

DUNES CHAPTER OF LAPORTE COUNTY

BYLAWS

(Revised July, 2008)

The purpose of this Chapter shall be to cooperate with the Indiana Credit Union League in all matters pertaining to the advancement of Credit Union development in Indiana and the effective operation of Credit Unions therein, particularly within the boundaries of this Chapter.

Article I. Name-Purpose

The name of this Chapter of the Indiana Credit Union League shall be ***Dunes Chapter of LaPorte County***. The boundaries of this Chapter shall be such as may be defined from time to time by the Indiana Credit Union League, as necessity arises.

- Dunes Chapter will meet at regular intervals for the exchange of ideas concerning Credit Union operation within the scope of Dunes Chapter and for the discussion of problems of any Credit Union member of mutual interest and education programs. We will hear reports of and to make recommendations to District Directors on matters of the district, Directors of the Indiana Credit Union League or the Annual meeting of the League;
- Promote interest in and cooperation among the Chapter members;
- Keep the Chapter members up to date with legislative issues; and
- Advertise and promote for the benefit of all the Chapter members.

Article II. Membership

Membership in the Chapter will be organized as follows:

- All Credit Unions organized under State or Federal Laws and operating main or branch offices within the Charter jurisdiction of LaPorte County, shall be entitled to Regular Membership upon payment of annual Chapter dues.
- Any Credit Union organized and doing business outside of the area specified above shall be eligible for membership upon receipt by the Secretary of a copy of a resolution of the applying Credit Union's Board of Directors signifying its desire to affiliate with Dunes Chapter and to support its general program and payment of Chapter dues for the current year.

Article III. Chapter Meetings

Meetings:

Regular Meetings

- Dunes Chapter will hold at least four meetings per year ;
- All Chapter meetings shall be open for attendance by any Credit Union employee or volunteer regardless of their location;
- All Chapter meetings shall be open for attendance to any vendor or association who supports the credit union industry and to any member of the Indiana Credit Union League, CUNA and all credit union support groups;
- All meetings will be held at the time and place as determined by the Dunes Chapter Board of Directors during organizational meetings held prior to the beginning of each new season. The secretary shall notify all members at least 14 days prior to each meeting.
- A total of three (3) Credit Unions in attendance shall determine a quorum

Order of Business at Regular Meeting

1. Roll Call and Determination of quorum
2. Introduction of Guests
3. Approval and any corrections of the minutes of the last meeting
4. Approval and any corrections of the treasurer's report
5. Report by the President of the Chapter
6. Report by the District Director of the Indiana Credit Union League
7. Unfinished business
8. New business
9. Election (at designated meetings only)
10. Scheduled program
11. General discussion/door award
12. Adjournment

Annual Meeting

- The annual meeting of Dunes Chapter will be held during the month of May of each year and will be considered a regular meeting. Five (5) Credit Union representatives from different credit unions will constitute a quorum. Each active member Credit Union shall have **ONE** vote as recorded by its represented delegate or alternate;
- A nominating committee of three (3) shall be appointed by the President 60 days prior to the May annual meeting. It shall be the duty of the Nominating Committee to present a slate of nominees, selected from the active member Credit Unions, to fill the vacancies on the Board of Directors and distribute ballots to member Credit Unions at least 30 days PRIOR to the May meeting; and
- Election of officers shall take place immediately after the adjournment of the regular May meeting and the Indiana Credit Union League will be notified by the Secretary as to the result of the election.

Article IV. Government

Board of Directors-general information

- The governing body (Board of Directors) will consist of seven (7) members but no less than five (5) members. There shall be of no more than two (2) members from each active Credit Union. Election of the directors shall be at each annual meeting;
- The board members will be elected from Credit Unions who have paid their annual membership dues;
- Each Board member will be elected for a two (2) year term on a staggered term basis (i.e. four board seats will be available for election on odd years and three board seats will be available on even years);
- In order to be eligible for election, an individual must be a director, an employee, a committee member, a chief executive officer (president, CFO, CEO or management position), or in a supervisory capacity in the Chapter's credit unions; and
- Newly elected directors will take office immediately following the adjournment of the annual meeting and will hold office until the term has expired.

Offices-Chapter Offices include President, Vice President, Secretary, and Treasurer

The **President** will be responsible for the following:

- Preside at all meetings of the Dunes Chapter and the Board of Directors;
- Appoint the nominating committee and any such other committees as may be deemed necessary;
- Sign checks in the absence of the Treasurer; and
- Perform all other duties pertaining to the office.

The **Vice President** will be responsible for the following:

- Preside at all meetings in the absence of the President; and
- Perform all other duties of the President as necessary.

