

## **BY-LAWS**

### **Spring City Tourism & Events Commission**

#### **PREAMBLE:**

**The following bylaws shall be effective October 1, 2024, subject to, and governed by, the Municipal Code title II Chapter 3, of the Town of Spring City, Spring City Tourism & Events commission, unless otherwise stated herein.**

#### **ARTICLE I: NAME**

**This organization shall be known as the Spring City Tourism & Events Commission, and shall be herein referred to as the “organization.”**

#### **ARTICLE II: PURPOSE**

1. Provide a centralized agency to coordinate the events and calendars of the various groups represented to decrease scheduling conflicts and positively affect the overall plan of community activities.
2. Explore Ideas for new ventures, activities, programs, and projects which will increase tourism, further enhance services to the residents, increase revenues, and provide other positive effects for the community.
3. Serve as an advisory body for the purpose of providing the governing body of the Town of Spring City, Tennessee, advice, and guidance, and to provide a conduit for input from the general population concerning tourism and events and spearheading the development of community related activities.

#### **ARTICLE III: MEMBERSHIP, TERMS AND MEETINGS**

The board of directors shall consist of 11 members consisting of the mayor, 1 commissioner, and 9 additional members representative of the various organizations in the Spring City area (Chamber of Commerce, The Audrey Pack Memorial Library, The Spring

City Historical Museum and Depot Commission, The Tennessee Valley Theater, representatives from the business community and the community at-large. The original appointments will be for staggered terms. The members of this commission will be appointed by the mayor. The Term for mayor and commissioner will coincide with their election.

No organization member shall receive compensation, other than for reasonable expenses, agreed upon by majority vote.

The meeting agenda must be in City Hall 48 business hours before the day of the meeting.

The organization shall call a minimum of 10 meetings per fiscal year. (July 1- June 30)

### **Resignation**

Each member shall have the right to resign at any time upon written notice to the Chair or Co-Chair of the organization, City Mayor or City Manager. Resignation will take place upon receipt of written notice.

### **Removal**

A member may be removed with or without cause, at any duly constituted meeting of the organization by the affirmative vote of a simple majority of the serving members.

### **Vacancies**

Any and all Vacancies, for any reason, shall be filled in accordance with the herein described bylaws for regular appointment.

### **Meetings**

The organization's regular meeting will be held on the 4<sup>th</sup> Tuesday of each month 6:30pm, 229 Front Street Spring City, TN, unless otherwise posted. The Chair of the organization or any 6 members may call a meeting with 2 days written notice to each member of the organization. Notice may be emailed, text message, hand delivered, regular mail or fax. The person(s) calling such meeting must also determine location and time, as long as it is a reasonable place to hold a meeting.

### **Minutes**

The Secretary shall be responsible for recording the minutes of every meeting in which business will be transacted. In the event the secretary is unavailable the Chair shall appoint an individual to act as Secretary at that meeting. Minutes shall be furnished to the Board of Commissioners before their next subsequent meeting.

### **Voting**

Each member shall have one vote.

### **Attendance**

An elected member who is absent 3 consecutive regular meetings during a fiscal year shall be encouraged to reevaluate with the Chair his/her commitment to the organization. The organization may deem a member who has missed 3 consecutive meetings without such a reevaluation with the Chair to have resigned from the organization.

## **ARTICLE IV: OFFICERS AND DUTIES**

The members shall elect officers of the organization, which shall include a Chair, a Vice Chair and a Secretary, any other offices as the organization may designate by resolution. Officers shall conduct all duties pertaining to their office and all other duties which may be required by law, or by these bylaws, subject to control of the organization, and they shall perform other such additional duties which the organization may assign to them at their discretion.

### **Chair of the Board of Directors**

It shall be the responsibility of the Chair, when present, to preside over all meetings. The Chair is authorized to execute, in the name of the organization, all contracts or documents including grant applications, which are authorized by the members to be executed by the organization.

### **Vice Chair of the Board of Directors**

In the absence of the Chair, or in the event of his/her inability or refusal to act, it shall then be the responsibility of the Vice Chair to perform all the duties of the Chair, and in doing so he/she shall have all authority and powers of and shall be subject to all the restrictions of the Chair.

### **Secretary**

The secretary or his/her designee, shall be the custodian of all records and documents of the organization, which are required to be kept at City Hall, and shall act as a secretary at all meetings of the organization, and shall keep the minutes of all meetings on file in hard copy or electronic format. Minutes to be given to the board of commissioners before their next subsequent meeting. He/she shall maintain a record of all correspondence of the organization.

All appointments to the organization will be for 2 years. No person shall serve more than 2 consecutive terms, unless a majority of the board of directors, during a board meeting at which a quorum is present, votes to appoint a board member to an additional 1 year. No person shall serve more than 4 consecutive years in one role.

## **ARTICLE V: SPECIAL PROJECTS AND EVENTS**

Each project/event will have a committee Chair with designated members to assist with the completion of the project. The chair for each committee will report on the committee's progress at each meeting, in the event there are funds required for a project / event the committee chair will bring the request before the organization for approval before spending funds. Special committee meetings may be called by the committee chair. The person(s) calling such a meeting must also determine location and time, as long as it is a reasonable place to hold a meeting.

## **VI: ELECTIONS**

Election of officers will be held in September every 2 years unless a special election may be held for vacancies.

## **VII: AMENDMENTS**

These by-laws may be changed, amended, or replaced at any meeting of the Spring City Tourism and Events commission by quorum majority vote of the membership.

08/2024