

**PALM DESERT CHAMBER OF COMMERCE**  
INCORPORATED DECEMBER 23, 1954

**BY-LAWS**

REVISED NOVEMBER 1993  
AMENDED APRIL 1999  
AMENDED AUGUST 2000  
AMENDED AUGUST 2001  
REVIEWED 2003  
REVIEWED 2007  
REVIEWED 2008  
AMENDED JAUARY 2009  
AMENDED JUNE 2012  
AMENDED JANUARY 2013

**ARTICLE I – Name**

This organization is incorporated under the laws of the State of California and is known as the Palm Desert Area Chamber of Commerce, Inc. Its principle office shall be located in Palm Desert, California.

**ARTICLE II – Mission Statement**

The Palm Desert Area Chamber of Commerce is a corporation organized and dedicated to promote, support and enhance business prosperity, civic vitality and quality of life.

**ARTICLE III – Vision Statement**

To proactively contribute to a successful business environment through collaborative efforts utilizing valley resources.

**ARTICLE IV – Purpose**

The purposes for which the Palm Desert Area Chamber of Commerce is formed are as follows:

TO promote trade and encourage the commercial, industrial, educational and civic interest of the Palm Desert area;

TO advertise and promote the area and City of Palm Desert and aid in encouraging new business activities consistent with the environment of Palm Desert;

TO aid and encourage the members of this Corporation in their respective businesses, trades and profession;

TO serve to strengthen and represent our member businesses and stimulate regional success;

TO do and to perform all things usual and customary to Chambers of Commerce, including affiliation and cooperation with state and national Chambers of Commerce and other organizations of like character and purpose.

### **ARTICLE V – Limitation of Methods**

The Palm Desert Area Chamber of Commerce is a California non-profit corporation formed under Internal Revenue Code §501(c) (6), and shall observe all applicable local, state and federal laws in regard to such status.

### **ARTICLE VI – Membership**

Section 1: Eligibility. Any person, business, education system, government entity, association, corporation, proprietors, partnership or estate, who is interested in the industrial, commercial, civic and cultural progress of the Palm Desert area, is eligible for membership in the Palm Desert Area Chamber of Commerce, regardless of place of actual residence and/or location.

Section 2: Active Members. Active members shall be individuals, cultural associations, corporations, partnerships, clubs or societies who are actively engaged in conducting a business enterprise of any nature in the Palm Desert area and who are in sympathy with the purposes of the Palm Desert Area Chamber of Commerce and who will agree to abide by these By-Laws; and, who have paid all current dues for the year in which they desire to be listed as members. These shall be deemed Active Members with full rights and privileges, including the right to vote and to hold office in the Corporation and serve as a Director if so elected; provided, however, that in the case of a corporation, partnership, or one individual, a specified officer or individual of such group shall be designated to exercise the Active Membership as an individual representative of the firm.

Section 3: Non-Voting Members. Other member categories may be created by the Board as deemed necessary. They may include individuals of other associations, clubs or societies who are not directly engaged in a business enterprise of any nature in the Palm Desert area, but who, individually or collectively, are interested in working for the betterment of the area within the organization and under the leadership of the Palm Desert Area Chamber of Commerce. Unless approved to the contrary by the Board, these members shall have no voting rights nor can they be elected to an office in the Corporation or to the Board of Directors, but they shall be entitled to serve on all committees other than the Executive Committee and to vote on such actions as related to that committee. Further, the Board may create additional categories of businesses or individuals as deemed appropriate.

Section 4: Investments. Membership investments shall be at such a rate or rates schedule or formula as may from time to time be prescribed by the Board of Directors and shall be due annually upon the member's anniversary date.

Section 5: Termination of Membership. Expulsion. If any member shall fail to pay dues within sixty (60) days after date of maturity, notice of delinquency shall be given by the Board of Directors. If at the end of ten (10) additional working days, dues remain unpaid, the President/Chief Executive Officer, the Secretary, or the Chief Financial Officer is directed to drop delinquent members from the membership rolls. A report listing dropped members shall be distributed to Directors at the next regularly scheduled meeting of the Board of Directors. Members reported 30 days delinquent in the payment of dues shall not be entitled to vote at any meeting of the Chamber until such delinquency has been removed by payment in full of dues to date. Any member may also be expelled by a vote of two-thirds (2/3) of a quorum of the Board present at any duly called special or regular meeting of the Board for reasons deemed sufficient by the Board by reason of conduct unbecoming a member or which is prejudicial to the objectives or reputation of the Chamber, after notice and opportunity for a hearing are afforded the member complained against. Any member will be expelled if convicted of a felony.

