

Revison July 6, 2015 Insert New Date

KEIZER MERCHANTS' ASSOCIATION BY-LAWS

ARTICLE I - NAME

The name of this organization shall be Keizer Merchants' Association, doing business as Keizer Chamber of Commerce and Visitor Center.

ARTICLE II- OBJECT

The Keizer Chamber of Commerce and Visitor Center is a working partnership of business, government and community volunteers, who coordinate their efforts under effective leadership for the purpose of advancement and development of the community and area.

The primary objectives of the Keizer Chamber of Commerce and Visitor Center ("Chamber") are:

- I. To coordinate the efforts of \underline{c} -ommerce, industry and the professionals in maintaining and strengthening a sound and healthy business climate in the Keizer area.
- 2. To sponsor programs and stimulate activities which will provide for full development and employment of our human and economic resources.
- 3. To provide creative business leadership and effective coordination of all interested parties in solving community problems and in initiating constructive community action.
- 4. To create broad understanding and appreciation of the opportunities in the Keizer area and to promote the advantages and assets of our community within the area and state.

ARTICLE III- LIMITATION OF METHODS

Section I. Non-partisan/Non-sectarian

The Chamber shall be nonpartisan and nonsectarian, however, this limitation shall not be construed as to deprive the organization, its Board of Directors ("Board") or committees from holding meetings or participating in discussions which are normally considered as a part of the program of a civic association. Such a Activities can include those pertaining to what are commonly referred to as good government, efficient government, legislation, taxation, public improvement, public finance, and or similar activities. On behalf of its membership the organization may from time to time review and establish positions on issues that come before any governmental bodies and their various committees and commissions. On behalf of its membership the Board of Directors have has the option to endorse and/or support candidates running for office.

Section 2. Non discrimination

There shall be no discrimination because of race, color, national origin, marital status, -age, religion or sex.

ARTICLE IV- MEMBERSHIP

Section I. Eligibility

Any person, association, corporation, partnership or estate may subscribe to membership in the Keizer Chamber of Commerce and Visitor Center.

Section 2. Classification

The mMembership may be divided into four classes.

Class one is Active Memberships which consist of any person, association, corporation, partnership or estate that receives a portion of its or his or her their livelihood from dealing with the public sales and/or service in the Keizer area.

Class two are Individual Memberships which consist of individuals who are retired or not affiliated with a business or non profit organizations. Individual members shall receive no voting rights and shall not be eligible to hold office either as a director or officer but will be permitted to express their views on any item requiring a vote by active members.

Class three are Honorary Memberships that may be granted for distinction in public or civic affairs. Honorary membership shall include all of the privileges of active membership, except that of voting and holding office. Payment of dues is waived. A proposal to confer honorary membership shall be made in writing to the Board by one or more members of the Chamber, and if approved by the Board of Directors, such honorary membership shall be established on either a limited or lifetime basis. An honorary membership may be revoked by the Board at any time.

Class four is-are Associate Memberships, which consist of individuals who are affiliated with a business, that is an Active Member of the Chamber, as a partner, agent or associate. Associate members shall be eligible for all rights as an active member.

Section 3. Membership Application/Election

Applications for membership may be made in writing to the Board, or by securing the regular membership application form—of Chamber. Such letter or application shall be signed by the applicant, giving his their—post office address, including his their—business, position or profession. The Board may make such investigation through committee or otherwise, as may be desirable before acting upon such application. Initial membership decisions are made by the Executive Director / CEO ("Executive Director") who may consult with the Board or Executive Committee. Decisions of the Executive Director may be appealed to the Board whose decision is final. The Executive Director shall report to the Board all membership decisions (including those who have ceased to be members) at regularly scheduled Board Meetings. Members will be elected by a majority vote of the Directors. Any applicant admitted to membership by the Board—automatically agrees to adhere to the By-laws, rules and regulations of the Chamber.

Section 4. Multiple Memberships

Any person, firm, association, corporation or estate eligible for membership may acquire more than one membership by paying the annual dues of each such membership and may designate one individual to represent each such membership.

Section 5. Representation on Multiple Membership

Any person, firm, association, corporation or estate 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 Executive Director. the Chamber subject to the approval of the Board.

