

# OKANOGAN COUNTY TOURISM COUNCIL

## BY-LAWS

November 3, 2005  
Updated March 15, 2007  
Updated November 4, 2010  
Updated June 16, 2011  
Updated January 17, 2013

## Article I

### DEDICATION

The Okanogan County Tourism Council is a non-profit organization dedicated to promote the tourism industry of Okanogan County.

## Article II

### MISSION STATEMENT

The mission of the Okanogan County Tourism Council is to bring together the many individual tourism promotion efforts to achieve greater focus, effectiveness, and economy in promoting tourism for all of Okanogan County.

## Article III

### MEMBERSHIP

Section 1. Regular Membership: Membership of the Okanogan County Tourism Council shall be provided upon proper application in one of the four types: Individual Membership; Chambers and Organizations; Business Memberships; or Sponsors.

## Article IV

### MEETINGS

Section 1. Annual Meeting: There shall be an annual meeting of the Council held in the final quarter of the year, otherwise ordered by Board for the election of Board members and officers.

Section 2. Regular Meeting: The Council shall conduct regular meetings, at least quarterly, at a time and place designated by the Board and participation via electronic media is acceptable.

Section 3. Special Meeting: A special meeting may be called by the President, 1<sup>st</sup> Vice-President, and 2nd Vice-President.

Section 4. Quorum: Fifteen percent (15%) of the membership of the Council shall constitute a quorum.

## **Article V**

### FISCAL YEAR

The fiscal year of the Council shall be the calendar year.

## **Article VI**

### MANAGEMENT

Section 1. The day-to-day business of the Okanogan County Tourism Council shall be managed by the Board with assistance of other committees as deemed necessary.

Section 2. The Board shall consist of two (2) representatives from each of the four (4) geographic regions of the county - The Methow; the Heart of the Okanogan; the North Okanogan Region; and the Columbia River Region (one of which must represent lodging in that region); one (1) representative from the Colville Confederated Tribes; and four (4) members at-large.

The immediate Past-President automatically becomes a member of the Board, as long as he/she is a member in good standing.

Section 3. The Board may act in any emergency situation. It is empowered to authorize payment of bills in accord with the budget and may be given work by the Membership.

Section 4. Committees: Committees may be established by the Board as deemed necessary.

## **Article VII**

### OFFICERS

Section 1. Officers of the Board shall be elected by the general membership from the 13 member makeup of the Board. All elected officers must be paid members in good standing of the Council. The president elect shall have served on the Board or on an ad hoc Committee for at least one year prior to being elected president.

Section 2. Elected Officers: The elected officers of the Council shall be the President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, and Secretary-Treasurer.

Section 3. Terms: The officers shall serve a term of one (1) year. Officers are eligible for re-election.

Section 4. Treasurer: The Treasurer shall be appointed by the Board.

Section 5. Vacancy of Office: Vacancies in any office may be filled from the Membership of the Council for the remaining term by appointment from the Board.

Section 6. Removal from Office: Any Board Member elected by the Council may be removed from office with approval of the Board. Causes for removal may be as a result of, but not limited to, failure to render reasonable assistance to the Council and after three unexcused absences.

Section 7. Quorum: A quorum of the Board shall consist of at fifty-one percent (51%) of the seated members and it shall be acceptable to conduct business electronically.

Section 8. Duties of Officers:

President shall:

- a) Supervise all business activities of the Council.
- b) Execute all instruments on its behalf.
- c) Preside over all meetings of the Council and call such special meetings of the Council as deemed necessary.
- d) Appoint committee chair persons.

1<sup>st</sup> Vice-President shall:

- a) Perform all duties of President during the absence of the President and shall perform such other duties as the Executive Committee may direct.

2<sup>nd</sup> Vice-President shall:

- a) Perform all duties of 1<sup>st</sup> Vice-President during the absence of the 1<sup>st</sup> Vice-President and shall perform such other duties as the Board may direct.

Secretary shall:

- a) Have charge of such books, documents, and papers as the Board may determine and shall attend and keep the minutes of all the meetings of the Council.
- b) Perform all duties incident to the office of Secretary or other such duties as may be assigned by the Board.

Treasurer shall:

- a) Keep account of all monies received and expended for the use of the Council and shall make authorized disbursements as directed by the Board.
- b) Deposit all monies received by the Council in the bank approved by the Board.
- c) Present a report of the financial status of the Council at each regular meeting.
- d) Keep list of all members and records of any agents retained by the Council.

## **Article VIII**

### AMENDMENTS

Amendments may be made at any regular or special meeting called for this purpose by a majority vote of the membership present.

## Article IX

### ACCEPTANCE

These By-laws shall be accepted by the Okanogan County Tourism Council by majority vote.

APPROVED, this 2nd day of November, 2000 and revised November 3, 2005, March 15, 2007, November 4, 2010, June 16, 2011, and January 17, 2013.

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President

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1<sup>st</sup> Vice-President

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2nd Vice-President

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Secretary