

Central Oklahoma Qualatex Balloon Network 2004

COQBN BY-LAWS

The COQBN By-Laws were reviewed and ratified November 4, 2003 at meeting of the Central Oklahoma QBN Chapter Meeting.

IDENTIFICATION

Section 1. The name of this organization shall be Central Oklahoma Qualatex Balloon Network. (COQBN)

OBJECT

- Section 1. Sharing and networking with other balloon professionals.
- Section 2. Educate and improve public awareness of the balloon industry in Oklahoma through various programs, marketing materials and/or activities in the greater communities.
- Section 3. Provide continuing education of all members.
- Section 4. Provide members with link to other members that may work in harmony together on large projects with the knowledge that other members are qualified and knowledgeable.

MEMBERSHIP AND DUES

- Section 1. Our membership shall consist of Primary Members and Affiliate Members as outlined below:
- A. Primary members shall be any registered Qualatex Balloon Network members in good standing that is involved in the selling of balloons and balloon related products at the retail level.
 - B. Affiliate Members shall be any person involved in the selling and/or distribution of balloons and balloon related products at a wholesale level.
 - C. Auxiliary Member shall be any person involved in the twisting and entertainment business.
- Section 2. Annual dues are based on a 12 month cycle. 1st year dues will be prorated to the following April and billed annually thereafter March through February.

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- A. Primary members: First person of any organization for which the annual dues of \$60.00 will include meeting and any correspondence.
- B. Secondary members: Second and other members of said same organization will pay \$30.00 per individual, providing organization representative is in good standing.
- C. Affiliate Members: First person of an organization, which will include meeting and correspondence, dues to be \$75.00. Second and other members of said same organization will pay \$37.50 per individual, providing organization representative is in good standing.
- D. Guests: Guests will be invited to attend meetings throughout the year. Guests may visit twice without membership, but on subsequent meeting attendance, membership will be required or \$15.00 per visit to be paid as a visitor.
- E. Auxiliary Member. First person of an organization which includes meeting and any correspondence for which the annual dues of \$50.00 per individual, second and other members of said organization will pay \$25.00 per individual, providing organization is in good standing. This membership is a non-voting membership.

Section 3. Monthly Dues. There will be no monthly dues ascribed to at this time. In lieu of dues, associates will be encouraged to purchase tickets to be eligible for drawings held for prizes to be given for that evening. Affiliate members will be encouraged to donate items throughout the year that can be used as drawing prizes. These monies raised will, in effect, take the place of dues and will benefit the group by purchasing advertising or trade show booths or other activities that require money, as voted and agreed upon by the membership.

Section 4. Members in good standing will be determined by:

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- A. Membership dues paid on or by the 3rd attended meeting, or by the annual meeting in March.
- B. The active participation of all members within meetings and during the prescribed group activities as voted and agreed upon within the membership that promotes the education and improvement of public awareness of our industry.
- C. If a member's standing is in question, the Officers may request that a panel composed of the officers and two members in good standing may meet to review the situation, and the member whose standing is in question may be called upon to visit with the board to answer to the questions of the panel regarding the intentions of that member.

OFFICERS

- Section 1. The Officers of this organization shall be President, Vice-President, Secretary and a Treasurer.
- Section 2. At the regular meeting held in March, nominations shall be accepted for New Officers.
- Section 3. The Officers shall be elected by ballot during the February meeting.
- Section 4. The Officers shall serve a two year term commencing in April and Terminating in March at end of the meeting the following year.

DUTIES OF OFFICERS

- Section 1. Responsibilities of the Officers shall be as follows:
 - A. President
 - 1. Presides over all membership meetings.
 - 2. Assures all rules and regulations are carried into effect by members.

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3. Appoints committee chairpersons and reviews actions taken by such chairpersons and their committee.

B. Vice-President

1. Presides over all membership meeting in the absence of the President.
2. Will work with the Program Chair to help with training and workshop seminars when needed and will chair Special Events Committee to help assign committee chairperson for individual events.
3. Coordinates displays and speakers at all membership meetings.
4. Coordinates meeting places.

C. Secretary

1. Records and makes available all minutes of membership.
2. Manages all correspondence and communications.
3. Maintains membership roster and phone line.
4. Performs Treasurer's duties in case of absence.
5. Mails all minutes to QBN headquarters.

D. Treasurer

1. Maintains a bank account in the name of the organization.
2. Collects all monies and dues.
3. Submits financial report at all meetings.
4. Pays all Central Oklahoma QBN bills.
5. Performs Secretary's duties in case of absence.

Section 2.

Officers meetings shall be agreed upon as to date, time and place by the majority of the Officers.

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MEETINGS

- Section 1. Membership meetings will be held on the first Tuesday of the month. If a major holiday is right around the meeting date, the membership meeting may be postponed or cancelled upon the agreement of the membership.
- Section 2. The regular meeting in March shall be known as the annual meeting and shall be for the purpose of electing officers and reviewing yearly activities.
- Section 3. Two-thirds of the members in good standing that are present shall constitute a quorum during regular and annual meetings.
- Section 4. Two-thirds of the Officers or Board of Directors that are present shall constitute a quorum during officer and Board of Directors meetings.
- Section 5. Officers or the Vice-President will determine location of membership meeting and appropriate notice will be sent to the registered members, through phone committee or by last intent, a letter.

BOARD OF DIRECTORS

- Section 1. The Board of Directors will consist of the following members:
- A. Elected Officers
 - B. Past President
 - C. Pioneer Balloon Company Manufacturing Representative
- Section 2. The Officers shall give a one month notice of all board meetings when scheduling

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meetings.

COMMITTEES

- Section 1. The President shall appoint committee chairpersons and committee members promptly following the April meeting.
- Section 2. The Publicity Committee shall be our direct link to trade newspapers, magazines, television and radio stations, and shall report at each monthly meeting the activity of this committee.
- Section 3. Special Events Committee shall handle any type of Trade show or Public Function the organization participates in.
- Section 4. The Program Chair shall handle the active search for speakers for meetings, training and workshops and will work with the Vice-President during the year to coordinate all programs. The Program Chair and the Vice-President will work with the President to schedule programs that do not conflict with activities of the Special Events Committee or annual meeting.
- Section 5. Additional committees can be formed by the President during the Year.

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

AMENDMENT OF BYLAWS

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These bylaws may be amended at any regular meeting of the organization by a two-thirds vote, provided the amendment was discussed at a previous meeting and written notice is mailed to entire membership.