

# KIMBERLY BUSINESS OWNERS ASSOCIATION

## BYLAWS

### **Article I. Purpose**

The purpose of the Kimberly Business Owners Association (KBOA) is to promote and support the businesses in the Kimberly area and encourage the establishment of new businesses.

### **Article II. Meetings (Regular, Special, Quorum)**

Meetings will be held the second Monday of each month and at other times as deemed necessary. Meetings may be canceled or rescheduled by the President. Time of meeting shall be from 6:30 p.m. to 8:00 p.m. The location of the meetings shall rotate among the businesses belonging to the Association. In the month of October, the Annual Meeting shall be held in conjunction with the regular business meeting, at which time new officers will be elected and a full and complete Annual Accounting of the financial condition of the Kimberly Business Owners Association shall be made.

Special meetings may be called at any time by the President. Also, any member may request a special meeting to be called by the President. The request must be made in writing. In all cases, special meetings shall be limited to the stated purpose, which must be communicated in advance to all members.

A quorum of [number] members shall be present at any regular or special meeting in order for action to be taken.

A majority vote of the members present is needed to elect officers. Each member shall have one vote in all matters.

The use of written proxies is hereby permitted for those members unable to attend any regular, special, or Annual Meeting. A proxy vote will be counted when it pertains to a specific issue previously discussed by the members and stated on the proxy.

### **Article III. Positions and Duties**

Annually at the meeting known as the Annual Meeting, or as needed to fill any vacancy, members shall be elected by a majority vote of the members present, or by appropriate proxy, to the following positions and duties:

**President:** Sets meeting dates and locations, appoints committees, presides over meetings, notifies members of meetings and activities and sees that actions passed by the members are carried out.

**Vice President:** Takes the place of the President when he/she is absent.

**Secretary:** Keeps a record of the actions authorized by the members.

**Treasurer:** Keeps a record of the financial standings and actions authorized by the members. Prepares and presents the Annual Accounting at the Annual Meeting.

**Members:** Support the organization with payment of dues and participation in meetings and activities sponsored by the KBOA.

#### **Article IV. Guests**

Members may invite guests to any meeting of the organization..

#### **Article V. Contributions**

Membership fee shall be set by the members at the annual meeting.

#### **Article VI. Annual Accounting**

Each calendar year, a full and complete account of the condition of the organization shall be made to the Partners. The annual accounting shall take place at the Annual Meeting for the preceding year.

All financial transactions shall be reported at each monthly meeting.

#### **Article VII. Bank Account**

The members may select a bank for the purpose of opening a bank account. Funds in the bank account shall be withdrawn by checks signed by two members of the organization.

#### **Article VIII. Amendments**

These By Laws may be amended at any meeting. Any changes in By Laws must be given to the members in writing at least two week prior to the meeting on which they will be voted upon. A majority of those present is required for passage of amendments.

THE UNDERSIGNED being all members of the Kimberly Business Owners Association, do hereby certify that the foregoing ByLaws constitute the ByLaws of the Kimberly Business Owners Association and that the same were regularly adopted by resolution of the members at their meeting on \_\_\_\_\_ of \_\_\_\_\_, 2010.

<b>Member (Printed Name)</b>	<b>Member Signature</b>	<b>Date Signed</b>

