

**BYLAWS**  
**OF**  
**BROWNSVILLE COMMUNITY**  
**CHAMBER OF COMMERCE**



**Adopted:** \_\_\_\_\_  
(date)



## TABLE OF CONTENTS

### **ARTICLE I.           PURPOSE**

Section 1. Purpose

### **ARTICLE II.           NONVOTING MEMBERS**

Section 1. Nonvoting Members

Section 2. Rights and Obligations of Nonvoting Members

### **ARTICLE III.          VOTING MEMBERS**

Section 1. Power and Purpose of the Voting Members

Section 2. Records of Members

Section 3. Dues

Section 4. Selection of Voting Members

Section 5. Qualifications of Voting Members

Section 6. Suspension or Removal of Voting Members

Section 7. Resignation of Voting Members

Section 8. Quorum for Voting Membership Meetings

Section 9. Decision-Making by Voting Members

Section 10. Proxy Voting

Section 11. Participation in Meetings Remotely and Voting by Mail or Email

Section 12. Annual Voting Membership Meeting

Section 13. Other Voting Membership Meetings

Section 14. Content of Notice

Section 15. Waiver of Notice

Section 16. Record Date

### **ARTICLE IV.          BOARD OF DIRECTORS**

Section 1. Duties of the Board

Section 2. Qualifications of Directors and Composition of the Board

Section 3. Number of Directors

Section 4. Terms of Directors

Section 5. Selection of Directors

Section 6. Removal of Directors

Section 7. Resignation of Directors

Section 8. Filling Vacancies

Section 9. Conduct of Directors

Section 10. Quorum

Section 11. Decision-Making and Voting

Section 13. No Proxy Voting

Section 14. Telephonic Meetings

- Section 15. Decisions by Mail or Email
- Section 16. Meetings
- Section 17. Executive Session Meetings
- Section 18. Notice of Meetings
- Section 19. Waiver of Notice
- Section 20. Authority of Directors

## **ARTICLE V. OFFICERS AND STAFF**

- Section 1. Officers
- Section 2. Election and Term of Office
- Section 3. Removal
- Section 4. Vacancies
- Section 5. President
- Section 6. Vice President(s)/President Elect
- Section 7. Secretary
- Section 8. Treasurer
- Section 9. Chair
- Section 10. Executive Director and Staff

## **ARTICLE VI. COMMITTEES**

- Section 1. Establishment
- Section 2. Executive Committees
- Section 3. Other Committees
- Section 4. Committee Members
- Section 5. Committee Chairs
- Section 6. Limitations on Powers
- Section 7. Delegations
- Section 8. Activities and Events

## **ARTICLE VII. MISCELLANEOUS PROVISIONS**

- Section 1. Compensation of Officers and Directors
- Section 2. Conflict of Interest
- Section 3. Financial Controls
- Section 4. Annual Financial Assessment
- Section 5. Tax Year
- Section 6. No Discrimination

## **ARTICLE VIII. AMENDMENTS**

- Section 1. Amendment of the Articles of Incorporation and Bylaws

NOTE: The Oregon Nonprofit Corporation Act (ORS Chapter 65) both establishes and limits the powers and procedures available to nonprofit corporations. Where any questions arise about the meaning of these bylaws, or where these bylaws are silent on an issue, the Oregon Nonprofit Corporation Act should be consulted. If you would like assistance in updating, amending or interpreting these bylaws, contact Atkin & Associates Center for Nonprofit Law.

**BYLAWS**  
**OF**  
**BROWNSVILLE COMMUNITY CHAMBER OF COMMERCE**

ARTICLE I. PURPOSE

Section 1. Purpose. The purposes of Brownsville Community Chamber of Commerce are exclusively those allowed for organizations defined under §501(c)(6) of the Internal Revenue Code. Within these limits, the purposes of Brownsville Community Chamber of Commerce include the following:

To provide leadership and inspiration to promote and implement activities resulting in business and community enrichment.

ARTICLE II. NONVOTING MEMBERS

Section 1. Nonvoting Members. Brownsville Community Chamber of Commerce may have NONVOTING MEMBERS at the discretion of the Board of Directors.

