



CHAPTER BYLAWS

BYLAWS

**Of DUBUQUE AREA CHAPTER NO_0347
OF THE
SCORE ASSOCIATION**

**ARTICLE I
NAME**

The name of this organization shall be the DUBUQUE AREA Chapter, Number 0347 . SCORE is a nonprofit corporation organized for charitable and educational purposes, and each SCORE Chapter is a unit of the SCORE Association. SCORE is a resource partner of the U.S. Small Business Administration.

**ARTICLE II
PURPOSE**

SCORE is chartered as a nonprofit corporation for charitable and educational purposes, which includes the provision, by experienced qualified volunteers, of counseling and other technical and managerial guidance and training to existing and prospective businesses and individuals looking to increase their potential for success in the small business community.

**ARTICLE III
PRINCIPLES**

Section 1

The SCORE Program provides counseling and technical assistance to existing and prospective small businesses. SCORE volunteers shall assist their clients in taking a balanced approach to management and to enhance the potential for the success of their business through quality education and training and counseling on specific topics in areas such as finance, personnel, publicity, marketing, engineering, production, merchandising, etc., and also to urge, when desirable, that they seek sound advisory and useful relationships with other professional business specialists and associates.

Section 2

This chapter and its individual volunteers shall maintain high quality standards of service and shall adhere to the SCORE Code of Ethics and Conduct and other SCORE rules as described in the SCORE Operating Manual (SOM) and other SCORE publications. SCORE activities involve a public trust and public service. Information on a client's business imparted to SCORE or contained in counselors' reports shall be held in strictest confidence, except as the client authorizes its disclosure.

ARTICLE IV MEMBERS

Qualified volunteers who have been properly screened and approved by the chapter and the SCORE Association shall be accepted as members of the SCORE Chapter, without regard to sex, race, religion, color, national origin, age, marital status or handicap. SCORE may terminate volunteer membership, for any reason at any time, with or without cause or advance notice.

ARTICLE V OFFICERS

Section 1

The officers of the chapter shall be a Chair, Vice Chair, Secretary and Treasurer. Chapter elections shall be completed no later than May 31. Officers may be elected by a majority vote of those responding to a ballot mailed to all members or by majority vote of those members present at regular or special meetings following a notice in writing mailed not later than three weeks prior to the date an election is scheduled. The term of office shall be TWO (2) year(s).

Section 2

A nominating committee shall be named by the chapter chair. The committee shall provide a slate of candidates for the position of chapter chair to the SCORE district director for approval. The committee shall nominate qualified candidates for the offices no later than May 1, to be voted on no later than May 31. The names of the nominees and information about them shall be provided to the members in advance of the election. Officers will assume responsibility October 1.

Section 3

The officers shall be elected and shall serve for Two (2) years. An officer may be removed as provided in the SCORE SOM. If the Chair is unable to serve, the vice chair assumes that position. If other officers are unable to serve, the chapter shall elect successors to complete the term.

ARTICLE VI DUTIES OF OFFICERS

Section 1

The chapter chair shall manage the affairs of the chapter in accordance with the principles and policies of the SOM and other directives of the SCORE Association and SCORE Board of Directors.

Section 2

The chapter under direction of the chapter chair shall establish a sound fiscal process including budgeting to assure that the assets of the chapter are protected. No part of the funds and assets of the chapter shall be used for the personal benefit of or be distributed to its individual members, directors, officers or other private persons unless specified in the SOM.

**ARTICLE VII
MEETINGS**

Section 1

Regular meetings of the chapter shall be held on the Third Monday of each month unless otherwise decided by the chapter or its Executive Committee.

Section 2

The regular meeting for the month of October shall be known as the annual meeting and shall be for the purpose of installing officers and receiving appropriate annual reports.

Section 3

Special meetings may be called by the chapter chair or by the Executive Committee or shall be called upon a written request of Three (3) members of the chapter. The purpose of the special meeting shall be stated in the call and at least Seven (7) days notice shall be given, unless an emergency prevents it.

Section 4

Three (3) members of the chapter shall constitute a quorum.

**ARTICLE VIII
EXECUTIVE COMMITTEE**

Section 1

The officers of the chapter shall constitute the Executive Committee together with such other members as the chair, with the approval of the chapter, may name.

Section 2

The Committee shall have the power and authority normally exercised by such a body but shall be subject to decisions of the chapter and none of its acts shall conflict with actions taken by the chapter. The chair may not cede responsibility to the Executive Committee.

**ARTICLE IX
OTHER COMMITTEES**

Section 1

Chapter committees shall be established as provided by the SCORE Operating Manual (SOM). The SOM sets forth therein the names of specified standing committees and of other desirable committees, specifies their duties, and the appointment of committee members.

Section 2

The chapter may establish other committees as are found desirable.

**ARTICLE X
AMENDMENT OF CHAPTER BYLAWS**

These bylaws can be amended at any regular meeting of the chapter by a two-thirds (2/3) vote, provided that the proposed amendment has been submitted to the chapter membership not less than two (2) weeks prior to the meeting.