

1) INLET AREA BUSINESS ASSOCIATION
INLET, N.Y. 13360

CONSTITUTION

- I. This organization shall be known as The Inlet Area Business Association, Inc. hereinafter referred to as the IABA.
- II. The purpose of the IABA is to help increase and improve the business economy in the Town of Inlet and the surrounding area, to act as publicity bureau for the same, and to advance the business interests of said area by such means and ways as deemed appropriate by providing all members fair and equal representation without bias or preferential treatment.
- III. Businesses, professionals and friends of the Inlet business community may request IABA membership by complying with the membership procedures as set forth in Article I (a) of the By-Laws.
- IV. Quarterly meetings of the IABA shall be held on dates set by the Board. Additional meetings may be called as provided hereinafter by the By-Laws. Meetings will be held year around, with exceptions as determined by the Board.
- V. Any Article of this Constitution may be amended by a two-thirds (2/3) vote of the membership present at any regular meeting of the IABA, subject to the requirements of By-Laws Chapter IX.

AMENDMENTS

INLET AREA BUSINESS ASSOCIATION
INLET, N.Y. 1336
BY-LAWS

I. MEMBERSHIP

- (a) **MEMBERSHIP:** Businesses, professionals and friends of the Inlet business community may become a member of the IABA pursuant to the following procedure. They shall file an application with the IABA, accompanied by full payment of the membership fee, as set by the IABA Executive Board, and hereinafter referred to as the Board. Each application will be reviewed and will be accepted or rejected by the Board. If an application is rejected, all fees will be returned. New memberships shall be announced at the next regular IABA meeting. A business or an individual each shall have one vote.
- (b) **GOOD STANDING:** Members who have paid their membership fee in full on or before June 1 of each year, shall be considered members in good standing. Any member whose membership fee is in arrears shall be deprived of all IABA benefits and privileges until their membership fee is paid in full. Any member whose membership fee is over three months in arrears shall be dropped as a member of the IABA.
- (c) **VOTING/BALLOTING:** A member in good standing shall have one (1) vote for the election of the Executive Board, for amendments to the Constitution or By-Laws, or for any other matter brought before the IABA membership for a vote.
- (d) **BENEFITS AND PRIVILEGES:** Members of the IABA may participate in IABA sponsored advertising and services. Fees will be set by the Board. The fees for non-members will be 10% higher than for members or as otherwise set by the Board.

II. OFFICERS--EXECUTIVE BOARD

- (a) **POSITIONS ON THE EXECUTIVE BOARD:** There shall be a maximum of seven (7) or less Officer positions, serving two (2) year terms.
 - (i) CHAIRPERSON
 - (ii) VICE CHAIRPERSON
 - (iii) SECRETARY
 - (iv) TREASURER
 - (v) MEMBERSHIP
 - (vi) INFORMATION OFFICE
 - (vii) AT-LARGE
- (b) A person may serve five (5) consecutive terms. The Board Chairperson shall be elected by a majority vote of the Board and may serve three (3) consecutive terms. Term limits may be waived by vote of the membership at the time of elections.
- (c) In the interest of organizational stability, married spouses shall not serve simultaneously on the Executive Board.

- (d) Officer duties shall be fulfilled as set forth in Robert's Rules of Order, latest edition..

III. NOMINATIONS AND ELECTION PROCEDURES

- (a) **NOMINATIONS:** In November, nominations of candidates for the IABA Board will be accepted. Nominations may be made via mail, email or in person by members in good standing. The Chairperson may appoint members in good standing to the IABA Board if there are no nominations for vacant position(s).
- (b) **ELECTIONS:** An election will be held during a meeting in December, unless there are extenuating circumstances. The method of electing Directors shall be by returning a sealed ballot, either in person or via the U.S. Mail. Membership may waive the sealed ballot requirement at the time of election. All ballots sent by U.S. Mail must be received at least one (1) day prior to the December meeting or other set date for this meeting.

VI. EXECUTIVE BOARD

- (a) **DUTIES:**
 1. Establish a budget.
 2. Establish policies of the IABA.
 3. The Board Chairperson shall preside at all meetings. In their absence, the Vice Chairman or another Board member shall preside.
 4. All committees must report to the Board.
 5. Board members shall uphold the Constitution and By-Laws.
- (b) **ABSENTEEISM:** Any Board member, who fails to attend three (3) consecutive scheduled meetings in a calendar year, without being excused by the Board, may be removed by the Board. The Board will appoint a member in good standing to fill the vacancy to serve the remainder of the vacated term.
- (c) **RESIGNATION:** A Director who desires to resign from the Board shall submit his or her resignation to the Board in writing.
- (d) **QUORUM:** Any four Board members shall constitute a quorum and may conduct IABA business with a majority vote.

VII. IABA MEETINGS

- (a) **QUARTERLY MEETINGS:** At minimum, the IABA Board shall meet once per quarter.
- (b) **SPECIAL MEETINGS:** The Board, when calling a special meeting concerning a committee, will do so with the Chairperson of that committee and the committee Chairperson will notify all other committee members.
- (c) **MINUTES/NOTES:** Minutes and/or Notes shall be kept for all meetings.

VIII. ACCOUNTS

- (a) **GENERAL:** The IABA Checking Account shall be administered and reported on by the Treasurer with the oversight of the Board. All checks drawn on this account will require the signature of the Treasurer or other Board-designated officer.
- (b) **SPECIAL:** Any account set up to track special events or functions is designated a Special Account. These accounts shall be administered and reported on by the event Chairperson with oversight by the Board. All checks drawn on a Special Account will require the signature of the event Treasurer and authorization of the event Chairperson. The event Chairperson and event Treasurer may not be the same person.

IX. COMMITTEES

- (a) **MEMBERSHIP:** All committees will include at least one (1) Board member of the IABA. The Chairperson shall be chosen from within and by the members of the committee.
- (b) **DUTIES:** Committee members shall work to achieve the objectives of the committee and may be responsible for securing the commitment of needed funds and recruiting volunteers. Committee Chairpersons shall lead the committee to the accomplishment of its objectives and keep the IABA Board informed of progress and problems. The Committee will obtain any required license or registration form for an event.

X. RULES OF ORDER

The rules contained in "Robert's Rules of Order," latest edition, shall govern the IABA in all applicable cases not inconsistent with the IABA Constitution and By-Laws.

XI. AMENDMENTS

Any Article of the By-Laws may be amended by a two-thirds (2/3) vote of the membership present at any regular meeting of the IABA, provided that said amendment was proposed at the previous regular meeting of the IABA and appears in the minutes of said meeting and corresponding newsletter. A current copy of the By-Laws may be kept on file in the Information Office in addition to IABA files housed by the IABA Secretary.