Section 2. Rights and Obligations of Nonvoting Members. The Board of Directors may by resolution establish categories of nonvoting membership and determine any obligations and privileges of members in those categories. The nonvoting members will not have the power to vote on the election of Directors or members, or to participate in a binding vote on any corporate matters.

ARTICLE III. VOTING MEMBERS

Section 1. Powers and Purpose of Voting Members. Voting members have the power to elect and also to remove the members of the Board of Directors of Brownsville Community Chamber of Commerce, to elect and remove voting members and to vote on any amendments to the bylaws or articles which would alter the qualification, selection, removal, obligations, rights or powers of the voting members, and to vote on any other matters properly put before them for an advisory vote by the Board of Directors. The voting members do not have the power to make binding or enforceable decisions on matters reserved for the Board of Directors, including adopting budgets, authorizing expenditures, setting policies, or determining the organization's programs and activities.

Section 2. Records of Members. The secretary shall ensure that the organization maintains a current, formal, alphabetical record of the names, addresses and status of voting members and nonvoting members.

Section 3. Dues. The annual dues shall be payable in advance and notice of said dues shall be mailed

to members thirty (30) days prior to the beginning of the fiscal year which shall run from January 1-December 31. Annual dues will be set by the Board of Directors. Failure to pay required dues on or before April 1 disqualifies and terminates voting membership.

Section 4. Selection of Voting Members. Voting membership shall be automatically approved following a determination that the applicant has paid any required dues and satisfies any other qualifications required for membership. This determination can be made by the Board of Directors or by a committee delegated this task by the Board of Directors.

Section 5. Qualifications of Voting Members. Membership shall be available to any person, business or organization having an interest in the objectives of the Chamber.

Clarifications of the criteria for the qualification or selection of voting members, including representation of certain constituencies or required participation in the activities of Brownsville Community Chamber of Commerce, may be set by a resolution of the Board of Directors so long as they do not contradict the provisions of these bylaws.

All members of the Board of Directors shall automatically be voting members.

Section 6. Suspension or Removal of Voting Members. A voting member may be suspended or removed by the voting members or by the Board of Directors for serious misconduct which adversely affects the interests or reputation of the corporation.

Before the voting members can suspend or remove a voting member there must be not less than fifteen days prior written notice of the suspension or expulsion to the member, giving the reasons therefore. Further, there must be an opportunity for the member to be heard, orally or in writing, not less than five days before the effective date of the suspension or removal by the voting members, or by a person or persons authorized to decide that the suspension or removal not take place.

Section 7. Resignation of Voting Members. Any voting member may resign at any time by sending or delivering a written resignation to the Secretary of the Corporation.

Section 8. Quorum for Voting Membership Meetings. A quorum will consist of the presence, participation by conference call, or voting by mail, where that is allowed, of at least 20 percent of the voting members.

Section 9. Decision-Making by Voting Members. The affirmative vote of at least a majority of the voting members present at or participating by phone, mail or email in a properly called meeting, for

which a quorum has been achieved, is necessary and sufficient to make decisions or pass resolutions by the voting members, unless a greater proportion is required by law, the Articles or bylaws. An abstention counts as part of the total number of votes cast, and does not reduce the number of affirmative votes required to pass a motion. All decisions require a clearly stated motion, a second, and a vote. All motions which are successfully adopted must be recorded in the written minutes. In any proceeding in which voting by members is called for, each member, member firm, association or organization in good standing shall be entitled to cast one (1) vote.

Section 10. Proxy Voting. Proxy voting will not be allowed at any meeting of the voting members or as part of reaching any decision by the voting members.

Section 11. Participation in Meetings Remotely and Voting By Mail or Email.

A. Members who are not physically present for a membership meeting may participate in, be deemed present in person at and vote at the membership meeting if the board of directors authorizes participation by remote communication. Participation by remote communication is subject to guidelines and procedures that the board adopts. Before a board of directors may authorize members to participate in a membership meeting by remote communication, the corporation shall implement measures to:

- (1) Verify that a person that is participating in the membership meeting by remote communication is a member; and
  - (2) Ensure that a member may participate by remote communication in an effective manner.
- The corporation shall maintain a record of the vote or other action of a member that participates in a membership meeting by remote communication.

