



# **Napanee & District Chamber of Commerce**

## **BY-LAWS**

Established: August 11, 1994  
Incorporated: July 25, 1995  
Boards of Trade Act  
Film 702 - Document 192

**Napanee & District  
Chamber of Commerce  
BY-LAWS**

**Table of Contents**

**Page**

<b><u>Article 1 - NAME &amp; OBJECTIVES</u></b>	7
Section 1	7
Section 2	7
Section 3	7
Section 4	7
<b><u>ARTICLE II - INTERPRETATION</u></b>	7
Section 5	7
Section 6	7
Section 7	7
<b><u>ARTICLE III - MEMBERSHIP</u></b>	7
Section 8	7
Section 9	8
Section 10	8
Section 11	8
Section 12	8
Section 13	8

Section 14	8
Section 15	8
Section 16	9
<b><u>ARTICLE IV – DUES AND ASSESSMENTS</u></b>	9
Section 17	9
Article 18	9
<b><u>ARTICLE V – OFFICERS AND COUNCIL</u></b>	9
Section 19	9
Section 20	9
Section 21	9
Section 22	9
Section 23	10
Section 24	10
Section 25	10
Section 26	10
Section 27	10
Section 28	10
Section 29	10
Section 30	11
Section 31	11
Section 32	11
<b><u>ARTICLE VI – MEETINGS</u></b>	11
Section 33	12
Section 34	12
Section 35	12

Section 36	12	
Section 37	12	
Section 38	12	
Section 39	12	
Section 40	12	
Section 41	13	
<b><u>ARTICLE VII – VOTING RIGHTS</u></b>		13
Section 42	13	
Section 43	13	
Section 44	13	
Section 45	13	
<b><u>ARTICLE VIII – BY-LAWS</u></b>		13
Section 46	13	
Section 47	13	
<b><u>ARTICLE IX – AFFILIATION</u></b>		14
Section 48	14	
<b><u>ARTICLE X – FISCAL YEAR</u></b>		14
Section 49	14	
<b><u>ARTICLE XI – AUDITORS</u></b>		14
Section 50	14	
<b><u>ARTICLE XII – PROCEDURE</u></b>		14
Section 51	14	

# **Napanee & District Chamber of Commerce**

## **BY-LAWS**

### **Article 1 - NAME & OBJECTIVES**

#### **Section 1**

The name of the organization shall be **The Napanee & District Chamber of Commerce.**

#### **Section 2**

The objectives of The Napanee & District Chamber of Commerce shall be to:

- Promote the development of industry, commerce, trade and tourism within the community;
- Serve as a voice of the Napanee and District business community;
- Provide a forum for the business community to develop opinions and programs that contribute to the social, economic and environmental quality of life;
- Encourage a society and economy base on private enterprise and concern for the individual;
- Communicate information on topical subjects of interest to the members;
- Facilitate business and social contact among members;
- Affiliate with other similar organizations

#### **Section 3**

The usual place of meeting shall be in the Town of Napanee

#### **Section 4**

The Napanee & District Chamber of Commerce shall be non-sectional and non-sectarian and shall not lend its support to any candidate for public office.

### **ARTICLE II - INTERPRETATION**

#### **Section 5**

Wherever the words "The Chamber" occur in these by-laws, they shall be understood to mean "The Napanee & District Chamber of Commerce" as a body.

#### **Section 6**

Wherever the words "The Council" occur in these by-laws, they shall be understood to mean "The Council of the Napanee & District Chamber of Commerce."

#### **Section 7**

Wherever the word "District" occurs in the by-laws, it shall mean that area, within and for which this Chamber was established, as defined in the Certificate of Registration under the Boards of Trade Act (R.S., c.18, s.1).

## **ARTICLE III – MEMBERSHIP**

### **Section 8**

Any reputable person, directly or indirectly engaged or interested in trade, commerce or the economic and social welfare of the District, shall be eligible for membership in the Chamber.

### **Section 9**

Associations, Corporations, Societies, Partnerships or Estates, directly or indirectly engaged or interested in trade, commerce or the economic and social welfare of the District may become members of the Charter.

### **Section 10**

At any general meeting of the Chamber, any member in good standing may propose any eligible person or organization as a candidate for becoming a member of the Chamber, providing such candidate shall undertake, if admitted, to be governed by the by-laws of the Chamber.

### **Section 11**

Such a proposal is carried by a majority of two-thirds of the members of the Chamber then present, such person or organizations shall thenceforth be a member of the Chamber and shall have all the rights and be subject to all the obligations of other members.

### **Section 12**

Membership shall continue from the time of admittance until a member has resigned in accordance with the provision of these by-laws or has been removed from the roll of members by action of the Council.

### **Section 13**

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 lawful liability which is standing upon the books of the Chamber against them at the time of such notice.