Section 6: Meetings.

A) Regular Membership Meetings. The Board of Directors may

provide for holding general membership meetings whenever it may be deemed necessary or advisable. Announcements shall be made in the press and by any other means at hand.

B) Annual Meeting. The Annual Meeting of the Corporation shall be held within 30 days prior to the end of the fiscal year, at a general meeting of the full membership of the Chamber. Upon this occasion, the Annual Report shall be rendered together with any regular or special reports or recommendations.

## **ARTICLE VII– Board of Directors**

Section 1: Composition, Elections, Terms. The governance of the Palm Desert Area Chamber of Commerce, the direction of its work and control of its property shall be vested in the Board of Directors, consisting of twenty-three (23) active Chamber members whose annual dues are current. Members of the Board shall be elected for a three-year term. Two (2) of which are Chairman appointments for a one (1) year term and the Immediate Past Chairman. Should a vacancy occur, the Chairman of the Board, with the approval of a majority of Directors at a regular or special meeting, shall appoint a person to complete the balance of the term. All members of the Board shall have full speaking and voting privileges. A representative from the City of Palm Desert will be an ex-officio member of the Board and have no voting privileges.

Section 2: Stipulations. Only one person from a company or corporation can be elected or appointed to serve on the Board of Directors. This includes persons working in a different company or organization run by or a subsidiary of another with the same management. At all times, the Chamber membership shall strive to ensure that the Board reflects diversity of interests in the organization as well as the business composition of the Chamber.

Section 3: Conduct of Elections and Appointments. The Annual Election of the Board shall take place no later than sixty (60) days prior to June 30. Ballots shall be mailed to each active member in good standing.

Section 4: Nomination of Directors. At least ninety (90) days prior to elections, with the concurrence of the Executive Committee, the Chairman of the Board shall appoint a Nominating Committee of three (3) members, the chair of which shall be a Director currently ineligible for re-election, with the other two (2) appointees neither Officers nor Directors, but Active Chamber

Members. The Nominating Committee shall determine that all nominees are Active Members of the Chamber, willing to serve if elected and will have been a member of the Chamber for a minimum of one (1) year. All nominees who are Active Members and are willing to serve will be placed in nomination for election.

The President/Chief Executive Officer shall immediately be ordered to prepare and mail ballots to all active members of the Chamber, providing thereon a place for write-in candidates, and calling for return of the ballot by mail or person no later than twelve (12) working days from the date the ballot is mailed. Voting shall be by Active Members only. A slate of nominees will be submitted to the general membership to vote upon. The candidates receiving the highest number of votes shall be declared elected.

Section 5: Terms of Office. In each annual election, there shall be elected seven (7) new Directors who shall serve a three (3) year term and two (2) Chairman appointments for a one (1) year term. No Director shall serve more than two (2) consecutive full three-year terms, except by appointment of the Chairman of the Board as provided for in Section 1. Upon completion of two consecutive full three-year terms, the member cannot be appointed nor elected until one administrative year has passed unless approved by a majority of the Board. Individuals serving a one-year appointed term are eligible to seek election to a full three (3) year term.

Section 6: Resignation. Any Director may resign, effective immediately or at a later time specified by the Director, by a written notice to the Chairman of the Board, the Secretary or the Board of Directors. If the resignation is effective at a future time, a successor may be selected in advance to fill the vacancy when the resignation becomes effective.

Section 7: Vacancies. Persons to fill vacancies on the Board of Directors, or among the Officers, shall be nominated by the Chairman of the Board and confirmed by a majority vote of the Board of Directors, except that a vacancy created by the removal of a Director by the members may be filled only by the members, in the manner provided for election of a Director. A Director elected in either manner to fill a vacancy on the Board shall complete the balance of the term to which elected.

