

SCORE

Counselors to America's Small Business

BYLAWS March 1, 2005

Tri-County SCORE

Chapter Number: 687

Atlantic, Cape May and Cumberland Counties

ARTICLE 1

Tri-County SCORE 687

The name of this organization shall be the Atlantic, Cape May, and Cumberland Counties SCORE Chapter Number 687. Tri-County SCORE is a nonprofit corporation organized for charitable and educational purposes, and each SCORE Chapter is a unit member of the SCORE. SCORE is a resource partner of the U.S. Small Business Administration.

Article II

Purpose

Score is chartered as a non-profit 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 for –profit and not-for-profit businesses and individuals looking to increase their potential for success in the small business community.

Article III

Purpose

Section I

The SCORE Program provides counseling and technical assistance to existing and prospective small business. SCORE Members shall assist their clients in taking a balanced approach to management and enhance the potential for the success of their business through quality education and training and counseling on specific topics in areas such as finance, computer technology, 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 members 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. Membership may be terminated if the volunteer does not fulfill his/her SCORE obligations as described in the SCORE Operating Manual (SOM) and other chapter requirements.

ARTICLE V Officers

Section I

The officers of the Chapter shall be a Chair (shall represent all counties), 1st Vice Chair (shall represent the Cape May County location), 2nd Vice Chair (shall represent the Cumberland County location), Secretary (shall represent both Atlantic and Cape May counties), Assistant Secretary (shall represent Cumberland county), Technology Coordinator and Treasurer (shall represent all counties). Chapter elections shall be completed on or before the first day of February of every year. 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 five (5) years for the Chair, three years for Vice Chair and Technology Coordinator and two (2) years for all other officers.

Section 2

A nominating committee shall be named by the Chapter Chair. The committee shall nominate qualified candidates for the offices no later than January 2nd , to be voted on no later than the day of the February membership meeting. The names of the nominees and information about them shall be provided to the members at the February meeting and in advance of the election at the March regular membership meeting. Officers will assume responsibility at the March membership meeting.

Section 3

The officers shall be elected and shall serve for a term of 3 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 I

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 inure to personal benefit of or distributed to its individual members, directors, officers or other private persons unless specifically in the SOM.

ARTICLE VII ADVISORY BOARD

Section I

The Advisory Board of the Chapter shall be a Advisory Board President, Advisory Board Vice President, and Advisory Board Recording Secretary. Advisory Board members are appointed by the Chapter Chair and Vice Chairs. Each chair may cast one vote and two of the three votes will approve the Advisory Board Member. The term of office for each Advisory Board Member shall be a term of (2) years for the President and Vice President and a term of one year for all other Advisory Board Members.

Section 2

The Advisory Board of the Chapter shall consist of the following: Elected Officials, Business Owners, the Director of the county Library System, Community Development representative, Two Executives of each Chamber of Commerce, The Media (print and television), County Freeholder, a Mayor of the largest community in the County, a Retailer, an Accountant and an Attorney.

ARTICLE VIII DUTIES OF ADVISORY BOARD MEMBERS

Section I

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 role of the Advisory Board Members is to offer assistance and suggestions on how to add to the list of the Chapter's clients a larger number of members of minority groups. To seek out a larger number of clients already in business who may be experiencing problems or those wanting to grow their businesses.

The second objective is to increase the awareness about SCORE in the minds of a diverse group of individuals who were active in the community at large and especially the business community.

The last objective is to enlist the aid of the board members in spreading the word about SCORE in the County community.

ARTICLE IX MEETINGS

SECTION I

Regular meetings of the Chapter shall be held on the third Tuesday at 4:00pm of each month unless otherwise decided by the Chapter or its Executive Committee.

Section 2

The regular meeting for the month of March 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 members of the Chapter. The purpose of the special meeting shall be stated in the call and at least five days notice shall be given, unless an emergency prevents it.

Section 4

Advisory Board Members shall meet one hour prior to the regular meeting at the same location and time.

Section 5

Members from Cumberland County must meet monthly and attend quarterly county meetings in place of their monthly meeting every quarter on the same day and time as regular meetings.

Section 6

Five members of the Chapter shall constitute a quorum for all meetings.

**ARTICLE X
EXECUTIVE COMMITTEE**

Section 1

The officers of the Chapter shall constitute the Executive Committee together with the Chapter Chair, Vice Chairs and Committee Chairs and all other Officers. The Chapter Chair may name any additional members as needed..

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 XI
OTHER COMMITTEES**

SECTION I

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 XII
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.