Section 6. Voting Rights

Each membership shall be entitled to cast only one vote. In cases where a person, association, corporation, partnership or estate holds more than one membership, a representative of each membership is entitled to cast one vote.

Section 7. Expulsion

A member may be suspended or expelled by a two-thirds affirmative vote of the Board, at any regular meeting of the Board, for conduct unbecoming to a member of the Chamber. the The length of time of a suspension to shall be specified by the Board at the time the order is made. The order of suspension or expulsion shall be entered upon the records of the Board: provided, however, before such suspension or expulsion is acted upon, at least ten days' notice in writing shall be given to the accused member of the date of the meeting of the Board at which such action is to be considered, specifying the charges which have been presented against him/her_them and giving an opportunity to appear before the Board and defend him/herself_themselves. Such written notice shall be mailed to the member's registered address. Members so suspended may be restored to membership at the option of the Board.

Section 8. Appeal

A member who is suspended or expelled may appeal from the order of the Board to the membership of the Chamber at a special meeting regularly called as provided by these By-laws. A two-thirds vote of the members present at such meeting shall be finally determinative final. Such suspension or expulsion shall not relieve the member from any legal liability which may exist to the Chamber.

ARTICLE V-DUES

Section I. Rate

The Board shall fix the amount of annual dues for each classification. Such determination shall be made by resolution of the Board, adopted by two-thirds vote of the membership of the Board. Thirty days' written notice of the revised dues schedule shall be given to the membership by publication in the bulletin and/or sent to the membership via email.

Section 2. When payable

Annual dues of the members shall be payable on or before the anniversary date of each year, and may be paid in advance or prorated at the discretion of the Board.

Section 3. Delinquencies

Members who are delinquent in the payment of dues for more than 90 days may be suspended from membership.

ARTICLE VI- MEETINGS

Section I. Fiscal Year

The fiscal year of the Chamber shall be from February 1st of each year and end on January 31st of the ensuing year.

Section 2. Meetings

The Annual Business Meeting of the Chamber shall be held on the same day of the first regular meeting in the month of January of each year. The time shall be set by the Board.

At the Annual Meeting the President, and any other Officer of the Board designated by the President, shall report on the activities and financial condition of the corporation, and the members shall consider and act upon such other matters as may be raised consistent with the notice requirements of ORS 65.214. The Annual Meeting described in this section may take place at a regularly scheduled Greeters or similar event.

Section 3. Quorum

At all membership meetings 25 members in good standing shall constitute a quorum.

Section 4. Special General Membership Meetings

The President in his discretion may call special meetings of the membership of the Chamber. The President shall, when requested in writing by four members of the Board, or by 10 members in good standing of the general membership, call special meetings of the general membership. The call shall be by written notice directed to each member at his or her their registered email or postal address at least five days in advance of the date of the meeting. When special business is to be transacted at the regular meetings, notice thereof shall be given as herein provided. Such notice may be given by publication in the Chamber bulletin or via email to members.

ARTICLE VII-BOARD OF DIRECTORS

Section I. Government and Administration

The direction of its work, and the control of its property, shall be vested in a thirteen member Board of Directors consisting of six elected members, two appointed members, the President, the President-Elect, the Secretary, the Treasurer and the Past President. The elected members shall serve for a term of two (2) years, and three members shall be elected each year. The officers shall serve two (2) year terms in each office and the appointed members, which are appointed by the new President, will serve a one (1) year term. The past President shall serve a one (1) year term as a voting member of the board.

Section 2. Eligibility

All members of the Chamber in good standing, except Individuals and Honorary Members, shall be eligible to act as Directors.

Section 3. Terms

The Board Member terms of Directors one or two year terms begin on July Teach year and end on June 30 of the ensuing year in which the terms expire. There are no elected term limits to Director or Officer positions whether elected by the memberhip or appointed by the President.

Section 4. Meetings

The Board shall meet not less than ten times a year, except by action of two-thirds of those present at a regular meeting. The date and time of the meetings are to be fixed by the Board.

Section 5. Special Board Meetings

A special board meeting of the Board may be called at any time by the President or by any three Directors. When called the President or the three directors who called the meeting shall issue a written notice to every Director stating the time, place and purpose of the meeting. The notice shall be mailed emailed at least 5 days prior to the date of the meeting.