B. A notice of a membership meeting at which the board authorizes participation by remote communication shall state that the board authorizes participation by remote communication and shall describe how a member may notify the corporation that the member intends to participate in the membership meeting by remote communication.

C. Voting by Mail or E-mail may be authorized by the Board or by the voting members. Unless prohibited or limited by the Articles or Bylaws, any action which may be taken at any annual, regular or special meeting of the voting members may be taken without a meeting if the corporation delivers a written ballot to every member entitled to vote on the matter, by mail, fax, or e-mail, as directed by the individual member. The written ballot will: a) set forth each nominee or proposed action; and b) provide an opportunity to vote for each vacant Officer/Board of Directors position and for or against each proposed action. Approval by written ballot will be valid only when the number of votes cast by ballot equals or exceeds any quorum required to be present at a meeting authorizing the action. The vote is limited to the subject specified on the ballot.

Section 12. Annual Voting Membership Meeting. There must be an Annual Meeting of the voting members which will be held to elect Officers and members to the Board of Directors. It will be held at a time and location determined by resolution of the Board of Directors.



Written notice of the Annual Meeting must be posted on the official Chamber website ([historicbrownsville.com](http://historicbrownsville.com)) or sent by first class mail, fax, or email, to all voting members entitled to receive notice, at the address, email, or fax number provided by the member or as it appears in the corporate records, at least fifteen days in advance of the meeting.

At the Annual Meeting, voting members will hear and consider reports from the Board of Directors, Officers and staff concerning the activities, management and budget of the corporation. Voting members will then elect the Officers and members of the Board of Directors, and also vote on any other matters for which proper notice was given. Voting will be by secret ballot if any person so requests. Members may be given the option to vote by mail, fax, or email rather than in person. The failure to hold an Annual Meeting does not affect the validity of any corporate action.

### Section 13. Other Voting Membership Meetings.

A. Regular Meetings. The corporation may hold a series of regular meetings of the voting members at times and locations set by the Board of Directors. A single notice, posted on the official Chamber website or sent by first class mail, email or fax at least forty-eight (48) hours in advance of the beginning of the series of regular meetings will be sufficient and no further notice is required so long as the meeting dates and times which were announced do not change.

B. Special Meetings. Special Meetings of the voting members may be called by the President, by the Board of Directors or by twenty percent (20%) or more of the voting members. Notice for a special meeting must be posted on the official Chamber website, or mailed by first class mail, email, or fax, at least twenty-four (24) hours in advance of the meeting and must specify the purpose(s) for which the meeting is called. Only the business for which a special meeting is called may be considered at the meeting.

Section 14. Content of Notice. The notice must contain the date, time, location and when required, the purpose of the meeting. Notices of special meetings always require a statement of the purpose(s) for which the meeting is called. If amendments to the bylaws or the Articles of Incorporation will be considered, the notice must state this fact and either the exact wording or a summary of the amendments to be considered must be included with the notice.

Section 15. Waiver of Notice. Any voting member may waive the right to receive full advance notice of any meeting. Waivers of notice will be in writing, signed by the person entitled to notice, and will be given to the Secretary to be placed in the corporate records. Waivers may be signed before or after the meeting has taken place. The attendance of a voting member at any meeting without specific objection to improper notice will constitute a waiver of the full notice of that meeting.

Section 16. Record Date. The record date for determining the members entitled to receive notice of a meeting will be the day before the day on which the notice is mailed. The record date to determine the members entitled to vote at a member's meeting will be the date of the meeting.

## ARTICLE IV. BOARD OF DIRECTORS

Section 1. Duties of the Board. The Board of Directors will establish the corporation's policies and review and change them as necessary, oversee its programs, appoint or employ and supervise its staff director, authorize its expenditures, oversee its financial affairs, and ensure the proper management and use of its assets and property. The Board of Directors must also ensure that the corporation properly employs the necessary corporate formalities to make its decisions, that it prepares and submits all required state and federal reports, and that it operates in compliance with relevant state and federal laws. Members of the Board of Directors must diligently prepare for, attend, and participate in the meetings of the Board of Directors and any Board committees as needed, in order to carry out these tasks. The Board of Directors must meet at least four times per year, and shall strive to do this by meeting at least once each quarter of the year.

