

Sample Chamber of Commerce By-Laws

These following bylaws are just a sample and will need to be modified to meet the specific needs and requirements of your Chamber of Commerce. It's always recommended to consult with an attorney and/or other legal professionals to ensure that your bylaws are compliant with local, state, and federal laws and accurately reflect the needs of your organization.

Structure of the organization

Article I: Name and Purpose

1. The name of the organization shall be the [Chamber of Commerce Name].
2. The purpose of the organization shall be to promote the growth and prosperity of the [Community Name] and its businesses.

Article II: Membership

1. Eligibility: Any business operating within the [Community Name] shall be eligible for membership in the chamber.
2. Classes of Membership: The chamber shall have [insert number] classes of membership, including [list classes].
3. Dues: Dues for each class of membership shall be set by the board of directors and shall be due and payable annually.

Article III: Board of Directors

1. Composition: The governing body of the chamber shall be the board of directors, which shall consist of [insert number] members.
2. Election: The board of directors shall be elected by the membership at the annual meeting of the chamber.
3. Terms: The term of office for each member of the board of directors shall be [insert number] years.

Article IV: Officers

1. Composition: The officers of the chamber shall consist of a [list officers].
2. Election: The officers shall be elected by the board of directors at its first meeting following the annual meeting of the chamber.
3. Terms: The term of office for each officer shall be [insert number] years.

Article V: Meetings

1. Annual Meeting: The annual meeting of the membership shall be held [insert date and time].
2. Board of Directors Meetings: The board of directors shall meet [insert frequency].
3. Special Meetings: Special meetings of the membership or the board of directors may be called by the president or by [insert number] members of the board of directors.

Article VI: Committees

1. Standing Committees: The standing committees of the chamber shall be [list committees].
2. Special Committees: The president may appoint special committees as needed.

Governance of the Organization

Article I: Authority and Duties of the Board of Directors

1. Authority: The board of directors shall be responsible for the management of the affairs of the chamber and shall have all powers necessary for the conduct of its business.
2. Duties: The duties of the board of directors shall include, but not be limited to, the following:
 - a. Setting policy for the chamber.
 - b. Approving the budget and expenditures of the chamber.
 - c. Appointing committees and determining their duties.

- d. Electing officers of the chamber.
- e. Filling vacancies on the board of directors.

Article II: Meetings of the Board of Directors

1. Regular Meetings: Regular meetings of the board of directors shall be held [insert frequency].
2. Special Meetings: Special meetings of the board of directors may be called by the president or by [insert number] members of the board of directors.
3. Notice of Meetings: Written notice of all meetings of the board of directors shall be given to each director at least [insert number] days prior to the meeting.
4. Quorum: A quorum for a meeting of the board of directors shall consist of [insert number] members.

Article III: Authority and Duties of the Officers

1. Authority: The officers of the chamber shall have the authority necessary for the performance of their duties.
2. Duties: The duties of the officers shall include, but not be limited to, the following:
 - a. [President] shall preside at all meetings of the chamber and of the board of directors and shall perform such other duties as may be assigned by the board of directors.
 - b. [Vice President] shall perform the duties of the president in the absence or disability of the president and shall perform such other duties as may be assigned by the board of directors.
 - c. [Secretary] shall keep the minutes of all meetings of the chamber and of the board of directors, shall maintain the records of the chamber, and shall perform such other duties as may be assigned by the board of directors.
 - d. [Treasurer] shall have charge of the funds of the chamber, shall keep proper books of account, and shall make reports to the board of directors and the membership as required.

Operations of the Organization

Article I: Purpose

The purpose of this Chamber of Commerce shall be to promote the economic, civic, and cultural interests of the local business community and to serve as a voice for local business on various public issues.

Article II: Membership

Section 1: Eligibility for Membership

Any business or individual interested in supporting the purpose of the Chamber of Commerce may apply for membership.

Section 2: Membership Dues

The annual membership dues shall be determined by the Board of Directors and shall be payable in advance on a schedule determined by the Board.

Article III: Meetings of Members

Section 1: Regular Meetings

Regular meetings of members shall be held at least once a year at a time and place designated by the Board of Directors.

Section 2: Special Meetings

Special meetings of the members may be called by the President, by a majority of the Board of Directors, or by a petition signed by not less than 10% of the members.

Article IV: Board of Directors

Section 1: Composition

The Board of Directors shall consist of not less than five and not more than fifteen members elected by the members at the annual meeting.

Section 2: Powers and Duties

The Board of Directors shall have the general power to manage the affairs of the Chamber of Commerce and shall have the power to adopt and amend policies, rules and regulations as it deems appropriate.

Section 3: Meetings

The Board of Directors shall meet at least quarterly and at such other times as the President may call.

Article V: Officers

Section 1: Election and Terms

The officers of the Chamber of Commerce shall be a President, Vice President, Secretary, and Treasurer, elected by the Board of Directors from among its members. The term of office for each officer shall be one year.

Section 2: Duties

The duties of the officers shall be those commonly associated with their respective offices, as well as such duties as may be assigned to them by the Board of Directors.

Article VI: Committees

The Board of Directors may appoint such committees as it deems necessary for the efficient operation of the Chamber of Commerce.