Section 8: Absences. Board members absent for three (3) meetings shall have their positions declared vacant. After three (3) absences in one calendar year, the board position is deemed open based on approval of recommendation for Executive Committee to review/approve these absences.

Section 9: Fees and Compensation. Directors and members of committees shall serve without compensation for their services. This shall not preclude any Director from serving the Chamber in any other capacity, as an officer, agent, employee or otherwise and receiving compensation for that service.

Section 10: Removal. Any member of the Board of Directors may be expelled based on the good faith determination by the Board or a committee authorized by the Board to make such a determination, that the Board member had engaged in any conduct contrary or damaging to the Chamber or aims of the Chamber. Action can be taken upon majority vote of the Board of Directors.

### **ARTICLE VIII – Board of Directors Meetings**

Section 1: Meeting Place and Procedure. Meetings of the Board of Directors shall be held in the Chamber office or at any other place that is designated from time to time by the Board. Any meeting, regular or special, may be held without the physical presence of some or all Directors, by conference telephone or similar communications equipment, as long as all Directors participating in the meeting can hear one another.

Section 2: Regular Meetings. Regular meetings of the Board of Directors for any purpose or purposes may be called at any time by the Chairman of the Board, Chairman-Elect of the Board, the Secretary or any two (2) Directors.

Section 3: Special Meetings. Special meetings of the Board of Directors for any purpose or purposes may be called at any time by the Chairman of the Board, Chairman-Elect of the Board, the Secretary or any four (4) Directors.

Notice of the time and place of any special meetings of the Board of Directors shall be given to each Director by four (4) days notice by first class mail, or 48 hours notice delivered in person, by telephone, fax or electronic media at the Director's address shown on the records of the Chamber. The notice need not specify the purpose of the meeting.

Section 4: Quorum. A majority of the authorized number of Directors is a quorum for the transaction of business. Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a

quorum is present is the act of the Board, except as a greater or lesser number required by law. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Directors, if any action taken is approved by at least of majority of the required quorum for the meeting.

Section 5: Waiver of Notice. The transactions of any meeting of the Board of Directors, however called and noticed or wherever held, shall be as valid as though had at a meeting duly held after regular call and notice, if a quorum is present and if, either before or after the meeting, each of the Directors not present signs a written waiver of notice or a written consent to holding of the meeting or an approval of the minutes of the meeting. The waiver of notice or consent need not specify the purpose of the meeting. All such waivers, consents and approvals shall be filed with the corporate records or made part of the minutes of the meeting. Notice of a meeting shall also be deemed duly given to any Director who attends the meeting without protesting, before or at the commencement of the meeting, the lack of notice to that Director.

Section 6: Adjournment. A majority of the Directors present, whether or not a quorum, may adjourn any meeting to another time and place. If the meeting is adjourned for more than 24 hours, notice of the adjournment shall be given before the time of the adjourned meeting to the Directors who were not present at the time of the adjournment.

Section 7: Action Without Meeting. Any action required or permitted to be taken by the Board of Directors may be taken without a meeting if all members of the Board individually or collectively consent in writing to that action. Such action by written consent shall have the same force and affect as a unanimous vote of the Board. Such written consent or consents shall be filed with the minutes of the Board.

## **ARTICLE IX – Officers**

Section 1: Determination of Officers. A minimum of thirty (30) days prior to the beginning of the fiscal year, the newly elected and continuing members of the Board of Directors, excluding the retiring members, shall conduct an organizational meeting for the purpose of selecting a Chairman-Elect and consider other matters pertinent the organization.

A.) Within thirty (30) days after the general election, the current Chairman-Elect shall select an Officer Nominating Committee

composed of two (2) continuing Directors and one (1) newly elected Director who shall select a nominee for incoming Chairman-Elect.

- B.) Nominees for Chairman-Elect must have served a minimum of one (1) full year on the Executive Board.
- C.) The Officer Nominating Committee shall place the name of the nominee before the Board at the organizational meeting. Should there be additional nominees from the floor; the individual receiving the highest number of votes shall be declared the Chairman-Elect.

Section 2: Duties of Officers. The duties of the Officers shall be such as their titles, by general usage, would indicate, and such as are required by law, and such as may be assigned to them respectively by the Board of Directors from time to time.

