

GENERAL OPERATING BY-LAW of the ERICKSON & DISTRICT CHAMBER OF COMMERCE

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GENERAL OPERATING BY-LAW of the ERICKSON & DISTRICT CHAMBER OF COMMERCE

Article 1 - GENERAL

1.1. Name

The name of this organization shall be the Erickson & District Chamber of Commerce, hereinafter called the Chamber.

1.2. Purpose

The Erickson & District Chamber of Commerce is an independent, membership funded, non-profit organization that represents Erickson and district. The objective shall be to promote and improve trade and commerce and the economic, civic and social welfare of Erickson & District. Our mission is to encourage growth in the communities by fostering a progressive business environment, favourable to enhancing existing and attracting new business.

1.3. Incorporation

- a.** The Erickson & District Chamber of Commerce was incorporated pursuant to the Boards of Trade Act, Chapter 18, R.S.C. 1952 of Canada on October 3, 1974 and registered by the Department of Consumer and Corporate Affairs, Ottawa, on April 18, 1975.
- b.** The by-laws of the Erickson & District Chamber of Commerce shall at all times be interpreted in accordance with The Boards of Trade Act of Canada.

1.4. Location

The head office of the Chamber shall be in Erickson, Manitoba, unless otherwise determined by the Board. The usual place of meeting shall be in Erickson, Manitoba.

Article 2 - TERMS AND INTERPRETATION

2.1. Definitions

In these by-laws, unless otherwise stated:

- a. "Act"** means *The Board of Trade Act I*, and the regulations passed pursuant to that Act and any amendments thereto or substitutions therefor;
- b. "By-Laws"** means this By-Law and any other by-law of the Erickson & District Chamber of Commerce as amended which are, from time to time, in force and effect:

c. **“Erickson & District Chamber of Commerce”** or **“Chamber”** mean the Erickson & District Chamber of Commerce;

d. **“Annual General Meeting”** means an annual meeting of the Members of the Erickson & District Chamber of Commerce;

e. **“Board of Directors”** and **“Board”** mean the Board of Directors of the Erickson & District Chamber of Commerce;

f. **“Director”**, **“Board Director”** or **“Board Member”** means a person who has been elected or appointed to the office of Board Director with the Erickson & District Chamber of Commerce in accordance with these by-laws;

g. **“President”** means the person elected or appointed to the office of President of the Erickson & District Chamber, in accordance with these by-laws – the lead volunteer of the Chamber;

h. **“Vice-President”** means the person elected or appointed to the office of Vice-president of the Erickson & District Chamber, in accordance with these by-laws – the lead volunteer of the Chamber;

i. **“Secretary”** means the person elected or appointed to the office of Secretary of the Erickson & District Chamber of Commerce, in accordance with these by-laws;

j. **“Treasurer”** means the person elected or appointed to the office of Treasurer of the Erickson & District Chamber of Commerce, in accordance with these by-laws;

k. **“Member”** means a member of the Erickson & District Chamber of Commerce as defined in Article 3 of these by-laws;

l. **“Officer”** means an officer of the Erickson & District Chamber of Commerce, as defined in Article 6 of these by-laws;

m. **“Special Meeting”** means a special meeting of the Members of the Erickson & District Chamber of Commerce;

n. **“Good standing”** means that a member has paid membership dues and other assessments and does not carry on any business activity considered illegal or any business activities which would be considered unethical;

o. **“Delegate”** or **“Designated Representative”** means representatives from members, as defined in Article 3, who have been designated by said member to represent them in the Chamber;

p. **“Individual members”** means those members of the Erickson & District Chamber of Commerce who are individuals holding membership in the chamber under their own name.

2.2. Interpretation

a. Wherever the singular or masculine is used it shall be interpreted as meaning the plural or feminine or vice versa where the context so requires.

b. The Board has the ultimate discretion over the interpretation and implementation of these by-laws.

c. Whenever reference is made in any by-law or any special resolution of the Corporation to any statute or section thereof, such reference shall be deemed to extend and apply to any amendment or re-enactment of such statute or section thereof, as the case may be.