The **Secretary** will be responsible for the following:

- Prepare and maintain correct record of all Chapter meetings and Board of Directors meetings and forward the minutes of such meetings to the Board of Directors;
- Provide a copy of the previous meeting minutes at the following Chapter meeting for review by Chapter members;
- Give proper notice to the Indiana Credit Union League of chapter meetings at least 30 days prior to the next meeting so that the League can distribute meeting information to all affiliated Indiana Credit Unions;
- Maintain a copy of the Bylaws and Standing Rules; and
- Provide a list of all Directors to each Board member within 60 days after the annual meeting. The list should include name, work and home address, phone numbers, and email addresses.

The **Treasurer** will be responsible for the following:

- Mail statements of dues to Member Credit Unions by January of each year with due date no later than 30 days after receipt of statement;
- Receive all other funds;
- Pay all ordinary obligations of the Chapter (i.e., postage, stationery, bank charges and meeting expenses) without prior approval of the Board;
- Pay for approved payments of all extraordinary Chapter expenses upon the approval of the majority of the Board of Directors;
- Keep a complete record of all receipts and disbursement; and
- Submit a Treasurer's report for presentation at each regular Chapter meeting.

Additional responsibilities of the Board of Directors

Board members may have additional responsibilities including but not limited to:

- Approving payment of all extraordinary Chapter expenses;
- Having general control and supervision over the affairs of the Chapter; and,
- Making recommendations to the Chapter, when needed.
- Conduct an annual audit of Chapter's financial accounts

Vacancies of the Board

- A vacancy of the Board of Directors can occur for several reasons including but not limited to:
 - a. The death or resignation of a Director;
 - b. Absence of a Director for three (3) consecutive meetings;
 - c. Withdrawal or failure to pay Chapter dues of the Director's Credit Union; or,
 - d. Removal by the Board – for failure to perform the duties of the Chapter and after giving notice and an opportunity to be heard.
- In the event of a vacancy of the office of the President, the office will be filled immediately by the Vice President for the duration of the Chapter year.
- The Board will fill any Director vacancies by a majority vote. Any person appointed to fill a vacancy will serve until the next Annual Meeting. Upon election, the new Director will fulfill the original term of the displaced Board Member.

Article V. Elections

- Nominations for electing members of the Board of Directors will use the following guidelines:
 - a. At least thirty (60) days prior to the annual meeting, the President will appoint a nomination committee of three (3) members from different credit unions;
 - b. The duties of the nominating committee will be to:
 - 1. Announce that nominations are being accepted at the March chapter meeting, if held;
 - 2. Send out a written call for nominations to all the CEO/Presidents of participating Dunes Chapter member credit unions to be followed up by a phone call to each member credit union to determine if there is a candidate who wishes to have their name added to the ballot;
 - 3. Call incumbent board volunteers to determine if they wish to run for office for current election;
 - 4. Select at least one (1) nominee for each vacancy to be filled;
 - 5. Prepare ballots for the election. Ballots will include a biography of each nominated candidate;
 - 6. Send a ballot to each member credit union announcing close of nominations by April meeting. These ballots need to be given to the voting delegate of each member credit union.
 - c. Additional nominations may NOT be made from the floor.
- If there is a vote by ballot, it is the duty of the Nomination committee chairperson to appoint three (3) tellers before the vote is taken. The duties of the teller will include distribution of the ballots (to voting delegates or alternates only), collection of the ballots and tallying of the votes.
- Election shall be by ballot or by acclamation.
- A director of the Indiana Credit Union League may also serve in any office of the Chapter, but must be a member of a Credit Union having active membership in the Indiana Credit Union League and have a main or branch office within the boundaries of the Dunes Chapter.

Article VI. Finances

- The operating expenses of Dunes Chapter, such as postage, printing, cost of chapter meetings, etc., shall be defrayed by dues assessed to Member Credit Unions; and
- Any proceeds received from the Indiana Credit Union League as a grant or subsidy for educational purposes shall be disbursed in accordance with the direction of the League.

Article VII. Dues

- Each Member Credit Union of Dunes Chapter shall pay dues for the fiscal year ending December 31st, at a rate to be determined from time to time by the Board of Directors of Dunes Chapter;
- Dues will be due from Member Credit Unions by March 31st of each year; and
- Dues will be twelve cents {\$0.12} per member of each credit union with a stated maximum of Three Hundred Dollars {\$300.00}.

Article VIII. Amendments

- These bylaws may be amended by the unanimous vote of the Dunes Chapter Board members at any regular board meeting.

Article IX. Parliamentary Authority

- In all matters not covered by these bylaws, Robert's Rules of Order will apply.