

BY-LAWS  
for the  
Escalon Chamber of Commerce  
13 January 2015

1. Mission Statement:

The Escalon Chamber of Commerce is a non-profit organization committed to promoting business, protecting business, and encouraging business, as well as economic growth, in and for the community it serves.

2. Purpose:

It is the purpose of these by-laws to set the governing principles of the Escalon Chamber of Commerce. It is not their purpose to usurp or change the laws, regulations, statutes, or ordinances governing the United States of America, the State of California, the County of San Joaquin, or the City of Escalon. These by-laws will adhere to the governance of those aforementioned bodies.

3. Organization:

3.1. The Governing Board.

3.1.1. President.

The president shall convene regularly scheduled Board and General Meetings, shall preside over or arrange for other members of the Governing Board to preside at each meeting in the following order: Vice President, Secretary, Treasurer, Director of Member Services, etc. The President will set the agenda for all meetings requiring the presence of the Governing Board. The president is responsible for the conduct of the members of the governing board, the delegation of authority to other members of the Governing Board and committee chairpersons, and the conduct of the General Meetings.

3.1.2. Vice-President.

The Vice-President will carry on the duties of the President in the absence of the President, act as the liaison between the Governing Board and operational committees, ensure that all requirements for upcoming meetings are met, and act as ambassador-at-large for the Chamber.

3.1.3. Secretary.

The Secretary shall be responsible for keeping all records of Governing Board meetings, General Assembly meetings, and any historical documentation concerning the activities of the Chamber. The Secretary will oversee the taking of the minutes for all Governing Board and General Assembly meetings, including identification of all nominations, movements, seconds, discussions, and voting results of same meetings. The Secretary shall oversee the sending out of meeting announcements, distribution of minutes and agendas, and assure that all records are maintained.

3.1.4. Treasurer.

The Treasurer shall assist in the preparation of the budget, maintain all financial records, help to develop fund-raising plans, and make financial information available to the Governing Board and to the public as required. The Treasurer will maintain all Federal, State, and non-profit status records, report the financial status of the organization and committees in meetings, and arrange for an annual audit of records to be conducted by no less than three individuals taken from the Governing Board and the General Assembly with sufficient ability to conduct such an audit, of which at least one individual coming from the General Assembly.

3.1.4.1. All bank checks drawn on funds will require two (2) signatures as established by the signature cards maintained in bank records.

3.1.4.2. No monies in excess of fifty dollars (\$50.00) will be paid without prior board approval. Special events budgets will be approved or disapproved , as necessary, by the Governing Board.

3.1.5. Director of Member Services.

The Director of Member Services will establish new business contacts and memberships for the Chamber, including acting as liaison to the City of Escalon Planning Commission. The Director of Membership Services will work to keep the community informed of membership opportunities, and the business community informed of business related opportunities provided by the Chamber, for the Chamber, or though the Chamber by outside organizations.

3.1.6. Public Relations Officer.

The Public Relations Officer is responsible for the creation and dissemination of all media communications, fliers, signage, and bulletins concerning Chamber events and opportunities. This office can be held concurrently with any other office.

3.1.7. Information Security Officer.

The Information Security Officer is responsible for controlling the flow of personal data into, within, and without the Chamber. This office is responsible for ensuring that any and all private data coming into the chamber is secured as prescribed by governing Federal, State, County, and City laws. This office is responsible for upholding the laws concerning the dissemination of private data and intellectual property. This office can be held concurrently with any other office.

3.1.8. Liaison Officer.

The Liaison Officer is responsible for maintaining open relationships with the City of Escalon City Council and subordinate organizations, other government organizations (as needed), other State, County, and Local Chambers of Commerce, and any other clubs and/or organizations relating to the mission of the Chamber or Chamber activities. This office can be held concurrently with any other office.

3.1.9. Escalon High School Associated Student Body Representative.

3.1.10. Miss Escalon Court Representative.

3.1.11. The term of office for board members is two years effective installation of office. Escalon High School ASB representative and the representative of the Miss Escalon Court are not subject to terms of office and can be replaced by their respective organizations.