Article 3 - MEMBERSHIP

3.1. Eligibility

All persons, partnerships, businesses, organizations, firms or corporations, which support the objectives of the Chamber, shall be eligible for membership subject to the approval of the Board of Directors.

3.2. Classifications

The membership shall be composed of the following classes:

a. Active Member

i. *Active membership* shall consist of individuals, partnerships, firms, corporations or associations; resident or doing business either within Erickson and surrounding area or that has a business, civic, educational or cultural interest in Erickson and surrounding area.

b. Honourary Member

i. *Honourary membership* may be conferred upon any person, appointed by the Board for such a term as the Board may decide, in recognition of their contribution to the business community or service to the public.

ii. Honourary members shall have all the privileges of members except the right to vote and hold office (unless they are or become active members).

iii. Honourary members shall be exempt from payment of annual dues.

3.3. Representation

a. The voting power of active member partnerships, businesses, organizations, firms or corporations' memberships shall in each case be assigned to individuals.

b. Every individual member or designated representative of a partnership, firm, corporation, or association, except as hereinbefore excluded, shall be entitled to one vote for the election of members to the Board of Directors and to participate fully in all matters coming before the members of the Chamber.

3.4. Dues

a. It shall be the duty of the Board of Directors to apportion and assess as equitably as possible the annual dues to be paid by all classes of members to ensure the success of the Chamber.

b. The Board of Directors shall have the power to grant full or partial rebates of membership dues to a member upon special request.

3.5. Termination or Withdrawal of Membership

a. Resignation

Any member of the Chamber who intends to retire therefrom or to resign their membership may do so at any time upon giving to the Secretary ten days' notice in writing of such intention and upon discharging any liability which is standing upon the books of the Chamber against the member at the time of such notice.

b. Delinquent Payment

The Treasurer shall bring to the attention of the Board any member who is delinquent in paying membership fees. The Board may elect to cancel the member from membership in the Chamber if notice of delinquency as per the By-Law has been provided to the member.

c. Conduct Unbecoming

Any member may be expelled for cause, at a meeting called for this purpose, by means of a resolution passed by two-thirds of those members of the Board of Directors who are present and voting (provided that the requirement for a quorum is satisfied).

d. Effect of Termination

Upon any termination or withdrawal of membership, the rights of the Member, including any rights in the property of the Chamber, automatically cease to exist.

3.6. Transferability of Membership

Membership cannot be transferred.

Article 4 - BOARD OF DIRECTORS

4.1. Function

Government of the Chamber, the direction of its work and the control of its property shall be the Board of Directors. The Board shall have general supervision, control, and direction of the affairs of the Erickson & District Chamber of Commerce. The Board shall determine policies and supervise the disbursement of funds.

4.2. Composition

The Board of Directors shall consist of the following members:

a. Elected

Effective January, 2022, nine directors shall be elected from the members-at-large. Those elected would decide which elected Board Members would serve one, two or three year terms. At the expiration of each term, there would be elections to fill three Board positions for a three year term. This should provide continuity of the Chamber operations after each election. Those elected to the Board would determine which Board members would serve as President, Vice-President, Secretary and Treasurer.

b. Appointed

Board vacancies may be filled by appointment of the board for the remaining term.

4.3. Terms of Office

- a. Each elected director shall each serve a three-year term.
- b. Directors may, if elected, serve an unlimited number of consecutive terms
- c. Appointed positions shall be for a one-year term unless there are extenuating circumstances.

4.4. Voting Privileges

a. All **elected directors** shall have the right to propose motions, engage in discussion and vote.

b. All **appointed directors** shall have the right to engage in discussion and to propose motions, but not to vote.

