

**STANDING RULES  
OF  
CHAMBER OF COMMERCE  
APACHE JUNCTION, AZ**

**ARTICLE I – MEMBERSHIP**

Section 1 – Resignation of Membership

- A. Any member desiring to resign from the Chamber shall submit his resignation in writing to the Chamber.

Section 2 – Termination of Membership

- A. Any member publicly demonstrating in opposition to, acting against, negatively impacting, impeding organizational objectives, or defaming either financially or the programs of the Apache Junction Chamber of Commerce of Commerce, its staff, or Board of Directors may have termination, expulsion or suspension proceedings brought against them consistent with this Section and A.R.S. § 10-3621.
- B. In such event, the Board of Directors shall notify the member in writing at least fifteen (15) days before the meeting in which termination, expulsion or suspension is to be considered by the Board of Directors. The member subject to the proceedings may submit a written response to the notice at least five (5) days prior to the meeting in which a vote on the proceedings is to be considered.
- C. After considering the member’s response (if any), the Board of Directors may proceed with a vote on the action detailed in the notice to the member. Within thirty (30) days of any termination, expulsion or suspension of a member, that member may submit a written appeal to the Board of Directors. The appeal will be reviewed at the next the regularly scheduled Board Meeting. The member’s rights and benefits will be suspended until the Board considers the appeal.
- D. The Chamber shall retain all monies collected from a terminated, expelled or suspended member accruing through the date of termination, expulsion or suspension, including but not limited to, membership dues, Leads Group, advertising, sponsorship, etc. Any uncollected amounts accruing through said date shall be debts owed to the organization.
- E. Expulsion or termination pursuant to this Section shall be effective for no less than two (2) years and up to five (5) years based on the severity of the infringement. In the event of suspension, the member will be notified in written form of their suspension and the period of the suspension.
- F. A member who voluntarily resigns their membership to the Chamber shall forfeit their benefits immediately as well as all monies paid to the Chamber.

**ARTICLE II – ILLEGAL PRACTICES**

The Apache Junction Chamber of Commerce is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. Any member of the organization may bring attention to unethical or illegal practices to the President/CEO, Board Chairman, Executive Committee or proper authorities regarding said practices.

**ARTICLE III – PRESIDENT-CEO**

The President /CEO shall be responsible for the official records and correspondence of the Chamber. The CEO shall maintain all records of the official actions of the Chamber and shall arrange for their safekeeping, as to include but not limited to: minutes of all meetings, policy statements, resolutions, approved programs and projects, notices,

newsletters, events, sponsorship, publications, programs, etc. The CEO shall be employed by and directly responsible to the Executive Board of Directors and shall be responsible for the general supervision and management of the office, staff, and business affairs of the Chamber. The CEO will perform under contract of no less than 1 year and up to 5 years as determined by the Executive Counsel and approved by the board.

## **ARTICLE IV – FINANCES**

### Section 1 - Funding

All money paid to the Chamber shall be placed in a general operating fund. Funds unused from the current year's budget shall be carried over as revenue in the new budget cycle. An insured savings account or comparable investment savings tool should be established and maintained with at least 3 months of operational expenses when budgeted revenues permit.

### Section 2 - Disbursements

Upon approval of the budget, the CEO is authorized to make cash disbursements on accounts and expenses provided for in the budget under policies established by the Board of Directors.

### Section 3 - Calendar Year

The calendar year of the Chamber shall close December 31st of each year.

### Section 4 – Annual Budgets

Prior to the December meeting the Finance Committee shall assist the CEO in the preparation of an operating budget for all activities of the Chamber.

After approval by the Executive Committee the budget shall be presented to the Board of Directors for consideration and adoption at the regular December meeting. Upon approval by the Board of Directors, the budget shall provide the monetary policy of the Chamber for the forthcoming calendar year.

The Board of Directors may modify the budget by a majority vote of the Board of Directors.

### Section 5 - Bonding

The CEO and such other officers and staff as the Board of Directors may designate shall be bonded by a sufficient bond in the amount set by the Board and paid by the Chamber.