Section 6. Quorum

Two thirds Seven (7) members of the Board shall constitute a quorum at any regular or special meetings.

Section 7. Vacancies

Should a vacancy in an elected position occur on the Board, the remaining members of the Board shall appoint a qualified member to serve the unexpired term. Vacancies in positions appointed by the President shall be filled by appointment of the President. Absence from two consecutive meetings without a valid excuse, accepted by the Board, shall be construed as a resignation.

Section 8. Committees

The Board shall authorize and define the powers and duties of all the committees. The President shall appoint all committee Chairs, subject to confirmation by the Board. In the event any committee fails to discharge the duties assigned to it with reasonable promptness or violates any provision of these By-laws or directives of the Board, such committee chair may be discharged by a vote of the Board, and the President will appoint a new committee chair subject to confirmation by the Board.

ARTICLE VIII- OFFICERS

Section I. Officers/Executive Committee

The Officers of the corporation shall consist of a President, President-Elect, Past President, Secretary and Treasurer. All said Officers shall be considered members of the duly elected Board-of Directors, and shall be entitled to vote as any other Director. The President-Elect must have previously served on the Board, either as an elected or appointed Director for a minimum of 6 months.

Section 2. President

- 2.1 Reports to Board.
- 2.2 Function: Chief Executive and administrative officer of the Chamber Chairs the Board and is responsible for the overall operation of the Chamber. Serves a one two year term and a term as Past President.

Section 3. President-Elect

- 3.1 Reports to the Board
- 3.2 Function: Assists the President, presides in the absence of the President, coordinates luncheon programs, and carries out the executive functions as directed by the President. Serves a one-two year term and becomes President the following year their two year term as President-Elect.

Section 4. Secretary

- 4.1 Reports to-the Board
- 4.2 Function: Records and prepares correct minutes of all regular and special Board meetings. Serves a one two year term.

Section 5. Treasurer

- 5.1 Reports to the Board
- 5.2 Function: Responsible for all funds of the Chamber, reviews and submits monthly financial reports to the Board, serves on the Budget Committee, prepares annual budget, and ensures all tax papers are properly filed in a timely manner. Serves a one-two year term.

Section 6. Past President

6.1 Reports to the Board

6.2 Functions: Ensure continuity within the Chamber and assists the President as requested. Serves a one two year term as a member of the board.

Section 7. Board of Directors

7.1 Reports to General Membership.

7.2 Function: The Board of Directors is the policy making body of the Chamber. It manages, controls, and protects the Chamber's assets, sets goals and priorities, and adopts and administers the annual budget. Elected Officers and Directors serve a two year term, appointed Directors will serve a one year term.

Section 8. The officers of the Chamber shall constitute the Executive Committee of the Board. The Executive Committee may meet to assist the Board but has only that authority delegated to it by the Board or these by-laws.

Section 9. Compensation

No Officer in the Chamber as such, shall receive any compensation for Board services rendered, unless authorized and fixed by the Board.

Section 10. Confidentiality/Commitment

Members of the Board shall sign a confidentiality and commitment statement assuring the Chamber's best interests and objectives.

ARTICLE IX NOMINATIONS

Section I. Nominating Chamber Board Committee

The President shall, at the regular membership meeting in April appoint a nominating committee consisting of 5 members of the Chamber in good standing, two of whom shall be current members of the Board. The nominating committee shall announce the date of its meeting and due notice of such meeting shall be previously given to each member by publication thereof in the Chamber bulletin. Any member of the Chamber in good standing may submit suggestions for nominations to the committee in writing prior to the date of such meeting.

The Executive Director shall work with the President and the Board to ensure that information on how to nominate interested Chamber members for open board positions is sent to members in May of each year. Nominations shall be collected and reviewed at the direction of the President. Those who meet qualification requirements shall be placed on the ballot. If there are questions about the qualifications of any nominee, those questions shall be referenced to the Executive Committee. The decision of the Exective Committee can be appealed to the Board whose decision is final.

Section 2. Method of Nomination

The nominating committee shall select as Board, acting through the Executive Director and the President, shall insure a number of nominees not less than twice the number of Directors to be elected from the membership at large, and not less than one nominee for the offices of President-Elect, Secretary and Treasurer.