4.5. Meetings

a. Regular Meetings

The Board of Directors shall hold regular monthly meetings with the time and place designated by the Board.

b. Special Meetings

Special meetings of the Board of Directors may be called at any time by the President and shall be called upon the written request of three (3) directors of the Chamber.

c. Annual Meetings

The Annual Meeting of the Erickson & District Chamber of Commerce shall be held in the month of January in each year at the time and place determined by the Board. At least 30 days' notice of the Annual Meeting shall be given.

4.6. Quorum

Quorum for meetings of the Board of Directors will be at five and a majority of such quorum may do all things within the powers of the Board.

4.7. Conflicts of Interest

All Board of Directors shall be responsible for disclosing any Conflict of Interest, as soon as the matter arises and prior to the board taking any action on the matter. The Conflict of Interest disclosure must be documented in the minutes of the meeting.

4.8. Vacancies

a. Any vacancy on the Board which may occur during the year shall be filled by the candidate who received the most votes but was not elected in the most recently held elections for Directorships.

b. In the case where the vacancy cannot be filled by the candidate with the next highest number of votes on the most recent election, the vacancy may be filled by appointment of the board for the remaining term.

c. A vacancy may remain unfilled if there are less than 6 months until the next election.

4.9 Ceasing to be a Director/Officer

The term of office of a Director or Officer shall be terminated under the following conditions:

a. Absence

If any member of the Board is absent for three (3) months continuously from the meeting of the board, they may be removed from the board by the board.

b. Not a Member in Good Standing

Any Director/Officer that whose membership with the Chamber is deemed not in 'good standing', shall be removed from the board by the board.

c. Conduct Unbecoming

A Director or Officer of the Chamber may be subject to suspension or removal from the board, by the board if it appears to the Board that they have conducted themselves in an unbecoming manner, or when it is felt that allowing them to remain as a Director/Officer would bring discredit to the Chamber.

d. Resignation

A Director or Officer resigns by delivering a written resignation to the President of the Chamber; or where such resigning Director is the President, by delivering a written resignation to the Vice-President.

e. Election to Public Office

Any Director or Officer when officially declaring their intention to run as a candidate for any elected office in the Federal Parliament, Provincial Legislature, Municipal Council or School Division shall be required to take a leave of absence from their position and if elected, shall resign from the Board.

4.10. Remuneration

Officers and Directors of the Chamber shall receive no remuneration for services rendered, but the Board may grant any of these said officers and directors reasonable expense monies.

Article 5 - ELECTION OF DIRECTORS

5.1. Convening a Committee

a. Prior to the end of October in each year, the Board shall convene a committee to conduct board elections.

b. This Committee shall consist of not less than three member of the member of the Chamber

c. The duties of the committee shall be to prepare and receive nominations in the manner hereinafter set out; to have general charge of the election; to prepare, distribute and count the ballots.

5.2. Eligibility

a. Any individual member, or authorized representative of a member, in good standing shall be eligible for election to the board, except those who have served their maximum number of terms as per article 4.3b of these by-laws.

b. No employee of the Chamber is eligible to service as director during their period of employment.

5.3. Nominations

a. Not later than November 15, the Election Committee shall prepare and have sent electronically to each member of the Chamber a list of nominations containing the names of at least three members who must have given their consent to having their names included in the list of nominations. The notice containing the list of nominations shall specify the number of persons to be elected, the terms and conditions under which additional nominations may be made, and the time when nominations may be closed.

b. Any member in good standing may submit an additional nomination provided, however, that the consent of the nominee be filed with the nomination.

c. Nominations shall close seven days after the mailing to the members of the list of Nominations.

5.4. Voting

a. The names of all those nominated shall be placed upon an election ballot which shall be mailed electronically and/or by post to each member in good standing.

i. The election ballot shall clearly state the number of directors required to fill the Board, and the maximum number of candidates for whom members can vote.

ii. Each member shall be able to vote for not more than the number of directors required to fill the Board, but a ballot will still be considered valid if the member votes for fewer candidates than the number needed to fill the vacancies on the Board.

b. The members shall indicate upon such ballot their choice for members of the Board of Directors by making a mark opposite the names of the desired candidates. Each member shall return the said ballot by mail, fax or electronic vote in the case of an on-line election to the Chamber Office not later than ten (10) days after the date the ballots were sent to the members.

c. All ballots are to be in such form as shall ensure its secrecy.

d. The Election Committee who shall on a day selected, but not later than December 20, count the votes and declare elected to the vacant positions the members receiving the greatest number of votes.