Section 2. Qualifications of Directors and Composition of the Board. Nominees for positions on the Board of Directors must have demonstrated a commitment to the mission and purposes of Brownsville Community Chamber of Commerce, and must have expertise in areas relevant to the needs of the organization.

Section 3. Number of Directors. The Board of Directors must consist of no fewer than five and no more than eleven members.

The voting members may create new positions on the Board of Directors by passing a resolution increasing the size of the Board, and then may appoint new Directors at that same meeting or at a later time to fill the newly created positions.

The President may appoint, subject to the approval of the Board of Directors, individuals as advisory nonvoting members to serve one year terms.

Section 4. Terms of Directors. Directors will serve one-year terms. However, unless they formally resign or are removed from office, Directors will remain in office until their successors are properly elected, designated, or appointed. There is no limit to the number of terms, successive or otherwise, a director may serve.

Section 5. Selection of Directors.

At the October meeting, the President shall appoint a nominating committee of two or more members to place in nomination at the November meeting, the name or names of one or more nominees for the offices of Director, President, Vice President, Secretary and Treasurer. In addition to names submitted by the nominating committee, nominations will be accepted from the floor. Directors and

Officers will be elected by a simple majority of the members present at the Annual Voting Membership Meeting. Notice of this election must be posted on the official Chamber website, or mailed by first class mail, email, or fax, at least fifteen (15) days in advance of the meeting.

A) Nominations: Directors shall serve only until the next annual election of Directors, when initial Directors may be re-elected and any new Directors will be elected by the then current voting members at an annual meeting of the voting members held for that purpose. Nominations for new members of the Board of Directors may be made by the Board of Directors, by individual Board members or by voting members.

B) Election Process. Each voting member will have the right to vote only for as many persons as there are director positions open on the Board of Directors at the time of the election. The vote must be by a secret ballot if any person so requests.

C) Election Policy and Procedures. The Board of Directors may prepare and adopt by resolution, a formal written policy regarding the details of the Board election process, including requirements for the announcement of elections and the solicitations of nominations, the role of a nominating

Section 6. Removal of Directors. Directors may be removed with or without cause by resolution of the voting members. Proper notice must be given in advance, as required for an annual membership meeting, or for a regular meeting of the voting members, or as required for a special meeting of the voting members, whichever is appropriate, stating that the removal of a director is to be considered.

Section 7. Resignation of Directors. A Director may resign at any time. The resignation of a Director should be in writing and be delivered to the Board of Directors, its presiding officer, the President, or the Secretary. A Director may resign verbally, in person, at a meeting of the Board of Directors. Resignations will be recorded in the minutes. Once recorded, a notice of resignation is irrevocable.

Section 8. Filling Vacancies. The Board of Directors may, by a majority vote, elect new Directors to fill any vacancies on the Board of Directors. A Director elected to fill a vacancy will serve the remainder of the term normally associated with that position.

Section 9. Conduct of Directors. Directors must discharge their duty of loyalty and their duty of diligence in good faith with the care an ordinarily prudent person in a like position would exercise under similar circumstances and in a manner the Director reasonably believes to be in the best interest of the corporation. The Board of Directors by resolution establish specific conduct guidelines for Officers and members of the Board.

Section 10. Quorum. At all meetings of the Board of Directors, the presence or participation of a quorum, which is at least a majority of the number of Directors in office immediately before the meeting begins, is necessary to allow the transaction of corporate business or the making of corporate decisions.

Section 11. Decision-Making and Voting. All decisions require a clearly stated motion, a second, and a vote that must be recorded in the written minutes. Each member of the Board of Directors will have one vote. At the request of any Director, the names will be recorded in the minutes of each Director who voted for, voted against, or abstained on a particular motion.

The affirmative vote of at least a majority of all of the Directors participating in any properly called meeting at which a quorum is present, is necessary and sufficient to make a decision of the Board of Directors unless a greater proportion is required by law or by these bylaws. An abstention counts as part of the total number of votes cast, and does not reduce the number of affirmative votes required to pass a motion.

