

SOUTHAMPTON TOWNSHIP BUSINESS ASSOCIATION

BY-LAWS

[all 08088 zip code]

ARTICLE I. NAME.

The name of this organization shall be Southampton Township Business Association.

ARTICLE II. MEMBERSHIP.

SECTION 1- A member is in good standing upon submission of an application for membership and payment of dues. In the case of new members, the chairman of the membership committee shall certify as to the application's eligibility.

SECTION 2- There shall be two classes of membership, regular and associate

2a- A REGULAR MEMBER is defined as an active business person and as such will be allowed to cast one vote in an election, motion or resolution. Any number of owners, partners, corporate officers or full-time employees may represent the member business at any meeting but shall cast only one vote.

2b- An ASSOCIATE MEMBER shall be anyone interested in assisting the promotion of business in the community. An associate member may hold office but may not vote.

2c- Should a regular member lose their qualification as a regular member, that member may retain a regular membership with all its right upon written notification from that member.

SECTION 3- The term of membership shall be one year from January 1st to December 31st.

ARTICLE III. DUTIES OF OFFICERS.

SECTION 1- The PRESIDENT shall preside at all meetings. He/she shall call regular business meetings and such special meetings of the membership as may be necessary. He/she shall appoint all standing and special committees. The president shall prepare an agenda for all meetings of the association. Any member in good standing may place an item for discussion on the agenda by contacting the president prior to the following meeting.

SECTION 2- The VICE-PRESIDENT shall perform the duties of the president in his/her absence and succeed to the office of president if that office becomes vacant if able and willing. The vice-president shall perform such duties as may be directed by the president.

SECTION 3- The SECRETARY shall be responsible for recording the minutes of all association meetings. The secretary will also be responsible for making the necessary arrangements for the meeting place on a monthly or as needed basis. The secretary shall be responsible for the distribution of the minutes of each association meeting to the membership. The secretary will be responsible for the permanent records of the association, including minutes of all regular and special meetings of the association. He/she shall keep a current roster of association membership at each meeting. He/she shall produce an annual current membership roster to include member name, address and phone numbers to be distributed to each member by the February meeting of each year. The secretary shall be responsible for the regular maintenance of the official files of the association and prepare all correspondence generated by the association. He/she shall review and present all correspondence received by the association at the following meeting. He/she will perform such other duties as may be directed by the President.

SECTION 4- The TREASURER shall be custodian of all funds and pay all bills authorized by the membership; keep an itemized account of receipts and disbursements; present a written report at each regular meeting of the association; prepare an annual summary of collections and disbursements at the first regular meeting of each year; sign checks drawn against association funds; maintain a book of accounts; and deliver records for audit within 15 days of the close of each fiscal year. He/she shall deliver the audited records to his/her successor within thirty (30) days following the expiration of his/her term of office.

4a- Checks drawn on association funds shall require the signature of the treasurer, and one of the following officers, the president, vice president, or secretary.

SECTION 5- Any elected officer missing three (3) consecutive meetings without prior notification may be replaced in the following manner.

5a- Notifying the elected officer, in writing, of the intent to dismiss, and

5b- An election of the membership to dismiss the elected officer.

ARTICLE IV. DIRECTORS/OFFICERS TERMS.

SECTION 1- The business and assets of this association shall be managed and governed by a five (5) member board of directors and a president, vice-president, secretary and treasurer. The initial directors shall be delineated in the certificate of incorporation. Thereafter by lot, the directors shall be elected by the membership present for terms of office of one (1) to five (5) years, commencing January 1st to December 31st. No director shall hold office for more than two (2) consecutive terms and any part of a term shall be considered a full term in determining eligibility.

SECTION 2- The officers enumerated in SECTION 1 above shall be elected by the membership present for a term of two (2) years commencing January 1st to December 31st.

2a- A director may also be an officer.

2b- No officer shall hold the same position for more than two (2) consecutive terms unless an extension of each additional term is voted on by the membership present.

2c- Any part of a term shall be considered a full term in determining eligibility.

SECTION 3- OFFICER VACANCY. A vacancy in the office of president shall be filled by the vice-president for the unexpired term. If the vice-president is unable or unwilling to accept the presidency, the office of president shall be filled by a special election at the next regularly scheduled meeting with candidates nominated from the floor. The vice-president shall preside over the election. A vacancy in the office of vice-president, secretary or treasurer shall be filled for the unexpired term by a special election at the next regularly scheduled meeting with candidates nominated from the floor.

ARTICLE V. MEETINGS.

SECTION 1- The association shall hold regular business meetings during the fourth week of each month at such day, time and place as may be determined by the board of directors.

SECTION 2- Regular business meetings shall be cancelled, postponed, or rescheduled upon two-thirds vote of the members present at the meeting preceding the meeting date in question.