#### **Section 14**

The Council may remove from the roll of members the name of any newly enrolled member failing to pay their annual dues within 30 days of their admission, or of any other member who fails to pay such dues within three months of the date on which they fall due. Upon such action by the Council, all privileges of membership shall be forfeited.

#### **Section 15**

Persons who have distinguished themselves by some meritorious or public service may be elected Honourary Members by a majority vote of the Chamber. Such recognition shall be for a term of one year and may be repeated. Honourary membership shall include all the privileges of active membership except that of holding office, with the exemption from the payment of annual dues.

#### **Section 16**

Any member of the Chamber may be expelled by a two-thirds vote of the Council.

### **ARTICLE IV – DUES AND ASSESSMENTS**

#### **Section 17**

The annual dues payable by members of the Chamber shall be determined annually by the Council, subject to the approval of the general meetings whenever a change in the original amount is involved.

#### **Article 18**

Other assessments may be levied against all members, provided they are recommended by the Council and approved by a majority of the members present at a general meeting of the Chamber. The notice calling such general meetings shall state the nature of the proposed assessment.

### **ARTICLE V – OFFICERS AND COUNCIL**

#### **Section 19**

The Officers shall be: a president, vice-president, secretary and treasurer, who together with seven or nine other members, shall be elected from among the members each year at the annual general meeting by ballot and shall form the Council. They shall remain in office for one year or until their successors shall be appointed but no such officer or member of the Council, with the exception of the secretary and treasurer shall hold the same office for more than two years in succession. The retiring president shall be, ex-officio, a member of the Council.

**Section 20**

Where a member of the Council dies or resigns their office or is absent from three consecutive meetings of the Council, the Council may, at any general meeting, elect a member to the Council, in the place of the member who had died or resigned, or is absent.

**Section 21**

Any officer or Council member may be suspended from their office or have their tenure of office terminated if, in the opinion of the Council, the member is grossly negligent in the performance of their duties, providing however, that any officer or Council member so suspended or whose tenure of office has been terminated, shall be at liberty to appeal the decision of the Council directly to the Membership at the next general meeting.

**Section 22**

The Council shall have the general power of administration. It may make or authorize petitions or representations to the Government or Parliament of Canada, the Government of Legislature of the Province, or others, as it may determine or as may be required by vote of majority of members present at any general meeting.

**Section 23**

The Council shall, in addition to the powers hereby expressly conferred on it, have such powers as are assigned to it by any by-law of the Chamber provided, however, that such powers are not inconsistent with the provisions of the Boards of Trade Act.

**Section 24**

Any seven or more members of Council, lawfully met, shall be a quorum and a majority of such quorum may do all things within the powers of the Council.

**Section 25**

The Council shall frame such by-laws, rules and regulations as appear to it, best adapted to promote the welfare of the Chamber, and shall submit them for adoption at a general meeting of the Chamber called for that purpose.

**Section 26**

The President, or at his/her request, the council, may appoint committees or designate members of the Council, the Chamber or others, to examine, consider and report upon any matter or take such action as the Council may request.

**Section 27**

The Council may suspend any chairman from office or have their office terminated for just cause. Any committee may be terminated by the Council.



### **Section 28**

No paid employee of the Chamber shall be a member of the Council or executive committee. Officers of the Chamber shall receive no remuneration for services rendered, but the Council may grant any of these said officers reasonable expense monies.

### **Section 29**

The President and Vice-President, before taking office, shall take and subscribe before the mayor or before any justice of the peace, an oath in the following form: "I swear that I will faithfully and truly perform my duty as ----- of the Napanee & District Chamber of Commerce, and I will, in all matters connected with the discharge of such duty, do all things, and such things only as I shall truly and conscientiously believe to be adapted to promote the objects for which the said Chamber was constituted according to the true intent and meaning of the same. So help me God."

### **Section 30**

The meetings of the Council shall be open to all members of the Chamber, who may attend, but may not take part in any of the proceedings.

### **Section 31**

No public pronouncement in the name of the Chamber may be made unless authorized by the Council or by some person whom the Council has delegated this authority.

### **Section 32**

- a) The President shall preside at all meetings of the Chamber and Council. He/she shall regulate the order of business at such meetings, receive and put lawful motions, and communicate to the meeting what they may think concerns the Chamber. The President shall, with the Secretary, sign all papers and documents requiring signature on behalf of the Chamber, unless someone else is designated by the Council. It shall be the duty of the President to present a general report of the activities of the year at the Annual Meeting.
- a) The Vice-President shall act in the absence of the President, and, in the absence of both these officers, the meeting shall appoint a chairperson to act temporarily.
- a) The Treasurer shall have charge of all funds of the Chamber and shall deposit, or cause to be deposited, the same in a chartered bank selected by the Council. Out of such funds the Treasurer shall pay amounts approved by the Council and shall keep a regular account of the income and expenditures of the Chamber and shall submit an audited statement thereof for presentation to the annual general meeting and at any other time required by the Council. The Treasurer shall make such investment of the funds of the Chamber as the Council may direct. The Treasurer shall, with the President or Secretary, sign all notes, drafts and cheques.