Section 3. Report of Nominating Committee

The nominating committee shall announce to the membership the nominees at least 30 days prior to the annual election, with notice that additional nominations may be made by members. Nominations made by members shall be placed on the ballot along with those nominations made by the Nominating Committee. The offices of President and Past-President will be listed on the ballot but are not up for election.

ARTICLE X-ELECTION OF DIRECTORS AND OFFICERS

Section I. Election Board

The President shall appoint and Election Board composed of not fewer that three board members who are not listed on the current ballot. The President shall appoint an Election Board composed of not fewer than five members. All members of the Election Board shall be members in good standing of the Chamber and at least one member shall be a current member of the Board. The Election Board shall act as judges of the election and shall prepare ballots to be mailed and/or emailed to all members in good standing at least ten days prior to the last day of the annual election. The Election Board shall supervise the election and shall serve from the time of their appointment until the result of the election has been ascertained.

Section 2. Ballot

2.1 The ballot shall be so printed as to give each voter an opportunity to designate his-their choice of candidates. Names of candidates nominated shall be arranged in alphabetical order of surnames. In addition, the ballot shall contain space for "write-in" candidates for each position.
There shall be no write in option for President or Past-President">President.

2.2 One ballot shall be mailed and/or emailed to each authorized voter.

Section 3. Voting

Members may vote by mail prior to the June meeting of the Keizer Chamber of Commerce and Visitor Center or in person at the June meeting of the Chamber by ballot. Voting shall be by individuals only and no member shall cast more than one vote. Persons to whom memberships have been assigned shall vote as individual members. Cumulative voting and voting by proxy shall not be allowed.

Section 4. Determination of the Vote

The nominee for each officer position receiving the most votes shall be declared elected. The three nominees for Director receiving the most votes shall be declared elected. If a tie vote occurs in any election, the tied candidates shall determine the winner by toss of a coin or other casting of lots.

ARTICLE XI -REMOVAL OF DIRECTORS OR OFFICERS

Section I Procedure

<u>Directors and Officers, either elected or appointed, may be removed using one of the two processes outlined</u> below:

- I) The members may remove one or more directors or officers elected by them or appointed by the president, at a general membership meeting called for the purpose of removing the director or officer and the meeting notice must state that the purpose or one of the purposes of the meeting is removal of the director or officer or.
- 2) The Board may remove a director or officer at a regular or special meeting. Removal by the board requires at least ten (10) board members voting to remove the director or officer. Notice of the vote to remove the director or officer must be provided to the board no less than five (5) days prior to the

meeting in which the vote is scheduled to occur.

Section 2 Reason for removal

- 2.1 The director or officer is engaged in fraudulent or dishonest conduct, or gross abuse of authority or discretion, with respect to the corporation, or the director has violated a duty set forth in ORS 65.357 to 65.367
- 2.2 Removal is in the best interest of the corporation.

ARTICLE XII-PARLIAMENTARY PROCEDURE

The rules contained in the latest edition of Robert's Rules of Order shall govern the procedure of this Chamber in all cases to which they are applicable, and in which they are not inconsistent with By-laws or the special rules of order of this Chamber.

ARTICLE XIII-RESERVED FOR FUTURE USE

ARTICLE XIV-AWARDS BANQUET

Section I. Purpose of the Award Banquet

The Chamber shall coordinate and facilitate an annual Awards Banquet each year. The purpose of the Awards Banquet is to recognizes and celebrate leadership of the Keizer community and of the Chamber.

Section 2. Date and Award Banquet Facilitation

The Awards Banquet date, time, and location shall be determined by the Board-of Directors.

Section 3. Awards

The Chamber shall present the following awards at the Award Banquet:

- a) Keizer First Citizen shall be presented to the person or persons whose service to the Keizer Community is long-standing and noteworthy.
- b) Merchant of the Year shall be presented to the member who has has made signifigant contribution to the Chamber in the past year or years.
- c) Service to Education shall be presented to the person who has made a significant, positive contribution to the betterment of the youth in the Keizer community.
- d) President's Award shall be awarded to a person, persons, or organization that in the President's view are deserving of public recognition.
- e) Other Awards may be presented as determined by the President or Board.

