

ARTICLE I

GENERAL

SECTION 1: NAME

This organization is incorporated under the laws of the state of Wyoming and shall be known as the Sundance Area Chamber of Commerce, Incorporated.

SECTION 2: PURPOSES

The Sundance AREA Chamber of Commerce is organized to advance the general welfare and prosperity of the Sundance area so that its citizens and all areas of its business community shall prosper. All necessary means of promotion shall be provided, and particular attention and emphasis shall be given to the economic, civic, commercial, cultural, industrial, and educational interests of the area.

ARTICLE II

MEMBERSHIP

SECTION 1: ELIGIBILITY

Any person, association, corporation, partnership, or estate having an interest in the objectives of the organization shall be eligible for membership.

SECTION 2: ELECTION (HOW AN APPLICATION IS MADE, RECEIVED, AND APPROVED)

Applications for membership shall be in writing on forms provided for that purpose and signed by the applicant. Membership applications must be approved by the board of directors at the next monthly board meeting before membership is formalized. Any applicant so elected shall become a member upon payment of the regularly scheduled investment as provided in Section 3 of Article II.

SECTION 3: INVESTMENTS

Membership investments shall be at such rates, schedule, or formula as may be from time to time prescribed by the board of directors, payable in advance.

SECTION 4: TERMINATION (RESIGNATION, EXPULSION, AND DELINQUENCY)

(1) Any member may resign from the chamber upon written request to the board of directors; (2) any member shall be expelled by the board of directors by a two-thirds vote for nonpayment of dues after 90 days from the date due unless otherwise extended for good cause; (3) and any member may be expelled by a two-thirds vote of the board of directors, at a regularly scheduled meeting thereof, for conduct unbecoming a member or prejudicial to aims or repute of the chamber, after notice and opportunity for a hearing are afforded the member complained against.

SECTION 5: VOTING

In any case proceeding in which voting by members is called for, each member shall be entitled to 1 vote.

SECTION 6: EXERCISE OF PRIVILEGES (ASSIGNMENT OF MEMBERSHIP AND ANY LIMITATIONS)

Any firm, association, corporation, partnership, or estate-holding membership may nominate individuals whom the holder desires to exercise the benefits covered by its membership and shall have the right to change its nomination upon written notice.

SECTION 7: ORIENTATION (INDICATE AREAS OF COMPLETE ORIENTATION AND ENSURE THAT DETAILED OUTLINES OF EACH GROUP ARE PART OF THE PROCEDURES MANUAL.)

At regular intervals, orientation on the purposes and activities of this organization shall be conducted for the following groups: new officers and directors and current officers and directors, committee chair, committees, and new members. A detailed outline for each of these groups shall be a part of the organization's procedures manual or orientation handbook.

SECTION 8: HONORARY MEMBERSHIP

Distinction in public affairs shall confer eligibility to honorary membership. Honorary members shall have all the privileges of members except the right to vote and shall be exempt from payment of dues. The board of directors shall confer or revoke honorary membership by a majority vote.

ARTICLE III

MEETINGS

SECTION 1: ANNUAL MEETING

The annual meeting of the corporation, in compliance with state law, shall be held during January of each year. The time and place shall be fixed by the board of directors and notice thereof mailed to each member at least 10 days before said meeting.

SECTION 2: ADDITIONAL MEETINGS (GENERAL MEMBERSHIP, BOARD, AND COMMITTEE MEETINGS)

General meetings of the chamber may be called by the chair of the board at any time, or upon petition in writing of any (number or percentage of members in good standing): notice of special meetings shall be mailed to each member at least 5 days prior to such meetings; board meetings may be called by the chair of the board or by the board of directors upon written application of 3 members of the board. Notice, including the purpose of the meetings, shall be given to each director at least 1 day prior to said meeting; committee meetings may be called at any time by the chair of the board, respective department vice chair, or by the committee's chair.

SECTION 3: QUORUMS

At any duly called general meeting of the chamber quorum requirements are waived; at a board meeting, a majority of directors present shall constitute a quorum. At committee meetings, a majority shall constitute a quorum.

SECTION 4: NOTICES, AGENDAS, AND MINUTES

Written notice of all chamber meetings are published annually and monthly. Special general meetings must be given 30 days notice. Special board meetings must be given 3 days notice. Acceptable forms of notification include written, email, or publication on the chamber website. An advance agenda and minutes must be prepared for all meetings. A detailed outline for preparation of both shall be a part of the organization's procedures manual.

