

PalNet By-Laws

ARTICLE I

Name

The name of the organization shall be PalNet.

ARTICLE II

Officers and Elections

Section I

The officers will be known as the Executive Committee.

Section II

- A. The officers of this organization shall consist of Chairperson(s), Vice-Chairperson, Membership Chairperson(s), Program Chairperson, and Treasurer.
- B. Officers shall be elected by ballot annually at the last regular meeting in December. If there is but one nominee for any office, upon motion from the floor, the election may be by voice vote.
- C. Officers shall serve for a term of one year or until such time as their successors are elected and assume their duties.
- D. A person shall not be eligible to be elected to more than two (2) consecutive terms in the same office.

Section III

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members.

Section IV

A staff person of the Palatine Area Chamber of Commerce or his/her appointed representative shall be an ex officio member of both PalNet and the Executive Committee. This representative will coordinate agreed upon tasks as required, including, but not limited to, the following:

- A. Attend all regular meetings of PalNet and the Executive Committee.
- B. Meet regularly with the Treasurer to facilitate financial transactions.
- C. Maintain a membership reference list.
- D. Assemble and distribute PalNet information binders as needed.
- E. Provide Membership Chairperson(s) with updated promotional materials.

ARTICLE III

Duties of the Officers

Section I

The Chairperson(s) shall:

- A. Preside over all meetings of PalNet and the Executive Committee
- B. Appoint special committees as deemed necessary
- C. Cast tie breaking vote in the event of a tie
- D. Perform other duties as may be assigned by the general membership
- E. Coordinate the work of the Officers and Committees

Section II

The Vice-Chairperson shall act as an aide to the Chairperson(s) and shall perform the duties of the Chairperson in the absence of that officer. In the event that the structure of the Executive Committee does not include a Program Chairperson, the Vice-Chairperson shall assume those duties as well.

Section III

The Program Chairperson shall:

- A. Keep track of, in coordination with the Chamber representative, the current roster of PalNet members
- B. Schedule member and guest presentations for each meeting
- C. Schedule and coordinate off-site (on-the-road) meetings
- D. Revise by-laws as necessary after approval by the majority of the membership
- E. Verify meeting place accommodations

Section IV

The Membership Chairperson shall:

- A. Be the contact person for all prospective members
- B. Keep record of applications on file
- C. Distribute membership packets to new members
- D. Attend Chamber sponsored new-member functions and distribute promotional materials to prospective members
- E. Keep the Business Card file current

Section V

The Treasurer shall:

- A. Keep an accurate record of receipts and expenditures
- B. Coordinate with the staff person of the Palatine Area Chamber of Commerce, or their appointed representative, to verify account balances on a monthly basis
- C. Submit a statement to the Chairperson on a monthly basis with beginning and ending balances
- D. Expend monies for those items approved by the Executive Committee
- E. Keep track of all referral summaries

ARTICLE IV

Meetings

Meetings will be held each Thursday except for holidays. The meetings will start promptly at 7:30 AM and last for approximately one and one half (1½) hours.

ARTICLE V

Membership and Dues

Section I

- A. Membership will be limited to non-competing businesses that are members in good standing of the Palatine Area Chamber of Commerce.
- B. Prospective members must contact the Membership Chairperson(s), who will coordinate their attending a regular meeting as a guest prior to being given an application.
- C. The Executive Committee will review and approve or reject all applications.
- D. The Executive Committee will determine whether a business is competing with any current member.
- E. Prospective members will be notified on a timely basis of the status of their application.
- F. Members are to confine their promotions and presentations to the business activities recorded on their applications.
- G. Any member business whose activities or focus changes from that listed on their application must resubmit a new application for approval.
- H. Members are required to give presentations concerning their business at a regularly scheduled meeting.
- I. Members may send a representative from their business and not be counted as absent.

Section II

- A. Initiation fee will be an amount determined by the Executive Committee.
- B. Membership dues will be paid quarterly in an amount determined by a majority vote of the general membership.
- C. A fee will be assessed for processing any NSF check.

Section III

Grounds for removal from PalNet will be as follows:

- A. Three (3) unexcused absences during any three (3) month period
- B. Having a total of ten (10) unexcused absences per year
- C. Nonpayment of dues by the first meeting of the following quarter

ARTICLE VI

Amendments

These by-laws may be amended at any regular meeting of PalNet by a majority vote of the membership.