ARTICLE XIV-AWARDS BANQUET

Section 4. Award Nominations and Selection. In October, the Chamber Board shall appoint a selection committee for Keizer First Citizen, Merchant of the Year, and Service to Education. The committee shall consist of the Chamber President, the Executive Director, members of the Board, and a past recepient of each award. The committee shall not exceed nine members and may include Keizer community leaders holding the following positions: City Manger, Fire Chief, Chief of Police,

Mayor, School Principal, or a Service Club President. A majority vote of the selection committee shall determine the award winners. The selection committees shall solicit nominations for these award from the entire Keizer Community.

ARTICLE XV-IRIS FESTIVAL KeizerFEST

Section I. Purpose of Iris Festival KeizerFEST

The Chamber shall coordinate and facilitate an KeizerFEST Iris Festival each year. The purpose of the KeizerFEST Keizer Iris Festival is to promote a citywide celebration of the unique spirit and feeling of Keizer and generate additional revenues for progressing the objectives of the Chamber.

Section 2. Election/Appointment of KeizerFEST Iris Festival Council Committee

- 2.1 The President shall nominate an a KeizerFEST Iris Festival Chairperson who shall take office upon approval by a majority vote of the Chamber Board. The nominee should have experience on the KeizerFEST Committeebe a current or previous Iris Festival Vice Chairperson, or have chaired a minor Iris Festival Event. The KeizerFEST Iris Festival Chairperson will take office July January I of each year and shall serve a one year term.
- 2.2 The <u>KeizerFEST Iris Festival</u> Chairperson will nominate a <u>Co-Chair or</u> Vice Chairperson who will take office upon approval by a majority vote of the Chamber Board.
- 2.3 The <u>KeizerFEST Iris Festival CouncilCommittee</u> shall consist of the <u>KeizerFEST Iris Festival Chairperson</u>, the <u>KeizerFEST Iris Festival Co-Chair or</u> Vice Chairperson, and seven other appointed Chairpersons committee members that includes one representative from the City of Keizer.
- Section 3. Duties/Responsibilities of KeizerFEST Committee Iris Festival Council
 3. I The KeizerFEST Iris Festival Chair and members of the committee person, the Iris Festival Marketing Chair and one other member from the Chamber Board shall select themes for the upcoming KeizerFEST Iris Festival and/or banquets events. The theme for a new year should be selected by January Ist August Ist of the prior year, approved by the Chamber Board, and may be made following the solicitation of ideas from the community.
- 3.2 The <u>KeizerFESTIris Festival CouncilCommittee</u> shall submit a list of all major <u>festival festival</u> activities and budgets of all Chamber sponsored festival activities to the <u>Chamber</u> Board for approval by a majority vote.
- 3.3 The <u>KeizerFEST Iris Festival</u> Chairperson will report directly to the <u>Chamber</u> Board in a regular and timely manner, including the submission by January I of a budget and proposed activities for the new year.
- 3.4 The <u>Co-Chair or Vice Chairperson</u> shall report to the <u>KeizerFEST Iris Festival Chairperson</u> and to the <u>Chamber Board upon request.</u>

Section 4. Meetings

The KeizerFEST Iris Festival CouncilCommittee will meet regularly to conduct the business associated with the festival. The committee shall meet at the call of the Chair or the direction of the Board President. The meetings shall include both festival committee members and members of the community necessary for the function of the festival (i.e. representatives of the Keizer Police Department and the Keizer Fire District. The Iris Festival Chairperson will schedule a minimum of three meetings to foster communication between the Chamber and other involved civic and

independent organizations. The first meeting will be held prior to January and will introduce the Iris Festival theme, requirements and details. The second meeting (April) will be for finalizing details and trouble shooting. A third meeting in late May or June will be designed to debrief the Iris Festival Committee.

Section 5. Relationship with the Chamber

All <u>KeizerFEST</u> <u>Iris Festival</u> activities under the control of the <u>Chamber Board</u> will be congruent with the purpose of the festival and the general purpose of the Chamber. The <u>Chamber Board</u> may upon a two-thirds vote dissolve the <u>KeizerFEST</u> <u>Iris Festival Council Committee</u> and/or replace the chairperson or other Individual members or chamber sponsored event <u>chairpersonschairs</u>.