Section 12. No Proxy Voting. No proxy voting is allowed at any meeting of the Board of Directors or as part of reaching any decision of the Board.

Section 13. Telephonic Meetings. Meetings may be held by telephone, video conferencing or other method, so long as all participating Directors can simultaneously hear and speak with each other. A Director participating in such a meeting is deemed present for purposes of a quorum.

Section 14. Decisions by Mail or Email. Any decision that the Board of Directors may make at a meeting may be made without a meeting if the decision is approved by the affirmative vote of all of the members of the Board. A clearly stated motion must be sent to all of the Directors on the Board of Directors by mail, fax or email, with clear instructions that this process requires one hundred (100%) of the Directors to vote "yes" for the motion to pass. If the motion is sent by email then each Director must send their vote by email in reply, in which case no signature is necessary. Motions are adopted and effective on the date that all Directors in office have responded with an affirmative "yes" vote. If any director votes "no," abstains, or fails to vote, then the motion fails to pass. A printed record of each director's vote must be kept in the corporate records.

Section 15. Meetings. The Board of Directors must meet at least four times per year, and shall strive to do this by meeting at least once each quarter of the year. Meetings of the Board of Directors may be called by the president, the chair of the Board, or fifty percent (50%) of the Directors in office. Robert's Rules of Order may be consulted for guidance but shall not be binding.

Section 16. Executive Session Meetings. The Board, by a simple majority, or the President, may at any time decide to go into an Executive Session meeting. Executive Session shall be used when the Board of Directors deems it is necessary to protect the confidentiality of the matters that will be considered there. Executive Session meetings may be attended only by members of the Board of Directors, and any guests the Board invites to join the meeting, which may include the Executive Director, other staff, or any other person the Board wishes to invite. A Director may only be excluded from any portion of Executive Session meetings in which matters will be considered that present a

conflict of interest for that Director. Minutes shall be properly recorded, but shall only be read or approved at a subsequent Executive Session if there is a need to continue to insure the confidentiality of the matters contained in the minutes. The Secretary shall take care to record in the minutes only the motions passed and information essential to comply with the law, in order to protect the confidential nature of Executive Sessions.

Section 17. Notice of Meetings. Notice must be given to every member of the Board of every meeting of the Board of Directors, stating the date, time, and location of the meeting, and the purpose of the meeting if so required by law or these bylaws. The notice must be given not less than forty-eight hours in advance of the meeting.

Regular meetings: After the initial notice is given of the schedule for a series of regular meetings, which will occur at a fixed time and place, no further separate notice is required for each of those regular meetings. Notice must state the time, date, and location of the meeting. The Board of Directors may by resolution establish or change the dates of regularly scheduled meetings, with proper notice given to all Directors.

Section 18. Waiver of Notice. Any Director may waive the right to receive full advance notice of any meeting. Waivers of notice must be in writing, signed by the person entitled to notice, and must be given to the Secretary to be placed in the corporate records. Waivers may be signed before or after the meeting has taken place. The attendance of a Director at any meeting without specific objection to the notice constitutes a waiver of the full notice of that meeting.

Section 19. Authority of Directors. The President shall be an official spokesperson for the organization, and may represent the organization and its positions whenever appropriate. No member of the Board of Directors other than the President may officially represent the positions of the organization or speak or make agreements on behalf of the organization without specific approval by the Board of Directors to do so.

## ARTICLE V. OFFICERS AND STAFF

Section 1. Officers. The Officers of Brownsville Community Chamber of Commerce must carry out the policies and decisions of the Board of Directors as directed by the Board. The Officers must include a president, vice-president, secretary and treasurer. The Board of Directors may also elect a chairperson, and other Officers as desired. The same person may not hold the offices of President and Secretary at the same time, but the same person may hold any other two offices.

Section 2. Election and Term of Office. The Officers of Brownsville Community Chamber of Commerce will be elected by the Voting Members. Officers will serve one-year terms. However, unless they formally resign or are removed from office, Officers will remain in office until their successors are properly elected, designated or appointed. There is no limit to the number of terms, successive or otherwise, an Officer may serve.