2a- Emergency cancellation, i.e., weather, shall be made by the officers and /or directors with notification to the membership by phone.

SECTION 3- Special meetings may be called by the president and/or the majority of the board of directors upon five days notice to all members. The call for a special meeting shall state the business to be transacted. No other business shall be transacted except that which is stated in the notice.

ARTICLE VI. COMMITTEES.

The president shall, during his/her term of office, appoint the following standing committees, with the exception of the Nomination Committee and the Executive Committee, and the Chairperson thereof: Public Relations, Membership/New Business, Township Liaison, By-Laws, Fund-Raiser and Sunshine. Committee chairpersons shall present a verbal or written report of committee activities at each meeting as requested by the president. The president shall appoint such special committees as may be deemed necessary.

SECTION 1- The PUBLIC RELATIONS COMMITTEE shall develop and coordinate all public relations activities approved by the membership. They shall prepare all correspondence/press releases for review by the membership prior to submission.

SECTION 2- The MEMBERSHIP COMMITTEE shall actively solicit new memberships and obtain applications and dues from new members. They will be alert to the planned or actual opening of new business establishments within the area of eligibility and shall make available a membership application to the new business. The Membership Committee will visit the new business at frequent intervals during the first six months of its existence for the purpose of acquainting the owners or managers of local matters and to offer the assistance of the association.

2a- Past association members who have not renewed their membership shall be solicited by the Membership Committee upon receipt of such list from the secretary.

SECTION 3- The TOWNSHIP LIAISON COMMITTEE shall attend all regular and special meetings of the Southampton Township Committee or as the chairman may direct. The Committee shall be responsible for

advising the township of association views and projects and will voice objections and concurrence on matters which will affect the membership after discussion and approval by the association membership.

SECTION 4- The COMMUNITY DEVELOPMENT/REDEVELOPMENT COMMITTEE shall communicate with elected officials on issues affecting the business community and report these communications to the membership.

SECTION 5- The BY-LAWS COMMITTEE shall review the current by-laws annually and suggest any changes, additions or deletions to the membership.

SECTION 6- The FUND RAISING COMMITTEE shall develop and implement fund-raising projects on an on-going basis with the approval of the membership.

SECTION 7- The NOMINATING COMMITTEE shall be chosen annually by the Board of Directors at the September meeting of the association. The Nominating Committee will always consist of an uneven number of members in good standing. The Nominating Committee shall choose its own chairperson.

SECTION 8- The EXECUTIVE COMMITTEE shall consist of the Board of Directors and the Officers. The Executive Committee shall meet as they deem necessary to discuss upcoming agenda items or such other matters requiring detailed discussion. Such issues will then be brought to the general membership at a regularly scheduled meeting.

SECTION 9- The SUNSHINE COMMITTEE

ARTICLE VII. DUES AND ASSESSMENTS.

SECTION 1- Each member shall pay dues in such amount as the Board of Directors may authorize. Dues for regular and associate members shall be payable as directed by the Board of Directors.

SECTION 2- Dues shall be paid within thirty (30) days of the new fiscal year.

SECTION 3- Dues shall be non-refundable in whole or in part.

SECTION 4- The association may authorize payment of a portion of the full annual dues for those members joining for less than a full membership year.

ARTICLE VIII. ELECTIONS.

SECTION 1- the Nominating Committee shall be chosen as outlined in ARTICLE VI, SECTION 7 (Nominating Committee)

SECTION 2- the Nominating Committee shall submit the names of one or more nominees for each Directorship and Officer at the October meeting. Nominations may also be made from the floor.

SECTION 3- Elections will take place at the November meeting.

SECTION 4- Elections will be by paper ballot.

SECTION 5- All nominees shall be in good standing and shall have agreed to serve.

SECTION 7- The nominating committee shall prepare ballots containing the names of the nominees for directors and officers and additional spaces shall be provided for any additional names nominated.

SECTION 8- The nominating committee shall develop the rules and methods for distribution, marking and collections of ballots, in addition to the counting and verification of votes.

SECTION 9- Election of candidates to the office shall be determined by simple majority of eligible members present.

ARTICLE IX. FISCAL YEAR.

The fiscal year shall end and the book shall be closed on December 31st.

ARTICLE X. QUORUM.

A quorum of five (5) is necessary to conduct business at any regular or special meeting.

ARTICLE XI. PARLIAMENTARY AUTHORITY.

The current edition of Robert's Rules of Parliamentary Procedure governs this association in all parliamentary situations that are not provided for in the law or its by-laws.

ARTICLE XII. AMENDMENTS.

These by-laws may be amended at any regular meeting by a two-thirds vote of the members present, providing that the proposed amendment has been submitted in writing for each voting member of the association at least ten (10) day prior to the date of the meeting.

ADOPTED MARCH 26, 1997

AMENDED APRIL 23, 2002