ARTICLE IV

BOARD OF DIRECTORS

SECTION 1: COMPOSITION OF THE BOARD

The board of directors shall be composed of at least 5 members, one-third of whom shall be elected annually to serve for 3 years or until their successors are elected and have qualified. The incoming chair of the board may appoint, subject to the approval of the board from 3 to 6 members to the board to serve one-year terms. The past chair and the president shall serve as members of the board.

The government and policy-making responsibilities of the chamber shall be vested in the board of directors, which shall control its property, be responsible for its finances, and direct its affairs.

SECTION 2: SELECTION AND ELECTION OF DIRECTORS

A. NOMINATING COMMITTEE.

At the regular October board meetings, the chair of the board shall appoint, subject to approval of the board of directors, a nominating committee of (3) members of the chamber. The chair of the board shall designate the chair of the committee.

Prior to November 30 the Nominating Committee shall present to the president a slate of (number of vacancies) candidates to serve 3 year terms to replace the directors whose regular terms are expiring. Each candidate must be an active member in good standing and must have agreed to accept the responsibility of a directorship. No board member who has served three consecutive 2 year terms is eligible for election. . A period of 1 year must elapse before eligibility is restored.

B. PUBLIC NOTICE OF NOMINATIONS.

Upon receipt of the Nominating Committee's report, the president shall immediately notify the membership by mail of the names of persons nominated as candidates for directors and the right of petition.

D. DETERMINATION.

If no petition is filed within the designated period, the nominations shall be closed and the nominated slate of (number of vacancies) candidates shall be declared elected by the board of directors at their regular (month) board meeting.

If a legal petition shall present additional candidates, the names of all candidates shall be arranged on a ballot in alphabetical order.

Instructions will be to vote for (number of vacancies) candidates only. The president shall mail this ballot to all active members at least 15 days before the regular (month) board meeting. The ballots shall be marked in accordance with instructions printed on the ballot and returned to the chamber office within 10 days. The board of directors shall at its regular (month) board meeting declare the (number) candidates with the greatest number of votes elected.

SECTION 3: SEATING OF NEW DIRECTORS

All newly elected and appointed board members shall be seated at the regular January) board meeting and shall be participating members thereafter. Terms for retiring directors shall terminate upon installation of newly elected directors.

SECTION 4: VACANCIES

A member of the board of directors who shall be absent from 3 consecutive regular meetings of the board of directors shall automatically be dropped from membership on the board unless confined by illness or other absence approved by a majority vote of those voting at any meeting thereof.

Vacancies on the board, or among the officers, shall be filled by the board by a majority vote.

SECTION 5: POLICY (STATEMENTS OF POSITION ON ISSUES)

The board of directors is responsible for establishing procedure and formulating policy for the organization. It is also responsible for adopting all policies of the organization. These policies shall be maintained in a policy manual to be reviewed annually and revised as necessary.

SECTION 6: MANAGEMENT

The board of directors shall employ an executive director and shall fix the salary and other considerations of employment.

SECTION 7: INDEMNIFICATION

The chamber may, by resolution of the board of directors, provide for indemnification by the chamber of any and all current or former officers, directors, and employees against expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which any of them are made parties, or a party, by reason of having been officers, directors, and employees of the chamber, except in relation to matters as to which such individuals shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability for negligence or misconduct.

ARTICLE V

OFFICERS

SECTION 1: DETERMINATION OF OFFICERS

Officers shall be elected at the annual meeting. Officers of the board include President, Vice President, Secretary and Treasurer. Additional at-large directors may be elected at the annual meeting, but the total number of directors must remain an odd number.

SECTION 2: DUTIES OF OFFICERS

A. PRESIDENT.

The elected President shall serve as the chair of the board. The chair shall serve as the chief elected officer of the chamber of commerce and shall preside at all meetings of the membership, board of directors, and Executive Committee.

The chair of the board shall, with advice and counsel of the board determine all committees, select all committee chair, assist in the selection of committee personnel, subject to approval of the board of directors.

C. VICE CHAIR.

The elected Vice President shall perform the duties of the vice chair, and they shall be such as their titles by general usage would indicate, and such as required by law, as well as those that may be assigned by the chair and board of directors. They will also have under their immediate jurisdiction all committees pertaining to their general duties.

D. TREASURER.

The treasurer shall be responsible for the safeguarding of all funds received by the chamber and for their proper disbursement. Such funds shall be kept on deposit in financial institutions or invested in a manner approved by the board of directors. Checks are to be signed by the treasurer.. The treasurer shall cause a monthly financial report to be made to the board.

