upon. The termination, dissolution or liquidation of the PACC's affairs in any manner or for any reason shall be determined by a two-thirds (2/3) majority vote of the Board.

**Article IX – Indemnification**

Reference the PACC indemnification legal paperwork on file.