

# Prairie Bluff Chapter of The Prairie Enthusiasts - Rules of Organization

These Rules of Organization were revised and adopted by the Prairie Bluff Chapter membership on February 1, 2000.

## **Article 1 : Relationship to the parent organization**

No rule, regulation or policy may be adopted by the chapter that contradicts the bylaws or policies of the parent organization (The Prairie Enthusiasts, Inc.).

## **Article 2 : Membership**

Membership classes, qualification, dues, termination, and privileges, are as directed in the bylaws of the parent organization.

## **Article 3 : Meetings**

1) Annual Meeting. The annual membership meeting shall be held each February at a time and place determined by the chapter members. At each annual meeting the affairs of the chapter shall be presented and the officers shall be elected as described in Article 4.

2) Regular Meetings. Regular meetings shall be held at least six times per year, on the 1<sup>st</sup> Tuesday of the month. Notice of these meetings or any additional meetings shall be printed in the parent organization newsletter *The Prairie Promoter*.

3) Special Meetings. Special meetings of the chapter may be held at any time and place for any purpose, unless otherwise prescribed by rule. Special meetings may be called by the chapter Chair or Secretary. Special meetings may be called at the request of the chapter membership. Notice of date, time, and place of these special meetings shall be given between 10 and 60 days prior to the meeting. Notice may be given personally or by mail.

4) Conduct of Meetings. The chapter Chair shall call the meeting to order and conduct the meeting. If the Chair is absent, the meeting shall be conducted by the Vice-Chair. If the Vice-Chair is absent, the meeting shall be conducted by any person chosen by the members present. The chapter Secretary shall act as secretary of all meetings of the members. If the Secretary is absent, the presiding chair may appoint any other member to act as secretary of the meeting.

5) Who may vote. Any Prairie Bluff Chapter member present at any meeting may vote.

## **Article 4 : Elected Officers**

1) Chapter Officers. The officers of the chapter shall be a Chair, Vice Chair, Secretary, and Treasurer. Officers may not serve simultaneously as Umbrella (Parent Organization) representatives.

2) Umbrella Representatives. Two chapter members shall be elected as representatives to the Umbrella Board of The Prairie Enthusiasts, Inc. Representatives may not serve simultaneously as chapter officers.

3) Election and Term of Office. Nominations for the officers and representatives shall be made in January. Elections for officers and representatives shall be held at the annual meeting in February. Officers shall be elected for a term of one year. Representatives shall be elected for a term of two years. Terms of office shall begin and end at the time of elections.

4) Qualification and Removal. Officers, representatives, and members, shall at all times be in good standing. They shall continue in good standing as long as they have paid, and continue to pay in a timely manner, their membership dues according to the membership category they have chosen. Any officer, representative, or member may be expelled from the membership, for good cause shown, by an affirmative vote of two-thirds of the members present.

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- 5) Vacancies. Any vacancy of office may be filled through a simple majority vote at the first regular meeting following the vacancy. The elected individual shall serve the residue of the term.
  
- 6) Chair. The Chair shall be the principal officer of the chapter and, subject to the approval of the chapter membership, shall in general supervise and control the business and affairs of the chapter.
  
- 7) Vice-Chair. The Vice-Chair, in the absence of the Chair, shall perform the duties of the Chair, and in general perform all the duties incident to the office of the Vice-Chair.
  
- 8) Chapter Secretary. The Secretary shall a) keep minutes of all meetings, b) see that all notices are duly given in accordance with these rules, c) be custodian of the chapter records, and d) in general perform all duties incident to the office of the Secretary. The Secretary may be assigned other duties by the Chair.
  
- 9) Treasurer. The Treasurer shall keep all financial records and process all financial matters of the chapter in coordination with the parent organizations Treasurer, and in general shall perform duties incident to the office of Treasurer. The Treasurer may be assigned other duties by the Chair.
  
- 10) Committees. Committees may be established by a simple majority vote to run the affairs of the chapter. Committee action shall be subject to approval by a majority vote of the members present at the meeting.