- A.) Chairman of the Board. The Chairman of the Board shall serve as the chief elected officer of the Chamber and shall preside at all meetings of the membership, Board of Directors and Executive Committee. The Chairman of the Board shall, with the advice and counsel of the Chairman-Elect, and President/Chief Executive Officer, determine all committees and select all committee chairpersons, subject to the approval of the Board of Directors. The Chairman of the Board shall be an ex-officio member of such committees.
- B.) Immediate Past Chairman. The Immediate Past Chairman shall perform such duties as may be assigned to him/her by the Chairman of the Board or the Board of Directors.
- C.) Chairman-Elect. The Chairman-Elect shall exercise the powers and authority and perform the duties of the Chairman of the Board in absence or disability of the Chairman of the Board, and shall perform such other duties as may be assigned to him/her by the Chairman of the Board or the Board of Directors.
- D.) Vice-Chairmen. The duties of the Vice Chairmen shall be such as their titles by general usage would indicate, and such as required by law, as well as those that may be assigned by the Board of Directors. Vice Chairmen shall also have under their immediate jurisdiction, the coordination of all committees in their assigned division of the Chamber's program.
- E.) Secretary. The Secretary shall serve as the corporate Secretary of the organization, the Board of Directors and the Executive Committee and shall prepare, or cause to be prepared, notices,

agendas, and minutes of meetings of the Board and the Executive Committee.

- F.) Chief Financial Officer. The Chief Financial Officer shall prepare, or cause to be prepared, regular financial reports for the Board of Directors, and shall oversee financial matters of the organization.

Section 3: President/Chief Executive Officer.

- A.) The Board of Directors shall employ a President/Chief Executive Officer who shall be the Chief Administrative and Executive Officer of the Chamber
- B.) The President/Chief Executive Officer shall serve as advisor to the Chairman of the Board and shall assemble information and data and cause to be prepared special reports as required by the program of the Chamber.
- C.) The President/Chief Executive Officer shall be a non-voting member of the Board of Directors, the Executive Committee and all committees.
- D.) The President/Chief Executive Officer shall be responsible for hiring, discharging, directing and supervising all employment activities.
- E.) The President/Chief Executive Officer may be removed by three-fourths ( $\frac{3}{4}$ 's) of the full Board at a regular or special meeting.

## **ARTICLE X – Committees**

Section 1: Appointment and Authority. The Chairman of the Board, by and with the approval of the Board of Directors, shall appoint all committees and committee chairpersons. The Chairman of the Board may appoint such ad-hoc committees and their chairpersons as are deemed necessary to carry out the programs of the Chamber. Committee appointments shall be at the will and pleasure of the term of the appointing Chairman of the Board and shall serve concurrently with the term of the appointing Chairman of the Board unless a different term is approved by the Board of Directors. It shall be the function of committees to conduct investigations and studies, hold hearings, make recommendations to the Board of Directors, and to carry on such activities as may be delegated to them by the Board.

Section 2: Limitation of Authority. No action by any member, committee, Director or Officer shall be binding upon, or constitute an expression of the policy of, the Chamber until it shall have been approved or ratified by the Board of Directors. Committees shall be discharged by the

Chairman of the Board when their work has been completed and their reports accepted, or when, in the opinion of the Board of Directors, it is deemed wise to discontinue the committees.

Section 3: Executive Committee. The Executive Committee is formed for the purpose of transacting business of the Chamber of Commerce during the interim between Board of Directors meetings. It shall consist of the Chairman of the Board, Chairman-Elect, Immediate Past Chairman, two (2) Vice Chairmen and Chief Financial Officer. The President/Chief Executive Officer shall be a non-voting member of this committee. This committee shall have the responsibility of conducting the day-to-day business of the Chamber of Commerce and shall be vested with such power and authority as may be delegated to it by the Board of Directors. Four (4) members shall constitute a quorum.