3.1.12. Resignation from the Governing Board must be in writing and received by the Secretary. A board member can be removed for cause by a majority vote of the remaining board members with the President deciding all ties. Resignation from the Governing Board can occur through proxy should the original board member be unable to submit the resignation due to extreme illness, prolonged absence from the area, or death. Board members may be removed should the remaining members believe that that members non-participation in meetings and/or events has been excessive. Any member who has been removed from the Governing Board has the right to appeal to the General Assembly concerning the removal, and the General Assembly can reinstate the Board Member.

3.1.13. Replacement of a board member mid-term can be temporarily filled by the appointment of the remaining members of the board until such time as a polling of the general membership can be

convened. Members temporarily filling such vacancies are not obligated to pursue the position for the remainder of the term. Any member wishing to pursue the position for the remainder of the term may do so by announcing the candidacy to the General Assembly. A special vote will take place on the following General Assembly meeting in order to poll the General Assembly and install the new board member.

### 3.2. The Committees.

3.2.1. The Governing Board may create committees as needed, with the chairperson appointed by the President with the approval of the Governing Board.

3.2.2. Committees will meet as required, informing the Governing Board as to the place(s) and time(s) in order to present items to be acted on by the Governing Board

### 3.2.3. Chairperson(s).

The Chairpersons are responsible for all matters concerning the projects to which they are chairing, communications with the Governing Board concerning progress of the projects, the needs of the projects, and the results of the projects

### 3.2.1. Committee Members.

Committee members are required to attend committee meetings as necessary, assure that appropriate and up-to-date contact information is supplied the the chairperson(s), and conduct themselves as ambassadors of the Chamber during their tenure on the committee.

### 3.3. The Membership.

3.3.1. The membership shall consist of any business owners, employees of businesses, and residents who maintain active membership or have been granted membership due to special dispensation as approved by these by-laws or by the decision of the governing board, and maintain good standing.

### 3.3.2. Eligibility

Eligibility for membership in the Escalon Chamber of Commerce is open to any person, regardless of any record-able demographic IAW Federal, State, County, and City directives, or organization, who desires to be an active and positive component to the community. Business ownership, limited partnership, corporate status, and residency are not issues for ineligibility.

Ineligibility can only be determined by the governing board and can be awarded for cause or conflict of issue with the Escalon Chamber of Commerce. Any applicant denied eligibility can appeal to the General Assembly to reverse the denial, and the General Assembly can reverse the decision.

### 3.3.3. Membership in Good Standing.

#### 3.3.3.1. Membership Dues.

Business membership dues are based upon the number of persons working for the business and include the principle owner(s), partner(s), commissioned employee(s), salaried employee(s), hourly employee(s), licensed associate(s), and other contracted employee(s).

Business with 1-5 employees	\$90.00 per year
6-10 employees	\$110.00 per year
11-15 employees	\$130.00 per year
16-20 employees	\$150.00 per year
21+ employees	\$170.00 per year

Non-business owners	
Seniors	\$25.00 per year
Other individuals	\$50.00 per year
Non-profit organizations	\$75.00 per year

All memberships are effective January 1 through December 31, or July 1 through June 30, at the election of the applicant. All who apply for membership after the starting date and prior to the ending date will pay a pro-rated fee for the remainder of the year.

#### 3.3.4. Membership Revocation.

Membership in the Escalon Chamber of Commerce can be revoked at any time by the determination of the Governing Board. Revocation of membership can only be granted for cause or for the member failing to maintain active status by paying current and/or past membership dues. Any member having a revocation of membership can appeal the revocation to the General Assembly and the General Assembly can repeal the revocation.

#### 3.4. Meetings.

3.4.1. The Governing Board shall meet at least once a month at an agreed upon time and place. This meeting can be held concurrently with the General Assembly Meeting. All members of the Governing Board will be notified of such meeting through traditional communication methods: face-to-face communication, telephone contact, voice mail, e-mail, etc.

3.4.2. The General Assembly meeting will be held monthly on a scheduled reoccurring date with an established time and place of meeting determined by the governing board and published for all members and the public to view. Changes to the meeting dates, times, or location will be published within two weeks of the originally scheduled meeting.

3.4.3. Committee meetings will be at the discretion of the committee chairs.

3.4.4. An Annual meeting of the membership will be conducted in January each year. This meeting can be conducted in concurrence with, or instead of, the monthly meeting of the General Assembly. During this meeting elections of new board members replacing outgoing or absentee board members will occur and By-laws can be amended.

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President  
13 January 2015