5.5. Resolution of a Tie

If there is a tie for the last director to be elected, they shall be selected by lot under the direction of the Election Committee.

5.6. Failure to Elect

In the event that Directors are not elected in an election in a calendar year:

a. The Directors may be elected at the next Meeting of Members of the Erickson & District Chamber of Commerce;

b. The Directors then in office shall remain in office until their successors are elected.

5.7 Procedure

The board may devise a set of rules and procedures, not inconsistent with the provisions of this Article, to govern the nomination and election of Directors.

Article 6 - OFFICERS

6.1. Named Officers

The Executive Officers of the Chamber shall be the President, the Vice-President, the Secretary and the Treasurer.

6.2. Terms of Officers

The term of each officer position shall be one year, barring extraordinary circumstances. There is no limit to the number of terms a board member may be elected to an officer position

6.3. Election of Officers

a. The offices of President, Vice-President, Secretary and Treasurer shall be filled by individuals who have been elected to the Board and shall be elected annually by the Board at the next meeting of the board following board elections.

6.4. Vacancies & Absences

a. In the absence of the President, or in the event of the refusal of the President to act, the Vice-President, the Secretary and the Treasurer, in the order named, shall be vested with all the powers and shall perform all the duties of the President;

b. In the absence of the officers named, a member of the Board of Directors shall be chosen by the Board temporarily to so act.

c. At any time during the period of office, if 2/3 of the Directors present and voting vote to replace the incumbent Officer in a position, or if an Officer vacancy occurs for any other reason, the resulting vacancy(ies) will be filled by the next highest-ranking officer (e.g. Vice-President would move up to President, and Secretary would then move to be Vice-President). The resulting lower-ranking vacancy(ies) will be filled for the remainder of the one-year term by an Acting Officer chosen by the Board.

6.5. Duties of the Officers

a. All officers shall carry out their respective responsibilities as specified in these by-laws and all other duties as may be assigned from time to time.

b. The President

Presides at all meetings of the Chamber and of the Board of Directors;

ii. Performs all duties incidental to their office and advise such action as may be deemed by them likely to increase the usefulness of the Chamber;

iii. Ex-officio member of all board committees

c. The Vice President

- i. Shall generally assist the President;
- ii. They shall perform all other powers and duties as may from time to time be assigned to them by resolution of the board.

d. The Secretary

- i. The Secretary shall keep, or cause to be kept, a proper record of the of the proceedings of the Chamber,
- ii. The Secretary shall generally assist the President

e. The Treasurer

- i. The Treasurer shall keep, or cause to be kept, a proper record of the finances of the Chamber;
- ii. The Treasurer shall generally assist the President

Article 7 - GENERAL MANAGER

7.1. Appointment

A General Manager may be appointed by the Board of Directors and their appointment shall be continuous subject to the pleasure of the Board.

7.2. Compensation

The General Manager shall receive such compensation for duties assigned as determined by the Executive and Finance Committee, within the limitations set upon the adoption of the Annual Budget by the Board of Directors.

7.3. Member Status

The General Manager shall be a non-voting member of the Board.

Article 8 - BOARD COMMITTEES

8.1. Establishing Committees

The Board may establish, from time to time, any committee or advisory body and its members as it deems necessary or appropriate and define the powers, duties and

remuneration of such committees as the board shall see fit, subject to the Act and By-Laws.

8.2. Disbanding Committees and Removal of Committee Members

Any board committee may be disbanded by the Board and committee members removed by the Board.

8.3. Reporting

All committees made or appointed by the Board shall report to the Board.