## **ARTICLE V – ELECTRONIC MEETINGS**

Description of participation shall include:

- determining the presence of a quorum;
- a member may raise a point of order doubting the presence of a quorum, and the conditions under which the continued presence of a quorum is presumed if no such point of order is raised;
- methods for seeking recognition and obtaining the floor;
- means by which motions may be submitted in writing during a meeting; and
- methods for taking and verifying votes.

## **ARTICLE VI – POLITICAL CANDIDATE / ISSUE MARKETING**

Chamber policy regarding marketing of political candidates in Chamber publications and at Chamber events. Including:

- Signing of Petitions at Chamber Events will be prohibited except in certain cases.
- The Chamber will allow candidates who are Chamber members and who pay for advertising via the Chamber newsletter or other Chamber media avenues, to place political ads regarding their candidacy.
- Newsletter inserts created, copied and paid for by the candidate are required to include the caveat: "This is a paid political ad, not an endorsement by the Apache Junction Chamber of Commerce."

**BYLAWS  
OF  
CHAMBER OF COMMERCE  
APACHE JUNCTION, AZ**

**ARTICLE I – NAME**

The name shall be Apache Junction Chamber of Commerce.

**ARTICLE II – PURPOSE**

The mission of the Apache Junction Chamber of Commerce is to promote, develop and unite the business community in Apache Junction, Gold Canyon, East Mesa and surrounding areas to accomplish economic growth.

**ARTICLE III – MEMBERS**

Section 1 - Eligibility

Any person, association, corporation having an interest in the purposes and objectives of the Apache Junction Chamber of Commerce shall be eligible for membership.

Section 2 - Application

Membership application shall be on forms provided by Apache Junction Chamber of Commerce and signed by the applicant. Payment of dues and fees shall be paid in full. Upon determination by the board that the applicant's mission and objectives are in alignment with the values of the organization, membership shall be granted with all the rights and privileges assigned there to when paid in full.

Section 3 - Dues

A. The annual dues shall be payable in advance on or before January 15th of each year. Members whose dues are not paid within 60 days thereafter shall be automatically dropped from membership in the chamber.

B. Membership dues shall be at such a rate, schedule or formula as may be prescribed by the board of Directors and are payable annually in advance.

Section 4 - Honorary Life Members

Individuals only may be considered by the board of directors for honorary membership. Businesses are not eligible for honorary membership.

Section 5 - Orientation

At regular intervals, orientation on the purposes and activities of this organization shall be conducted for the following groups: new directors, officers and board members, committee leaders, committees and new members.

## ARTICLE IV – OFFICERS

### Section 1: Board of Directors

#### A. Responsibilities;

The governing of Apache Junction Chamber of Commerce shall be vested in the Board of Directors. They shall control its property, be responsible for its budget and finances, policies, membership and shall hire a CEO and direct their affairs.

#### B. Directors;

The Board of Directors shall be composed no less than five (5) and no more than fifteen (15) directors and two non-voting Ex Officio officers. There shall be three (3) no more than five (5) directors elected to the executive council to serve for a period of two (2) years terms or until their successors have been elected and installed.

#### C. Term of Office;

The term of office is (2) years and will begin upon election. No Director who has served three (3) consecutive (2) two-year terms shall be eligible to again serve as Board Director until they have been off the Board of Directors for one (1) full year after the expiration of his/her third term unless the board member joins the executive council then the term can be extended to fill the executive positions. The Board of Directors shall have the power to fill all interim vacancies on the Board Any member that is appointed to the Board to fill an unexpired term shall be eligible for a two (2) year elected term immediately following the term which he/she was appointed.

#### D. Attendance;

Unexcused absence from three (3) Board meetings without prior approval by the chairman shall result in the removal by Board of Directors. An excused medical leave of absence would be considered an exception. Attendance as defined in the chambers Director Candidate Agreement form which each board member must sign should be adhered to strictly. Failure to fulfill the commitment could result in removal from the board.

### Section 2 – The Nominating Committee

A. The Nominating Committee will be the Board of Directors.

B. The Committee shall present to the Chairman and Board of Directors a slate of candidates to replace the directors whose terms are expiring.

