

## **CASCADE AREA CHAMBER OF COMMERCE BY-LAWS**

### **ARTICLE I: NAME OF ORGANIZATION**

The name of this organization is incorporated under the laws of the State of Iowa and shall be known as Cascade Area Chamber of Commerce (CACC).

### **ARTICLE II: PURPOSE**

The Cascade Area Chamber of Commerce is organized to achieve the objectives of:

1. Preserving the competitive enterprise system of business by: creating a better understanding and appreciation of the importance of business people and a concern for their problem; educating the business community and representing them in city, county, state, and national legislative and political affairs; preventing or addressing controversies which are detrimental to the expansion and growth of business and the community if they arise; creating a great appreciation of the value of a more liberal investment of substance and self on behalf of the interests of competitive business;
2. Promoting business and community growth and development by: promoting economic programs designed to strengthen and expand the income potential of all business within the trade area; promoting programs of civic, social, and cultural nature which are designed to increase the functional and aesthetic values of the community; and discovering and correcting abuses which prevent the promotion of business expansion and community growth.
3. The purpose of CACC is to increase awareness of the Cascade Area, quality of life, and economic well-being, so that the community will be a better place to live and conduct business.

### **ARTICLE III: MEMBERSHIP**

#### **1. Membership**

Memberships in CACC will be offered to qualified businesses, associations, nonprofit organizations, and individuals based on a membership dues structure to be established by the CACC Board.

##### **1a. In Kind Membership**

In Kind Memberships accepted with a signed a contract by both the business and Cascade Area Chamber of Commerce with trade of membership detailed.

#### **2. Membership Qualification**

Membership shall consist of any business or individuals, in the Cascade and surrounding area who pay their membership dues in a timely manner.

#### **3. Termination**

- A. Any member may resign for the Chamber upon written request to the CACC Board without refund of current dues paid
- B. Any member may be expelled by the CACC Board for nonpayment of dues after 90 days from the date due, unless otherwise extended for a good cause
- C. Any member may be expelled by a two-thirds vote of the CACC Board, at a regularly scheduled meeting thereof, for conduct unbecoming of a member or prejudicial to the aims or repute of the Chamber, after notice and an opportunity for a hearing are afforded of the member complained about.

### **ARTICLE IV: CACC BOARD**

#### **1. Executive Committee**

The officers of the CACC Executive Committee shall consist of a President, Past President, Vice President, and Director. The Director will serve on the Executive Committee as a non-voting, ex-officio member.

#### **2. Board of Officers**

The officers of the CACC Board shall consist of a President, Vice President, Treasurer, and Secretary.

- A. The CACC Board shall be composed of seven (7) members, whom shall serve a three (3) year term of office or until their successors assume the duties of the office
- B. The CACC Board, new and retiring officers, at its regular June meeting, shall reorganize for the coming year. At this meeting, the CACC Board shall elect the President, Vice President, Secretary, Treasurer, and any other officers deemed necessary to conduct the activities of the chamber.
- C. All officers shall serve a position for one (1) year or until their successors assume the duties of the office. Except, the Treasurer will serve the entirety of their term (up to six years) as treasurer. One year prior to the retirement of treasurer, they will move into the past treasurer's role as they will train the new treasurer.
- D. The government and Policy-making responsibilities of the chamber shall be vested in the CACC Board, which shall control its property, be responsible for its finances, and direct its affairs.

### **3. President**

The President shall preside at all meetings of CACC and shall have the duties normally conferred by parliamentary usage of such officers. The President shall serve a term not to exceed one year except when filling a vacancy left by a previous president, or until his/her successor shall take office. A President may succeed him/herself, in the event the President is unable to take office, upon majority vote of the CACC Board.

The President may determine all committees, select all committee leaders, assist in the selection of committee personnel, subject to CACC Board approval.

### **4. Vice President**

The Vice President shall act for the President in his/her absence.

### **5. Past President**

The Past President shall be presence for meetings and be able to help guide the CACC Board in future and past business decisions. The Past President will serve on the CACC as a non-voting, ex-officio member.

### **6. Treasurer**

The Treasurer shall be responsible for supervising the financial operations of the organization.

- A. The Treasurer shall also act as the co-signer (\$500 and over) and supervisor for all financial transactions of CACC.
- B. The Treasurer will provide a monthly financial report to be made to the CACC Board.
- C. The Executive Director, Treasurer, and board officer appointed by the president will act as authorized signers.

### **7. Secretary**

The Secretary shall take the minutes of all meetings of the CACC Board and shall work with the President in preparation of notices and agendas.

## **ARTICLE V: Nomination Process**

### **1. Annual Meeting**

An annual meeting to take place in March.

### **2. Nominations**

Each May the Director will send out a nomination form to all current chamber members indicating any open seats on the board.

### **3. Nominating Executive Committee**

No less than 15 days prior to the May Meeting the executive committee shall notify the nominees of such board positions open for election. The nominating committee shall compile and present the nominated slate of individuals up for election to the CACC Board, no less than 7 days prior to the June board Meeting.

### **4. Election**

The vote will take place at the regular June board meeting. A candidate receiving a majority vote of the board members present to legally conduct business shall be declared elected. These nominations will be announced prior to the June meeting through email.

### **5. Term of Office**

The elected candidate will start the term by shadowing their predecessor until the end of the fiscal year and at that point (July 1<sup>st</sup>) all responsibilities are turned over and the elected will serve for three (3) years or until his/her successor shall take office.

- Each CACC board member will be elected for a 3-year term of office.
- Each CACC board member may serve no more than six consecutive years (2 terms) on the CACC Board.
- Each CACC board member will serve a 1-year officer position (President, VP, treasurer, secretary).
- Each CACC board member may serve no more than six consecutive years in an officer position.

#### **6. Vacancies**

Vacancies in office shall be filled immediately through appointment by the CACC Board. This person will start beginning of a three-year term.

### **ARTICLE VI: MEETINGS**

#### **1. Meetings**

- A. The CACC Board shall meet monthly at a time and place determined by the CACC Board or the CACC Director.

The CACC Board shall receive at least a three (3) day notice as to the location of all organizational meetings.

#### **2. Quorum**

A quorum shall consist of a simple majority of the CACC Board. The number of votes necessary to transact business shall be a simple majority.

#### **3. Special Meetings**

Special meetings of the organization may be called by the President or when requested to do so by majority of members. The President or CACC Director shall notify all members by email not less than three (3) days in advance of such special meetings.

#### **4. Official Action**

All meetings or portions of meetings at which official action is taken shall be open to the public. However, the CACC Board may meet in closed session, for discussing personnel or property matters.

#### **5. Parliamentary Procedure**

Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at the meetings of CACC.

### **ARTICLE VII: EMPLOYEES**

Within the limits imposed by the funds available for its use, CACC may employ such staff and/or consultants as it sees fit to aid in its work. Appointment of the CACC Director only shall be made by a majority vote of the CACC Board. Other Staff will be hired by the CACC Director with approval by the CACC Board.

### **ARTICLE VIII: AMENDMENTS**

These by-laws may be amended by a majority vote of the entire Executive Committee and approved by the CACC Board. Notice shall be given no less than seven days prior to the meeting to consider changes in the by-laws, notice to be given by the President.

Adopted: September 21, 2023

Approved & Updated: August 16, 2023

  
CACC President

  
CACC Vice President