Article 9 - MEETINGS OF MEMBERSHIP

9.1. Annual General Meeting

- a. The Annual Meeting of the Chamber shall be held in January of each year.
- b. The Board of Directors shall submit in writing at the annual meeting of the Chamber a full report of the work and finances of the organization.

9.2. Special Meetings of the Chamber

Special meetings of the Chamber membership may be called at the discretion of the President, or on the written request of any five members of the Chamber in good standing.

9.3. Quorum

Five (5) members shall constitute a quorum of any regular or special meeting of the Chamber.

9.4. Notice of Meetings

Notice of the time, date and location of meetings of members shall be given a minimum of fourteen (14) days before the day on which the meeting is to be held.

9.5. Addressing the Floor

Only a member shall address the Board or the Chamber except by invitation of the President or the majority consent of the meeting

9.6. Resolutions

All resolutions for passage by the members of the Chamber must be presented to the President in writing and brought before a meeting of the Board of Directors before being presented to any meeting of the Chamber membership.

Article 10 - PARLIAMENTARY PROCEDURE

10.1. Robert's Rules of Order

The proceedings of the Board and Chamber meetings shall be governed by and conducted in accordance with *Robert's Rules of Order*.

Article 11 - BY-LAW AMENDMENTS

11.1. Notice

Amendments to the by-laws of the Chamber may be ratified by a 2/3 vote of those present at any regular or special meeting of the Chamber, providing they represent quorum as set out in these By-Laws, and provided notice of the proposed changes shall be brought before the Board of Directors, and the proposed changes are made available to all members of the Chamber not less than 21 days prior to such meeting.

11.2. Amendment Procedure

The Directors by a 2/3 vote may amend any of the bylaws provided that such changes are ratified by a 2/3 vote of the membership in attendance at a regular or special meeting of the Chamber.

Article 12 - FREEDOM OF AFFILIATION

12.1. Procedure

The Board of Directors shall have the authority to affiliate the Chamber with any other organization or association in which membership is deemed to be in the interest of the Chamber.

Article 13 - FINANCE

13.1. Fiscal Year

The Fiscal Year of the Chamber shall end on the 31st day of December in each year.

13.2. Financial Statements

Financial statements, records and books, must be made available upon the request of the Board of Directors.

13.3. Budget

The Treasurer shall present to the Board a proposed budget for the coming year in a timely manner to prevent an interruption of the organization's work.

13.4. Appointment of Examiner

The general membership shall appoint an examiner at the Annual Meeting and they shall examine the books and accounts of the Chamber at least once in each year and report their findings to the Chamber. The financial examiner shall be independent of the signing officers. An examined financial statement shall be presented by the Treasurer at each Annual Meeting and at any other time required by the Council.

Article 14 - EXECUTION OF DOCUMENTS & SEAL

14.1. Signing Authority

The Signing Officers shall be any two of the following: The President, the Vice-President, the Secretary and the Treasurer or as otherwise designated by the board from time to time.

14.2. Corporate Seal

The Chamber may have a seal of such design as the Board of Directors may adopt. The Secretary shall have custody of the seal.

Article 15 - LIABILITY & INDEMNITY

15.1. Indemnification

The Chamber may, by resolution of the board of directors, provide for indemnification by the Chamber of any and all current or former officers, directors, and employees against expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which any of them are made parties, or a party, by reason of having been officers, directors, and employees of the Chamber, except in relation to matters as to which such individual shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability for negligence or misconduct.

15.2. Liability Insurance

Board of Directors and Officers liability insurance should be in place at all times during the existence of the Chamber.

Article 16 - DISSOLUTION

16.1 Dissolution Procedure

The Erickson & District Chamber of Commerce shall use its funds only to accomplish the objectives and purposes specified in these by-laws. On dissolution of the Erickson & District Chamber of Commerce, and after all payment of debts and liabilities, the remaining assets shall be distributed to one or more organizations as determined by the Board.

Revised and ENACTED by the membership at the Annual General Meeting held on January 5, 2022.