C. Each candidate must be an active member in good standing for one year and must have agreed to accept the responsibility of a directorship.

### Section 3 - Publication of Nominations

Upon receipt of the report of the Nominating Committee, the Chairman shall notify the membership by e-mail/newsletter of the names of persons nominated as candidates.

### Section 4 – Election of Directors

A. Elections shall be held quarterly for any open board position(s).

B. The officers shall be elected by ballot to serve for two years or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected.

C. The Chairman shall appoint from the board three (3) people, one of which shall be a member of the Executive Board of Directors, to collect and count all ballots.

D. All ballots must be received in the Chamber office by 5:00 pm on the day before the date established for the counting of ballots.

E. The Chairman shall announce to the membership the results of the election immediately after the Board of Directors has voted; the Secretary has counted the votes and the Chairman has contacted all candidates of the results. .

F. In the event of a tie vote, the Chairman shall conduct an election to break the tie vote. This election shall be decided by the qualified voters present at the next membership meeting.

#### Section 5 - Officers and Duties.

The officers of the Board shall be Chairman, Vice-Chairman, Immediate Past Chairman, Recording Secretary, and Treasurer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Chamber.

#### Section 6 - Nomination Procedure, Time of Elections.

The officers of the Executive Board have an open position to fill, a Nominating Committee of two or more Executive Board members shall be elected by the Chairman. It shall be the duty of this committee to nominate candidates for the offices positions described in Section 5 of this Article, The Nominating Committee will have candidates' applications at the next open board meeting to fill these positions in a timely matter. The Board of Directors will vote on this open position.

#### Section 7 - Vacancies

Vacancies by resignation or otherwise on the Executive Board or the Board of Directors shall be filled by appointment by the Chair with the approval of the Board of Directors for the remaining term of office.

### **ARTICLE V – MEETINGS**

#### Section 1 - Annual Meeting

The annual meeting of the corporation, in compliance with state law, shall be held within 90 days after the calendar year end. The time and place shall be fixed by the Board of Directors and notice thereof e-mailed to each member, at least ten (10) days before said meeting.

#### Section 2 - Special Meetings

Special Meetings of the Chamber of Commerce may be called by the Chairman at any time, or upon petition in writing of 10% of the members in good standing. Only members may collect signatures for the petition.

Notice of Special Meetings shall be e-mailed to each member at least 10 days prior to such meetings.

#### Section 3 - Regular Monthly Meetings

Regular Monthly Meetings may be called, by the Chairman or by the Board of Directors, upon written application of three (3) members of the Board. Notice including the purpose of the meetings shall be given to each Director at least twenty-four (24) hours prior to said meeting.

Section 4 - Committee Meetings

Committee Meetings may be called at any time by the Chairman, Executive Committee Officer, or by the committee's chairman with 24 hours' notice.

Section 5 - Board Meetings

The Board shall meet monthly.

Section 6 - Notices, Agendas & Minutes

Written notice of all chamber membership meetings must be given at least ten (10) days in advance unless otherwise stated. An agenda and minutes must be prepared for all meetings. Each year it will be the responsibility of the Board Chair (or successor in the case of early dismissal) from the prior year to coordinate annual meetings.

Section 7 - Quorum

- A. Membership; a quorum shall consist of those present at a duly called meeting.
- B. Board; a quorum shall be five (5) voting directors.
- C. Executive Board; a quorum shall be three (3) voting Directors.

Section 8 - Electronic Meetings

Electronic Meetings are authorized for Boards and committees where the opportunity for simultaneous oral communication maintains the deliberative character of the meeting.

**ARTICLE VI – THE EXECUTIVE BOARD**

- A. The new Board of Directors at its regular July meeting shall organize for the coming year. The Board shall approve the succession of leadership to the executive committee. At the discretion of the Board, the Secretary and Treasurer may be one and the same person. All officers shall serve for a term of two (2) year or until their successors assume the duties of office. They shall be voting members of the Board of Directors. The Executive Council shall act for and on behalf of the Board of Directors when the Board is not in session and shall be accountable to the Board.
- B. The Executive Council shall have general supervision of the affairs of the Chamber between its business meetings, fix the hour and place of meetings, make recommendations to the Board, and perform such other duties as are specified in these bylaws.
- C. Executive Council shall be composed of the Chair, Immediate Past Chairman, Vice Chairman, Secretary and Treasurer.