With the cooperation of the board of directors, the Treasurer shall be responsible for the preparation of an operating budget covering all activities of the chamber subject to approval of the board of directors. The Treasurer shall also be responsible for all expenditures with approved budget allocations.

E. SECRETARY

The Secretary shall assemble information and data and prepare special reports as directed by the board of the chamber.

SECTION 4: INDEMNIFICATION

The chamber may, by resolution of the board of directors, provide for indemnification by the chamber any of its officers or former officers as spelled out in Article IV, Section 7 of these bylaws.

ARTICLE VI

COMMITTEES AND DIVISIONS

SECTION 1: APPOINTMENT AND AUTHORITY

The chair of the board, by and with the approval of the board of directors, shall appoint all committees and committee chairs. The chair of the board may appoint such ad hoc committees and their chair as deemed necessary to carry out the program of the chamber. Committee appointments shall be at the will and pleasure of the chair of the board and shall serve concurrently with the term of the appointing chair of the board, unless a different term is approved by the board of directors.

It shall be the function of committees to make investigations, conduct studies and hearings, make recommendations to the board of directors, and carry out such activities as may be delegated to them by the board.

SECTION 2: LIMITATION OF AUTHORITY

No action by any member, committee, division, employee, director, or officer shall be binding upon, or constitute an expression of, the policy of the chamber until it has been approved or ratified by the board of directors.

Committees shall be discharged by the chair of the board when their work has been completed and their reports accepted, or when, in the opinion of the board of directors, it is deemed wise to discontinue the committees.

SECTION 3: TESTIMONY

Once committee action has been approved by the board of directors, it shall be incumbent upon the committee chair or, in their absence the individuals they designate as being familiar enough with the issue to give testimony, or make presentations before civic and governmental agencies.

SECTION 4: DIVISION

The board of directors may create such divisions, bureaus, departments, councils, or subsidiary corporations it deems advisable to handle the work of the chamber.

The board shall authorize and define the powers and duties of all divisions, bureaus, departments, councils, and subsidiary corporations. The board shall annually review and approve all activities and proposed programs of such divisions, bureaus, departments, councils, or subsidiary corporations having bearing upon or expressive of the chamber unless approved by the board of directors.

ARTICLE VII

FINANCES

SECTION 1: FUNDS

All money paid to the chamber shall be placed in a general operating fund. Unused funds from the current year's budget can be placed in a reserve account.

SECTION 2: DISBURSEMENTS

Upon approval of the budget, the treasurer is authorized to make disbursements on accounts and expenses provided for in the budget without additional approval of the board of directors. Disbursements shall be by check.

SECTION 3: FISCAL YEAR

The fiscal year of the chamber shall close on 31 DECEMBER of each calendar year.

SECTION 4: BUDGET

As soon as possible after the election of the new board of directors and officers, and not later than 31 January, the Board of Directors shall approve and adopt the budget for the coming year.

SECTION 5: ANNUAL AUDIT

The accounts of the chamber of commerce shall be audited annually as of the close of business on 31 December by an audit committee, so formed by the president not later than 1 November of each year. . The audit shall at all times be available to members of the organization within the offices of the chamber.

SECTION 6: INSURANCE

The president and such other officers and directors and staff as the board of directors may designate shall be covered by an appropriately inclusive insurance policy to protect against the exposure to liability faced in the execution of duties related to their position.

ARTICLE VIII

DISSOLUTION

SECTION 1: PROCEDURE

The chamber shall use its funds only to accomplish the objectives and purposes specified in these bylaws, and no part of said funds shall inure or be distributed to the members of the chamber. On dissolution of the chamber, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations to be selected by the board of directors as defined in IRS Section 501(c)(3).

ARTICLE IX

SECTION 1: PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order shall be the final source of authority on all questions of parliamentary procedures when such rules are not consistent with the charter or bylaws of the chamber.

ARTICLE X

AMENDMENTS

SECTION 1: REVISIONS

These bylaws may be amended or altered by a two-thirds vote of the board of directors, provided that notice for the meeting includes the proposals for amendments. Any proposed amendments or alterations shall be submitted to the board or the members in writing at least 10 days in advance of the meeting at which they are to be acted upon. Changes presented and approved by the board at this first meeting shall be considered a first reading. Subsequent second and third readings, accompanied by motions to move the amendments forward to a second and third reading, accompanied by a simple majority approval by the board shall be required to progress toward final approval by a 2/3 majority of the board at the third and final reading.

Adopted: (date) Amended: (date)