

MONTANA ASSOCIATION OF CHAMBER EXECUTIVES BYLAWS

ARTICLE I - NAME

Sec. 1 The name of this organization shall be Montana Association of Chamber Executives.

ARTICLE II - PURPOSE

Sec. 1 Our mission is to further the profession of all Chambers of Commerce throughout Montana.

Sec. 2 Our purpose is to provide training, education, and networking, connecting staff and volunteers as a statewide resource. Sec. 3 The organization in its activities, shall be nonpartisan, nonsectarian, and shall take no part in or lend its influence to the candidacy, election, or appointment of any person for public office.

ARTICLE III - MEMBERSHIP

Sec. 1 Eligibility. Those individuals who serve as the chief executive officer, salaried or volunteer, and those who are considered professional staff of business and community organizations of Montana, or those persons directly interested in or allied with chamber of commerce organization work in Montana are eligible for membership.

Sec. 2 Authority. Any question that arises relative to the matter of eligibility shall be determined by the Executive Committee.

Sec. 3 Dues. The annual membership fees of this organization shall be determined and set by the Executive Committee and approved by the majority of the membership in attendance at any regular or special business meeting of the organization.

Membership shall be in the name of the Chamber, not of the organization, and all memberships runs from January 1 to December 31 of each year.

Members whose dues are not paid within three months of the billing date shall be automatically dropped from the roster.

Sec. 4 Voting, Holding Office. Only members whose dues have been paid for the current year shall be entitled to hold office or vote on business matters.

ARTICLE IV - YEAR

Sec. 1 The membership and fiscal year of the organization shall run from January 1 through December 31 of each year.

ARTICLE V - MEETINGS

Sec. 1 Meetings. There shall be two meetings of the membership held annually, one in the Spring and one in the Fall at locations in Montana determined by a majority of the members at the previous meeting. Rotation of meeting locations among membership is encouraged.

Sec. 2 Special Meetings. Special membership meetings may be called by the Executive Committee or a majority of current members, provided notification to the entire membership be made at least ten (10) days prior to the meeting date.

Sec. 3 Quorum. At all regular and special meetings of the organization, those present whose dues are current shall constitute a quorum for the transaction of business. The member organization is allowed no more than one vote per member chamber in good standing to be cast by the senior-most representative in attendance.

Sec. 4 Cost. Control of cost, in order to assure affordability to the membership, shall be given high priority in planning meeting locations and establishing fees.

ARTICLE VI - ORGANIZATION

Sec. 1 Government. The government of this organization shall be vested in its members through majority rule.

Sec. 2 Executive Committee/Officers. The members shall designate an Executive Committee composed of the following officers: President, First Vice-President, Second Vice-President, Immediate Past-President, and Secretary-Treasurer. The Secretary-Treasurer's office shall be the responsibility of the President of the Montana Chamber of Commerce who may assign the necessary number of staff to fulfill these duties. The Montana Chamber president shall be the voting MACE member. At the conclusion of the year, the President shall automatically serve an additional year as Immediate Past-President.

Sec. 3 Terms. The terms of elected officers shall be designated for one-year terms. In case of emergency vacancies in offices, the order of succession shall be: President, First Vice-President, Second Vice-President, and Immediate Past-President.

ARTICLE VII - ELECTIONS

Sec. 1 Nominations. At the Spring meeting of the organization each year, the President shall appoint a Nominating Committee, composed of at least four members. The Committee shall include the Immediate Past President (who shall chair), President, and at least one member from a larger chamber and one from a smaller chamber. At the Fall meeting of the organization each year, the Nominating Committee shall submit names of nominees for the following offices to the membership for election: President, First Vice-President, and Second Vice-President. Members may add nominations from the floor. Efforts should be made to balance nominations with members from larger and smaller chambers.

Sec. 2 Procedure. When more than one nomination for any office is made, voting shall be by secret ballot.

Sec. 3 Eligibility. Only members in good standing shall be eligible for election as an officer of the organization. No elected member of the Executive Committee may serve consecutive terms in an office.

Sec. 4 Officers. Officers of the organization shall be elected at the Fall meeting and shall take office first day of January the following year.

Sec. 5 Vacancies. Any vacancies in elected offices may be filled by the Executive Committee at its next meeting following notice of or existence of such vacancy. In the case of vacancy in the office of Immediate Past President, the Past President most recently serving as President shall assume that office.

ARTICLE VIII - POWERS AND DUTIES

Sec. 1 Duties. The duties of the officers shall be as follows:

President

Official MACE contact with Montana Chamber of Commerce;
Chair all meetings of the membership;
Appoint all committees/task forces in accordance with these bylaws or as deemed necessary to carry out the responsibility as President.

First Vice-President

Serve as the annual program chair for the Spring and Fall meetings, assisted by other members of the Executive Committee and by the host chamber;
Carry out the duties of the President in the absence of the President at any meeting of the membership.

Second Vice-President

Serve as chair of the Scholarship Committee;

Immediate Past President

Serve as chair of the Nominating Committee;
Assist in other duties as requested.

Secretary-Treasurer

Produce an annual chambers of commerce of Montana directory;
Produce, maintain, and distribute minutes of all regular and special meetings;
Maintain current membership listing;
Receive and disburse all funds by checks, maintain records subject to annual audit by a committee appointed by the President; and
Provide membership and correspondence services.

Sec. 2 Powers. The Executive Committee shall be empowered to act on behalf of the organization when its members are not in regular or special session. No other committee or group of members of the organization shall be empowered to act on behalf of the organization without specific authorization to do so from the membership.

ARTICLE IX - FISCAL PROCEDURE

Sec. 1 Appropriations. Expenditures can be made for any program or project approved by a majority of the members or the Executive Committee. No appropriation shall be made which will jeopardize the tax-exempt status of the organization.

- Sec. 2 Registration Fees. Registration fees set by the Executive Committee shall be charged for meetings conducted by the organization. The Secretary-Treasurer shall receive from the persons responsible for registration all monies collected and shall, in turn, pay all accounts and obligations incurred.
- Sec. 4 Compensation. The Executive Committee, with the exception of the Secretary-Treasurer, shall serve without compensation. Reimbursement of expenses necessary to carry out the duties of President may be authorized by the Executive Committee if deemed necessary. These may include attendance at Montana Chamber of Commerce Board of Directors meetings.
- Sec. 5 Scholarships. Scholarships for the Institutes for Organization Management or similar professional programs may be provided based on recommendations by the Scholarship Committee. The organization also is authorized to set up and administer special funds for financing scholarships.

ARTICLE X - AMENDMENT

- Sec. 1 The bylaws of the organization may be amended or repealed at any regular or special meeting, provided that the proposed amendment(s) shall have been distributed to all members at least twenty-one (21) days prior to the meeting. At such meeting, the proposed amendment(s) may be modified and adopted.

ARTICLE XI - DISSOLUTION

- Sec. 1 The Montana Association of Chamber Executives shall use its funds only to accomplish the objectives and purposes specified in these bylaws, and no part of said funds shall inure to or be distributed to the members. On dissolution, 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 majority of the current members.