Section 1 - Duties

- A. The Chairman: shall serve as the chief elected officer of the Chamber of Commerce and shall preside at all meetings of the membership, Board of Directors and Executive Council. They will also have under their immediate jurisdiction all counsel pertaining to their general duties. The Chairman is the spokesperson for the organization and responsible for all formal statements issued on behalf of the board.

- B. Vice Chair: duties of the Vice Chair shall be such as their titles by general usage would indicate and such as required by law, as well as those that may be assigned by the Chair and the Board of Directors. The Vice Chair shall exercise the powers and duties of the Chair in his/her absence or disability.
- C. Treasurer: The Treasurer shall be the custodian of all the funds of the Chamber and is responsible for the evaluation and reporting of the organizations financial status at the monthly board meeting.
- D. Secretary: Responsible for taking accurate minutes of both the Board and Executive Committee meetings.
- E. Immediate Past Chair – The Immediate Past Chair will serve on the Executive Committee. If the Immediate Past Chair’s term as a board member has expired, his/her term will be extended by one year. The immediate past Chair shall exercise the powers and duties of the Chair/Vice Chair in his/her absence or disability.

Section 2 - Removal from Office

Any officer or director may be removed from office as a result of failure to fulfill the duties of the office or from conduct detrimental to the objectives and purposes of the Apache Junction Chamber of Commerce. Said removal must be determined by majority vote of the Board of Directors.

**ARTICLE VII – COMMITTEES AND DIVISIONS**

Section 1 - Appointments

A. The Chairman, by and with the approval of the Board of Directors, shall appoint all committees and committee chairpersons. The Chairman may appoint ex-officio, non-voting members of the Board of Directors and ad hoc committees and their chairpersons as deemed necessary to carry out the goals and responsibilities of the Chamber. Committee appointments shall be at the will and pleasure of the Chairman and shall serve concurrent with the term of the appointing Chairman, unless a different term is approved by the Board of Directors.

B. It shall be the function of committees to make investigations, conduct studies and hearings, make recommendations to the Board of Directors and to carry on such activities as may be delegated to them by the Board.

Section 2 - Limitation of Authority

All official actions by any member, committee, division, employee, director or officer shall be approved or ratified by the Board of Directors.

Section 3 - Divisions

The Board of Directors may create divisions, bureaus, departments, councils or subsidiary corporations. The Board shall authorize and define their powers and duties and annually review and approve all their activities and proposed programs, including collection and disbursement of funds.

Section 4 - Finance Committee.

A Finance Committee composed of the Treasurer and up to four other members shall be appointed by the Chairman after each annual meeting. It shall be the duty of this committee to prepare a budget for the fiscal year beginning the first day of May, and to submit it to the Board at its regular meeting in June. The Finance Committee may from time to time submit amendments to the budget for the current fiscal year, which may be adopted by a majority vote.

Section 5 - Finance Committee.

An Auditing Committee of three board members shall be appointed by the Treasurer whose duty it shall be to audit the Chamber's financial accounts at the close of the fiscal year and to report at the Annual Meeting.

**ARTICLE VIII – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.

**ARTICLE IX – AMENDMENTS**

These bylaws may be amended by the Membership at any regular meeting or Special Meeting by a two-thirds vote with previous notice ten (10) days before the meeting or online vote.

Any necessary edits to the bylaws and rules into the vote to change the name (i.e. Board of Directors shall have the right to change the name of the Chamber to "INSERT NEW NAME HERE" and is authorized to make any and all changes necessary to reflect the new name on any incorporating or governing documents.

**ARTICLE X – DISSOLUTION PROCEURE**

The Chamber shall use its funds only to accomplish the objectives and purposes specified in these bylaws, and no part of said funds shall inure or be distributed to the members of the Chamber. On dissolution of the Chamber, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations to be selected by the Board of Directors as defined in IRS Section 501(c)(6).