Section 3. Removal. Any elected Officer may be removed by the Board of Directors whenever, in its judgment, the interests of the corporation would be best served by such removal. Removal will be without prejudice to the contract rights, if any, of the Officer so removed. The person being considered for removal has no vote in the process of removal.

Section 4. Vacancies. If any office of the corporation becomes vacant by death, resignation, retirement, removal, disqualification, or any other cause, the remaining Directors still in office, although less than a quorum, may elect an Officer to fill such a vacancy. The elected Officer will hold office for the remaining portion of the term of that office.

Section 5. President. The President is the principal officer of the corporation and will, in general, supervise or oversee the supervision of all of the affairs of the corporation. The President generally will preside at all meetings of the Board of Directors, unless the Board selects another person to preside. The President will also perform other duties as may be assigned by the Board of Directors. The President may serve as an ex-officio member of any committee.

Section 6. Vice President(s)/President Elect. In the absence of the President or in the event of the President's inability to act, the Vice President will perform the duties of the president. The Vice President, when acting as President, will have all the powers of and is subject to all the restrictions on the President. The Vice President will also perform other duties assigned by the Board of Directors. More than one Vice President position may be created and duties clarified, in an ordinary resolution of the Board of Directors.

Section 7. Secretary. The Secretary will perform or oversee the performance of the following duties: a) record and keep the minutes of the meetings of the members and of the Board of Directors and of any Board committees, in one or more books provided for that purpose; b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; c) be custodian of the corporate records; d) keep a register of the mailing address of each voting member as provided by such member; e) ensure that all required state and federal reports are prepared and filed in a timely fashion; and f) perform or oversee all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors. The Secretary may delegate some or all of these tasks but remains responsible for their proper completion.

Section 8. Treasurer. The Treasurer will perform or oversee the performance of the following duties: a) be responsible for the proper management and control of all funds of the corporation; b) prepare full and accurate financial records on a timely basis of all the income, expenses and assets of the corporation; c) present reports on the financial affairs of the corporation at least once each quarter at a meeting of the Board of Directors; and d) provide financial information necessary to prepare and file the required reports to state and federal government agencies, showing the income, disbursements, and assets of the corporation. The Treasurer may delegate some or all of these tasks but remains responsible for their proper completion.

Section 9. Chair. The Board of Directors may elect a Chair and determine his or her duties.

Section 10. Executive Director and Staff. The Board of Directors may appoint or employ an executive director or other staff, whether paid or unpaid, to perform and conduct the programs and activities of the organization. The Board of Directors shall evaluate the performance of the Executive Director on an annual basis. Unless the Board of Directors determines otherwise, the Executive Director will have the power, subject to the approval of the Board of Directors, to hire staff, establish staff duties and performance standards, evaluate the performance of staff, and when necessary terminate the employment of staff of the corporation. The Executive Director shall receive notice of all Board of Directors meetings and shall ordinarily attend all meeting of the Board of Directors, except when the Board goes into Executive Session to meet without the Executive Director's presence.

## ARTICLE VI. COMMITTEES

Section 1. Establishment. The Board may establish any committee, including standing committees or temporary committees, by a resolution of the Board. Such resolutions must name the committee and the purpose of the committee. The establishment of an Executive Committee must be done in accordance with the procedures stated below.

Section 2. Executive Committee.

A. The Board may establish an Executive Committee of the Board to make decisions as deemed necessary between meetings of the full Board, and may delegate to the Executive Committee the

power of the Board to authorize expenditures and amendments to budgets, set policies, and authorize programs or activities. The Executive Committee shall be established only by the affirmative vote of at least a majority of all Directors then in office. The Executive Committees must consist of two or more Directors who are members of the Board of Directors, and it shall not have any members who are not members of the Board of Directors. The Board may place substantive restrictions or limits on the powers of the Executive Committee, and may also require certain procedures for the Executive Committees to follow. The Executive Committee must make reasonable efforts to communicate with the full Board in advance regarding the issues and decisions that will be considered or voted on at Executive Committee meetings.