Section 4: Audit Committee. The Audit Committee shall consist of the Chairman of the Board, Chief Financial Officer, and one additional member of the Board of Directors. The Audit Committee should take an active role in the prevention and deterrence of fraud, as well as an effective ethics and compliance program. The Audit Committee should constantly challenge management and the auditors to ensure that the entity has appropriate antifraud programs and controls in place to identify potential fraud and ensuring that investigations are undertaken if fraud is detected. The Audit Committee should take an interest in ensuring that appropriate action is taken against known perpetrators of fraud. The Audit Committee is responsible for reviewing draft audited financial statements and management letter comments, as well as the implementation of such comments as deemed necessary. The audit committee shall meet as deemed necessary, but no less than one (1) time per year.

## **ARTICLE XI – Finances**

Section 1: Fiscal Year. The fiscal year of the Chamber shall be July 1 to June 30.

Section 2: Budget. The Executive Committee shall adopt an annual budget and submit it to the Board of Directors for approval prior to the start of the new fiscal year.

Section 3: Disbursements. Upon approval of the budget, the President/Chief Executive Officer is authorized to make disbursements on

accounts and expenses provided for in the budget without additional approval. Disbursements shall be by check, signed by two authorized signatures.

Section 4: Bonding. Officers and staff, as the Executive Committee may designate, shall be bonded by a sufficient fidelity bond paid for by the Chamber.

Section 5: Audit. A yearly audit shall be made by a recognized accounting firm annually.

### **ARTICLE XII – Indemnification**

The Chamber shall indemnify its officers and directors and any former officers and directors who were or are parties, or are threatened by any suit, action, or proceeding to which they are made parties by reason of being or having been directors or officers, against all expenses (including attorney's fees), judgments, fines, and amounts actually and reasonable incurred by them in connection with such proceeding, including any appeal, if they acted in good faith and in a manner reasonably believed to be in the best interest of the Chamber. However, no indemnification shall be made with respect to any claim issues or action if a judgment or final adjudication establishes that their actions, or omissions to act, were material to the cause of action and constitute:

1. A violation of the criminal law, unless the director or officer had reasonable cause to believe his conduct was lawful or had no reasonable cause to believe that his conduct was unlawful;
2. A transaction from which the director or officer derived an improper personal benefit;
3. Willful misconduct or a conscious disregard for the best interests of the Chamber in a proceeding by or in the right of the Chamber to procure a judgment in its favor or in a proceeding by or in the right of a member.

Notwithstanding the above, an officer or director who is successful on the merits or otherwise in defense of any proceeding or in defense of any claim, issue or matter therein shall be indemnified against expenses actually and reasonably incurred by him/her in connection therewith. This section shall be in addition to the rights that the Chamber's officers have under its Articles of Incorporation or the California Association and Nonprofit Corporations Law,

and nothing herein shall be deemed to diminish or otherwise restrict such person's right to indemnification under any such other provision.

### **ARTICLE XIII – Referenda**

Upon the request in writing of ten (10) percent of the members in good standing, the Board of Directors shall, or upon its own initiative may, submit a question by mail to the membership for a referendum vote. The ballot for that vote shall be accompanied by briefs stating both sides of the question. Action taken thereon by the membership shall be final and shall bind the Board of Directors. Each member may indicate his/her vote on the referenda and return his/her ballot to the office of the Chamber of Commerce not later than 4:30 p.m, on the tenth (10<sup>th</sup>) business day after the ballots have been mailed, either in person or by mail. A fifty percent (50%) vote of the membership shall constitute a referendum and a majority of the votes cast shall control.

### **ARTICLE XIV– Parliamentary Procedure**

The proceedings of the Chamber of Commerce meetings shall be governed by and conducted according to the latest edition of Robert's Rules of Order.

### **ARTICLE XV – Amendments**

These By-Laws may be amended by a two-thirds (2/3<sup>rd</sup>s) vote of the Board of Directors, at a regular or special meeting. Thirty (30) days notice must be given to the Directors concerning any proposed changes.

### **ARTICLE XVI – Dissolution**

The Chamber shall use its funds only to accomplish the objectives and purposes specified in these By-Laws, and no part of said funds shall inure, or be distributed, to the members of the Chamber. On dissolution of the Chamber, any funds remaining shall be distributed to one or more regularly organized or qualified charitable, educational, scientific or philanthropic organizations to be selected by the Board of Directors as defined in Section 501(c)(3) of the Internal Revenue Code.