



By-Laws

ARTICLE I – Name and Objectives

Section 1: The name of this organization shall be ONTARIO CHAMBER OF COMMERCE, hereinafter referred to as the “Chamber”.

Section 2: The Chamber is organized for the purpose of advancing and maintaining commercial, industrial, agricultural, civic and general interests of the Town of Ontario.

Section 3: This Chamber, in its activities, shall be non-partisan, non-sectarian, and shall take no part in, or lend its influence to, the election or appointment of any candidate for Federal, State, County or Town office.

ARTICLE II – Membership

Section 1: Eligibility: All businesses, organizations and persons who support the objectives of the Chamber are eligible for membership.

Section 2: Dues: Effective January 1, 2016, annual dues shall be \$50.00 per member. Dues are payable in advance.

- a. Dues are established from time to time by action of the Board of Directors.
- b. Annual statements of dues payments are issued by the Secretary or Membership Chairperson on a continuous basis.

Section 3: Fiscal Year: The fiscal year for the Chamber is the calendar year – January 1 to December 31.

Section 4: Voting: Each paid member is entitled to one (1) vote on business presented to the Chamber. Businesses or organizations who are members may delegate alternate representatives at a meeting, in writing, with a limit of one (1) vote per paid membership.

A member must be present at a meeting of the Chamber in order to vote.

Section 5: Delinquency of Dues: Failure to pay dues for a period of four (4) months or more after due date (per invoice), is considered delinquent. The member will receive written notification from the Board of Directors, or designee, of this delinquency.

Members who are in arrears for more than six (6) months will have their membership automatically discontinued and then have their name removed from the membership list.

ARTICLE II – Membership (Continued)

Section 6: Resignation of Members: Members shall tender all resignations, in writing, to the Secretary of the Chamber. Any resignation received after payment of dues shall not relieve the member presenting such resignation from liability for payment of dues for the new year.

ARTICLE III – Officers

Section 1: The elected officers of the Chamber shall consist of a President, Vice President, Secretary, and Treasurer.

Section 2: The duties of the President shall be:

- a. To preside at all meetings of the Chamber and meetings of the Board of Directors.
- b. To appoint all committees unless otherwise stipulated in the By-Laws.
- c. To be an ex-officio of all committees unless otherwise stipulated in the By-Laws.
- d. To make him/herself available to aid in formulating plans of action and distribution of assignment(s).

Section 3: The duties of the Vice President shall be:

- a. To act in the absence of the President.
- b. To assist the President in the performance of his/her duties.
- c. To be an ex-officio of all committees unless otherwise stipulated in the By-Laws.
- d. In the absence of the President and the Vice President, an active Board member shall be chosen as temporary chairman of a meeting of the Board of Directors or of a program meeting.

Section 4: The duties of the Secretary shall be:

- a. To conduct official correspondence, preserve all books, documents and communications and record and maintain minutes of meetings.
- b. To notify the membership of Chamber meetings and events.
- c. To maintain an accurate record of the proceedings of the Chamber.
- d. To answer and process phone calls received by the Chamber.
- e. To maintain Chamber membership directory on the Chamber website (ontarionychamber.org) and assist in updating the Chamber Facebook page.

ARTICLE III – Officers (Continued)

Section 4: The duties of the Secretary shall be: (Continued)

- f. At the expiration of his/her term of office, he/she shall deliver to the Chamber President all books, papers and property of the Chamber.

Section 5: The duties of the Treasurer shall be:

- a. To receive, record and disburse funds of the Chamber.
- b. To keep all monies of the Chamber; and maintain books of account.
- c. To report on Chamber accounts at each monthly meeting and make a full accounting at the end of the fiscal year.
- d. To include an annual audit of funds by outside party.
- e. To prepare annual Chamber budget to be approved by the Board of Directors.
- f. At the expiration of his/her term of office, he/she shall deliver to the Chamber President all books, papers and property of the Chamber.

Section 6: Filling of Vacancies: When a vacancy occurs for an officer or director, the President or any other officer or director can make an appointment to fill the vacancy, upon Board approval, with election at the next annual meeting held in the fall of that year.

Section 7: Membership Coordinator/Community Liaison: These are ad hoc positions to support Chamber activities and can be filled by recommendation of the officers or directors upon majority approval of the Board of Directors.

ARTICLE IV – Board of Directors

Section 1: The Board of Directors shall be composed of:

- a. The current officers of the Chamber, who shall each serve for a 2-year term,
- b. Three (3) members elected from the membership At-Large to serve as Directors, who shall each serve a 3-year term. One (1) Director shall be elected each fiscal year; said elections to be held at the annual meeting each year in the fall, and
- c. The preceding two (2) past presidents may serve as ex-officio members of the Board, each for a 2-year term.

Section 2: It shall be the function of the Board of Directors to guide the Chamber in the pursuit of its goals as outlined in Article I, Sections 2 and 3.