B. The Executive Committee must comply with the provisions of the bylaws concerning the meetings and decision of the full Board of Directors, including the requirements for notice, quorum, voting and decision-making, the preparation and subsequent adoption of minutes of Executive Committee meetings, and the permanent storage of those minutes. All Executive Committee decisions must be recorded in official minutes, which must be provided to the full Board. Unless the Board of Directors decides otherwise by the majority vote of all of the Directors in office, the Executive Committee will consist of the President, Secretary, and Treasurer, as well as the Vice President if there is one, so long as those Officers are simultaneously serving as members of the Board of Directors.

### Section 3. Other Committees.

A. The Board may establish any other committees it deems appropriate, including a nominating committee, financial oversight committee, budget committee, personnel committee, and any number of working committees and advisory committees. These are all “non-Board committees” which do not have the power to make Board level decisions, authorize expenditures, adopt budgets, set policy, or establish programs. Such committees shall be established by a resolution adopted by the Directors present at a properly called meeting. Any person may be a member of such a committee, whether or not that person is a member of the Board of Directors.

The President and Secretary-Treasurer shall be ex-voting members of all committees.

B. Financial Oversight Committee. As soon as reasonably possible the Board may establish a committee responsible for financial oversight of the organization’s income and expenses, which shall be named the Finance and Audit Committee or the Financial Oversight Committee. The committee must consist of two or more persons, including at least one person with some financial experience or experience with bookkeeping, who is not the organization’s check signer or bookkeeper. The committee shall be responsible for overseeing the organization’s financial transactions and the implementation of the organization’s financial policies. As part of its mission, the committee shall review on a monthly basis, or oversee a monthly review of, the organization’s expenditures, financial transactions, bank statements, returned checks, and credit card statements. The committee shall report any questions or concerns about the organization’s finances to the Board. The committee shall also make the necessary arrangements for and oversee the organization’s annual audit or annual



financial review, which is described in these bylaws.

Section 4. Committee Members. The Board shall appoint the members of committees, or for committees other than the Executive Committee the Board may delegate this task to the Board President or the Committee Chair. The term of office of a member of a committee will continue until his or her successor is appointed unless the committee is terminated, the member resigns or is removed from the committee, or the member ceases to qualify as a member of the committee.

Section 5. Committee Chairs. One member of each committee will be selected or appointed committee chair by the Board, or if the Board wishes, it may delegate that power to the Board President or to the members of the committee.

Section 6. Limitation on Powers. No committee may a) elect, appoint, or remove any Officer, any member of the Board of Directors, or member of the Executive Committee; b) authorize the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the corporation; c) authorize the dissolution of the corporation or revoke proceedings therefore; d) amend, alter, or repeal the Articles, the bylaws, or any resolution of the Board of Directors; or e) authorize the payment of a dividend or any part of the income or profit of the corporation to its Directors or Officers.

The Board of Directors shall always have the power to amend, alter or repeal the decisions of committees, subject to limitations on the unilateral amending of contracts, interference with third party rights, and other legal limitations.

Section 7 Delegations: Delegations, representatives or special committees shall be appointed by the President, subject to the approval of the Board of Directors, to represent the organization at any convention, meeting or assembly as may be necessary. Such delegations shall exercise only those powers specifically vested in them by the Board of Directors.

Section 8 Activities and Events: the Board of Directors shall determine activities and events deemed proper and necessary to fulfill the object and purpose of the organization. Such activities and events will be designated as managed or supported at the Board's discretion. a) Managed: A managed activity or event is one in which the Board of Directors or its appointee exercises day to day operational control. Operational control will include but not be limited too; dates, fees, suppliers, permits and promotions. Revenues will be deposited in and expenses paid from the Chamber's financial accounts. Liability insurance will be provided. The President, subject to approval of the board of Directors, may appoint an individual to manage a specific activity or event. Such appointees shall exercise only those powers specifically vested in them by the Board of Directors. Within a reasonable time following the activities or events conclusion, the appointee will inform the Board of Directors of results. b) Supported: the Chamber may, from time to time at its discretion, support other community organizations. This support may be financial, promotional or advisory. The

Chamber as an organization, does not manage these activities or events. Revenues and expenses do not pass through the Chamber's financial accounts. Supported activities and events are generally not covered in the Chamber's liability insurance. The Board of Directors, in order to evaluate its support may ask management for information.