- a) The Secretary shall be the executive officer of the Chamber and shall be responsible to the Council for the general control and management of the Chamber's business affairs. The Secretary shall be responsible for keeping the books of the Chamber, conducting its correspondence, retaining copies of all official documents and shall perform all such other duties as properly pertain to his/her office. The Secretary shall, with the President, sign and when necessary, seal with the seal of the Chamber, of which the Secretary shall have in custody, all papers and documents requiring signature or execution on its behalf. The Secretary shall maintain an accurate record of the proceedings of the Chamber and of the Council. At the expiration of the Secretary's term of office, they shall deliver to the Chamber all books, papers and other property of the Chamber.

## **ARTICLE VI – MEETINGS**

### **Section 33**

The Annual Meeting of the Chamber shall be held in the month of January in each year at a time and place determined by the Council. At least two weeks' notice of the Annual Meeting shall be given.

### **Section 34**

Regular General Meetings of the Chamber shall be held at least six times per year at a time and place designated by the Council. At least one weeks' notice of such meeting shall be given.

### **Section 35**

Special General Meetings of the Chamber may be held at any time when summoned by the President, or requested in writing by any three members of the Council, or any ten members of the Chamber. At least one day's notice of such meetings shall be given.

### **Section 36**

The Council shall meet from time to time (at least once monthly) as may be necessary to carry on the business of the Chamber.

### **Section 37**

Notice of all general meetings, naming the time and place of assembly, shall be given by the Secretary. A notice inserted in one or ore of the newspapers published within the district or a circular letter signed by the Secretary and mailed to the last known address of each member shall constitute sufficient notice.

### **Section 38**

At any Annual or General Meeting, the greater of ten per cent of membership or 20 members shall be a quorum and, unless otherwise specifically provided, a majority of

members present shall be competent to do and perform all acts which are, or shall be, directed to be done at any such meeting.

### **Section 39**

Minutes of the proceedings of all General and Council meetings shall be entered in books to be kept for that purpose, by the Secretary.

### **Section 40**

The entry of such minutes shall be signed by the person who presides at the meeting at which they are adopted.

### **Section 41**

All books of the Chamber shall be opened at all reasonable hours to any member of the Chamber, free of charge.

## **ARTICLE VII – VOTING RIGHTS**

### **Section 42**

Every member in good standing represented at any general meeting shall be entitled to one vote provided that the vote of an Association, Corporation, Society, Partnership, or an Estate member shall in each such case be assigned to individuals.

### **Section 43**

Voting at Council or General meetings shall normally be by a show of hands, or, if requested by the Chairperson, by standing vote. A roll call vote shall be taken, if requested by five members provided such request received approval of two-thirds of the members assembled.

### **Section 44**

The presiding officer shall vote only in case of a tie. Upon an appeal being made from a decision of the presiding officer, the vote of the majority shall decide.

### **Section 45**

Motions or amendments shall be carried at any Council, or General meeting by a majority vote unless otherwise provided in these by-laws.

## **ARTICLE VIII – BY-LAWS**

### **Section 46**

By-laws may be made, replaced or amended by a majority of the members of the Chamber present at any general meeting, notice of such proposal having been given in writing by one

member and seconded by another at a previous General meeting and duly entered as a minute of the Chamber.

**Section 47**

Such by-laws shall be binding on all members of the Chamber, its officers and all other persons lawfully under its control. They shall come into force and be acted upon only when they have been approved by the Minister of Consumer and Corporate Affairs.

**ARTICLE IX – AFFILIATION**

**Section 48**

The Chamber, at the discretion of the Council, shall have power to affiliated with The Canadian Chamber of Commerce, the provincial and regional Chambers, or any other organizations in which membership may be in the interests of the Chamber.

**ARTICLE X – FISCAL YEAR**

**Section 49**

The fiscal year of the Chamber shall commence on the first of January in each year.

**ARTICLE XI – AUDITORS**

**Section 50**

Auditors shall be appointed by the members present at the Annual Meeting and they shall audit the books and accounts of the Chamber at least once in each year. An audited financial statement shall be presented by the Treasurer at each Annual Meeting and at any other time required by the Council.

**ARTICLE XII – PROCEDURE**

**Section 51**

Parliamentary procedure shall be followed at all General and Council meetings in accordance with Rules of Order by Bourinot.