Section 3: The Board of Directors shall meet annually, and additionally as required, at such time and place as shall be determined by a majority of the Committee members.

ARTICLE IV – Board of Directors (Continued)

Section 4: The President of the Chamber shall preside at meetings of the Board of Directors. In his/her absence, the Vice President shall preside.

ARTICLE V – Meetings

Section 1: Regular meetings shall be held on dates and at times and places designated at the first Board of Director's meeting of the calendar year.

Section 2: Special meetings may be called at the discretion of the Board of Directors or upon written request of ten (10) active members.

Section 3: Five (5) active members shall constitute a quorum at a regular or special meeting.

Section 4: At all special meetings, only such business may be transacted, discussed and acted upon as that for which the special meeting was called.

Section 5: Only active members of the Chamber shall be allowed to address the Chamber at a regular or special meeting except by invitation or the consent of the majority of members present.

Section 6: The Annual Meeting shall be held each fall at a time and place to be designated by the Board of Directors.

ARTICLE VI – Election and Installation of Officers

Section 1: The election of officers of the Board of Directors shall be held at the annual meeting in the fall of each year.

Section 2: A Nominating Committee shall be appointed each year by the President at a regular meeting held in June. The Nominating Committee will select candidates to fill any Director vacancies and, in even-numbered years, select candidates for the various officers. The Nominating Committee will present their report to the membership at a meeting to be held in the fall of that same year.

Section 3: Nominations from the floor may be made by any active member at the fall meeting.

ARTICLE VI – Election and Installation of Officers (Continued)

Section 4: Voting:

- a. All votes shall be by active members present at the meeting. No absentee votes will be allowed.
- b. All votes for candidates shall be by secret ballot. Two (2) tellers shall be appointed by the President to distribute and collect ballots and tabulate votes. The tellers will announce the totals of each vote, which the Secretary will record. A simple majority will decide the winner.
- c. In the event that the report and recommendations of the Nominating Committee is accepted without change, the Secretary shall cast one (1) ballot.

Section 5: Newly elected officers shall assume their responsibilities at the first meeting of the calendar year.

ARTICLE VII – Committees

Section 1: The President shall appoint all standing committees, after discussion with the Board of Directors, at the first regular meeting at the beginning of the calendar year.

Section 2: Standing Committees, as deemed necessary by the Board of Directors, should be chaired by an individual whose activities are compatible to the committee assignment. The standing committee shall be responsible for the execution of Article I, Sections 2 and 3.

Section 3: Standing Committees shall report to the membership at its regular meeting each month.

Section 4: Special Committees shall be appointed by the President at his/her option. Special Committees shall be terminated by the President at his/her option.

ARTICLE VIII – Disbursements

Section 1: No disbursements should occur prior to approval of the majority of the Board of Directors unless the same shall have been approved and ordered by the Chamber or the Board of Directors acting within such limitations as the Chamber may prescribe from time to time. All disbursements shall be made by check. Checks shall be signed by the Treasurer.

ARTICLE VIII – Disbursements (Continued)

Section 2: Disbursements over \$100.00 or more require prior approval by the Board of Directors and will include a signed form and receipt. Disbursements made to individuals for reimbursement of Chamber expenses must be accompanied by receipts and a Chamber Claim Form submitted to the Treasurer and approved at a monthly meeting. As an example, these may include office supplies; refreshments for a Chamber event; program fees; etc. The Treasurer is authorized to pay monthly operational expenses such as telephone; storage unit fees; and liability insurance without prior approval of the Board of Directors.

Section 3: No appropriations of money or other property of the Chamber shall be made for any purpose other than to defray the legitimate expenses, except by the unanimous vote of the members present at a meeting of the Executive Committee or by a quorum of those present at a meeting of the Chamber.

ARTICLE IX – Parliamentary Authority

Section 1: The rules in Robert's Rules of Order, Revised shall govern the Chamber in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws or the Special Rules of the Ontario Chamber of Commerce.

ARTICLE X – Amendments and Changes to These By-Laws

Section 1: Proposed changes and amendments to the By-Laws must be presented to the membership at least thirty (30) days in advance of a vote upon the change.

Section 2: These By-Laws may be amended by a majority vote of those active members present at any regular meeting or Special Meeting called for that purpose.

ARTICLE XI – Order of Business

Section 1: The following shall be the order of business at a regular meeting of the Chamber.

- a. Call to order
- b. Pledge of Allegiance
- c. Approval of the minutes of previous regular meeting and/or Special Meeting
- d. Treasurer's report and report of bills received/paid and income received
- e. Committee reports, including Executive Committee report

ARTICLE XI – Order of Business (Continued)

Section 1: (Continued)

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- f. Old business
- g. New business
- h. Adjournment, by motion. Majority vote to prevail.