Section 6. Events

Organizations that want to participate in the KeizerFEST Iris Festival-must submit a letter of request to the Chamber, through the KeizerFEST Iris Festival-Chair-by a date set by the KeizerFEST Chair by February I. These letters should describe the events, organization, use of raised moines monies, location, date and time of events, and the chairperson. Events must submit proof of insurance with the Chamber named as additionally insured. The KeizerFEST Iris Festival Chairperson will consider the merits of each request based on fit with the KeizerFEST Iris Festival purpose and theme, quality of the event, use of raised moinesmonies, competition with other KeizerFEST Iris Festival events, past performance of the event, organization, chairperson and adequate insurance. The Chairperson will then make a recommendation to the Chamber Board.

ARTICLE XVI- RESERVED FOR FUTURE USE

ARTICLE XVII- GOVERNMENT AFFAIRS

Section I. Name

This committee shall be known as the Economic Development and Governmental Affairs Committee.

Section 2. Purpose

- 2.1 The committee represents the Chamber by:
 - a. Reviewing and communicating to members governmental policy decisions affecting local business and the local economy.
 - b. Assisting with marketing the Keizer business and community potential.
 - <u>e.b.</u> Keeping all levels of government including <u>Federal</u>. State, County and City informed about local business concerns and positions.

Section 3. Representatives

- 3.1 An eight person The committee shall consist of, a chair person (whose vote breaks any ties);) and seven representatives representing different industry and business sectors.
- 3.2 The Chamber member representatives shall be appointed by the Chairperson. They shall take office upon approval of the Board.
- 3.3 Representatives shall have a personal and/or professional interest in business economical development and related governmental issues.

Section 4. Terms/Attendance

4.1 Each representative shall serve a two year term, beginning in July of each year. The terms of office shall be staggered so that only four representative terms will expire in the same year.

4.2 Representatives are expected to attend all monthly meetings in a calendar year. Those missing two or more meeting will be considered for removal.

Section 54. Procedures and Duties

- 5.1 4.1 The committee will address, research, and communicate to membership the issues pertaining to local business and economy in order to proactively give testimony to governmental commissions, council, and committees.
- 5.2 4.2 The committee may recommend to the Board that the Chamber take a formal position on issues facing Keizer and its business community. The Board may at its option make a formal endorsement on an issue or candidate.
- 5.3 4.3 The committee may make recommendations to the general membership on issues where it has not asked the Board to take a formal position. In making such recommendations, the committee shall clearly communicate that the position is a recommendation of the committee, not a formal position of the Chamber.
- 5.4 4.4 The committee shall meet monthly and provide for communication and representation of Chamber members. All meetings shall be open to all members of the Chamber. The committee or its representatives will attend at least 2 Keizer City council meetings each calendar year.

ARTICLE XVII – AMENDMENTS

Section I. Theses by-laws may be amended. Proposed amendments must be first approved by a majority of all members of the Board-of Directors, Amendments receiving the approval of a majority of the Board shall be placed before the general membership for a vote within 90 days of approval by the Board.

Section 2. Voting on amendments by the general membership shall be open for at least ten calendar days from the date of the mailing of ballots. Amendments shall be approved and immediately effective if a majority of those members voting approve of the amendments.

ARTICLE XIX- TRANSITION

Section 1. If the 2010 Proposed Amendments to the Bylaws are approved by the Chamber membership during the 2010 election, the person elected Vice President shall serve as President-Elect as provided for in the 2010 Proposed Amendments.

Section I. If these proposed amendments to the Bylaws are approved by the Chamber Membership the current officers will have a second year added to their current terms. This does not apply to the Chamber Board Treasurer whose current term will end June 30, 2025. The Treasurer who takes office on July I, 2025 shall then serve a two-year term. The inent of the changes to the term of the Treasurer is to stagger the terms of the Treasurer and Secretary so their terms end in alternate years.

Section 2. The Board may submit the Proposed Amendments to the Bylaws to the membership in sections. The refusal of the membership to adopt any one section does not affect the validity of the other sections.