

# Monmouth Business Association Bylaws

## Organizational Name:

This organization, having been recognized as a legitimate local business association, will be known as the **Monmouth Business Association**.

## Mission Statement:

**Monmouth Business Association** is a networking group of businesses established to pool resources and talents, to increase prosperity and knowledge of each business to create a unified business community.

## Officers:

1. Officers shall be elected to a one-year term that begins in January.
  - a. A nominating committee of 2 or more members will be formed in October to come up with a slate of officers for the following year.
  - b. Elections will be held before December 10.
2. Efforts will be made to ensure proper elections and rotation of officers.
3. Officers and executive board of the **Monmouth Business Association** are:
  - a. President- duties are to call and conduct **Monmouth Business Association** meetings every first Wednesday of each month, prepare agendas and help coordinate activities following an action plan set by the collective group of businesses. This person shall be an authorized signer for checks.
  - b. Vice President- duties are to act in the same as the President in their absence and assist in coordinating activities. This person shall be an authorized signer for checks.
  - c. Past President- duties are to support the current president in the transition and coordination of activities.
  - d. Secretary-
    - i. Maintain a current list of businesses, officers, terms and chair appointments
    - ii. To record minutes of the **Monmouth Business Association** meetings, maintain records and ensure minutes and meeting materials are sent out in conjunction with the Communications officer.
  - e. Treasurer- duties are to maintain financial records and report financial status at monthly meetings. This person should draft checks to be signed.
4. Communications officer – duties are to respond to emails sent to the MBA gmail address within 24 hours, send out meeting reminders and other announcements in conjunction with the secretary. In conjunction with other delegated MBA members

the Communication Officer will ensure all messages sent through social media channels are responded to in a timely fashion.

5. Officers who are unable to attend meetings must notify at least one member of the executive board prior to the meeting.

## Committees:

1. Committee membership shall consist of **Monmouth Business Association** members and volunteers from the community. These committees may elect a chair.
2. Committees will be used to implement:
  - a. Action plans
  - b. Support **Monmouth Business Association** activities and events
  - c. Recruit new business membership
  - d. Search for new ideas to expand successful business climates in the community of Monmouth.

The duties of all committees are to maintain a well-functioning team, bring process needs to the attention of the chairperson, monitor the level of community involvement and the level of fun the team is having as it implements strategic plans.

## Monmouth Business Association Membership:

1. How to be considered a member- any business or organization who wishes to be a member, does business in Monmouth, and pays any membership fee established by the board may be included.
2. Voting members- There shall be one voting member per business or organization.
3. Desire for a broad representation
  - a. All efforts will be made to ensure a broad representation of membership including:
    - i. Businesses both on and off Main St.
    - ii. Diverse cultures
    - iii. People of influence whether as a person or as a function of their position.
    - iv. Under-represented groups or businesses
    - v. Mix of age, gender, urban and rural
4. New members/Recruitment:
  - a. Encourage an atmosphere of openness and accord.
  - b. Maintain a sense of organized purpose.
  - c. Genuinely welcome a new face to the crowd.

- d. Reach out to a new business and inform them of events and activities available.
  - e. Watch for events and future co-op opportunities.
5. Membership fee:  
An amount will be established by the board.

## **Voting/Quorum**

5 members of the Monmouth Business Association that includes 2 officers shall constitute a quorum and a simple majority may pass a motion. The president will not vote except in the case of a tie. If less than a quorum is present, motions must be considered at the next regularly scheduled meeting or by e-vote until a quorum is achieved.

## **Amendments to the bylaws:**

The Bylaws may be amended by a vote of the majority of the attendees either at a regularly scheduled meeting or by e-vote. Notification of the proposed changes and the time and method of voting must be sent out to the membership 20 days prior to the vote.

The Association will operate according to approved policies and practice procedures.

## **Dissolution of the Monmouth Business Association:**

In the event the Monmouth Business Association were to dissolve all funds to be relinquished to the City.