## ARTICLE VII. MISCELLANEOUS PROVISIONS

Section 1. Compensation of Officers and Directors. No Officer or member of the Board of Directors will receive any compensation for fulfilling the responsibilities of a member of the Board or of an officer as defined in these bylaws. However, the corporation may pay compensation to Officers and members of the Board of Directors for other services performed as employees or independent contractors as long as the required rules for conflicts of interest are followed. Members of the Board of Directors and their relatives who receive regular compensation from the corporation must always constitute less than a majority of the Board of Directors. Officers and members of the Board of Directors may be given reimbursement for actual expenses incurred in the course of fulfilling their responsibilities, subject to Board approval.

Section 2. Conflict of Interest. A conflict of interest is always present whenever the corporation pays money or other compensation, or provides any tangible benefits, to an Officer or member of the Board of Directors or to a member of a Director's or Officer's family. All transactions involving conflicts of interest must be approved using the following procedures: 1) Conflict-of-interest transactions must be approved by the full Board of Directors; they cannot be approved by the President, Executive Committee, Executive Director or other staff. 2) Directors and Officers who have a conflict of interest in any matter must a) declare the existence of any direct or indirect conflict of interest, b) disclose the details of the proposed transaction on the record, c) abstain from voting on that matter, and d) leave the room where the vote is to take place, until the votes have been counted. The minutes must record this to show that it was done.

3) The rest of the Board of Directors must analyze the transaction and sufficient information to ensure that all transactions involving a conflict of interest are fair to the corporation and that no special benefits are being given to any person. The information relied upon by the Board of Directors, and its source, must be recorded in the minutes. 4) All conflict-of-interest transactions must be approved by the affirmative vote of a majority of the members of the Board of Directors who do not have a conflict of interest involved in that issue, as long as no less than two disinterested Directors vote to approve the transaction.

All Directors and Officers must sign a disclosure of all conflicts of interest, and update it if that disclosure needs to be changed.

Section 3. Financial Controls. The Board of Directors shall adopt formal Board policies that provide a system of financial controls that are adequate to prevent the misuse, embezzlement or theft of the

organization's funds and assets, and that would discover it if those problems or crimes were to occur.

Section 4. Annual Financial Assessment. The Board of Directors may require the performance of an annual audit, financial review, financial compilation or financial assessment, which must involve the services of a trusted person with bookkeeping skills and knowledge, who does not do the bookkeeping for the organization or sign checks for the organization. This need not be a formal audit, but must at least involve a sufficiently thorough review of the organization's financial records so that it would likely discover any misuse, embezzlement or theft of the organization's funds or assets. The President shall select the person performing the annual financial assessment and shall ensure that the resulting report is presented to the entire Board of Directors.

Section 5. Tax Year. The tax year of the corporation is the calendar year.

Section 6. No Discrimination. In the delivery of its services to the public, Brownsville Community Chamber of Commerce does not discriminate for or against any person on the basis of ethnicity, nationality, place of origin, religion, gender, sexual orientation, marital status, familial status, economic status, age, or mental or physical disability.

## ARTICLE VIII. AMENDMENTS

Section 1. Amendment of the Articles of Incorporation and Bylaws. The Board of Directors may amend or restate the Articles or bylaws, and the affirmative vote of at least two-thirds of the entire Board of Directors is necessary and sufficient to do so. Provided, however, that only the voting members may approve amendments that relate to the number of directors, the composition of the Board, the term of office of directors, the method or way in which the directors are elected or selected, or the qualifications of voting members. The affirmative vote of a majority of the voting members participating in the vote is necessary and sufficient for the approval of such amendments.

Proper written notice must be given in advance, including either a written copy or written summary of the proposed amendments.

This constitution may be amended by two-thirds vote of the voting members present at any regular or special meeting provided that written notice of the proposed amendment or amendments has been mailed to each member, or publicized in the local newspaper, at least ten days prior to the date of such meeting.



CERTIFICATE OF SECRETARY

I, the undersigned do hereby certify that the foregoing bylaws constitute the bylaws of Brownsville Community Chamber of Commerce, as duly adopted by the Board of Directors on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Secretary of Brownsville Community Chamber of Commerce