

## COQBN BY-LAWS 2017

### IDENTIFICATION

Section 1. The name of this organization shall be CENTRAL OKLAHOMA QUALATEX BALLOON NETWORK. (COQBN)

### OBJECTIVE

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 sponsored charitable activities in the greater communities.

Section 3. Provide continuing education for 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, Affiliate Members and Associate Members as outlined below:

A. Primary members shall be any registered Qualatex Balloon Network member in good standing that is involved in the selling of balloons and balloon related products at the retail level. This membership entitles full voting rights, opportunities for scholarships, and discounted rates for continuing education.

Amendment A 2009: The Primary members shall get their QBN number to the secretary to be on file within the first 6 months of membership. If the member is unable to provide a QBN number within the 6 month period, said membership shall be review by the COQBN Board.

B. Affiliate Members shall be any person involved in the selling and/or distribution of balloons and balloon related products at a wholesale level. This membership is a non-voting membership and is not eligible for scholarships.

C. Associate Members shall be any person involved in the twisting and entertainment or décor business or not have the availability of a QBN chapter in their area. This membership is a nonvoting membership and is not eligible for scholarships. This membership does not take the place of an active primary membership within the COQBN. Associate Members may participate in the COQBN seminar(s) at the Primary member rate/fee.

Section 2. Annual dues are based on a 12 month cycle. 1<sup>st</sup> year dues will be prorated to the following April and billed annually thereafter March through February.

- A. Primary members: First person of any organization for which the annual dues of \$60.00 will include meetings and any correspondence. Anyone from the same organization may also be a member at a discounted rate of \$30.00 per individual
- B. Affiliate Members: First person of an organization, which will include meetings and correspondence, dues to be \$75.00.
- C. Associate Members: First person of an organization which includes meetings and any correspondence for which the annual dues shall be \$35.00 per individual.
- 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. If accompanied by a primary member it is the responsibility of the primary member to pay for their meal.
- E. Quarterly Dues: If a Primary member wishes to pay dues quarterly, the dues for a single member will be \$20.00 per quarter, due by the first meeting in the following months: April, July, October and January. This will take the member up to the dues for the following year. For the Primary organization that wishes to pay for 2 people quarterly, the dues are \$25.00 per quarter due by the first meeting in the following months: April, July, October and January. For any member that does not pay their dues by the ascribed month, that member is not in good standing, and no points toward scholarship can be awarded.

Section 3 There will be no monthly dues ascribed to at this time. In lieu of monthly dues, members 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 monthly 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:

- A. Membership dues paid on or by the 3<sup>rd</sup> 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 with 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 Treasurer.

Section 2. At the regular meeting held in March, elections shall be accepted for New Officers.

Section 3. The Officers shall be nominated by ballot during the February meeting.

Section 4. The Officers shall serve a two year term commencing in April of odd numbered years 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
3. Appoints committee chairperson(s) and reviews actions taken by such chairpersons and their committee.

B. Vice President

1. Presides over all membership meetings in the absence of the President.
- 2). Will chair any Special Committee and help assign needed chairperson for events and seminars. Vice President shall also be responsible for tracking COQBN equipment.

C. Secretary

1. Records and makes available all minutes of membership
2. Manages all correspondence and communications
3. Maintains membership roster, member's attendance at both meetings and events, and maintains current phone and email listings of all members.
4. EMAILS minutes to QBN headquarter.

D. Treasurer

1. Maintains a bank account in the name of the organization.
2. Collects all monies and dues
3. Submits financial reports at all meetings.
4. Pays all Central Oklahoma QBN bills

Section 2. Officers meetings shall be agreed upon as to date, time and place by the majority of the officers

## 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 review yearly activities.

Section 3. Two-thirds of the members in good standing shall constitute a quorum during regular and annual meetings. Proxy votes shall be accepted by any Board member

Section 4. Two-thirds of the Officers or Board of Directors shall constitute a quorum during officer and Board of Directors meetings.

Section 5. Officers or the Vice President will determine location of membership meetings and appropriate notice will be sent to the registered members, through phone committee, email 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

Section 2. The Officers shall give a one month notice when scheduling any meeting.

#### COMMITTEES

Section 1. The President shall appoint committees as deemed necessary throughout the year.

#### EQUIPMENT RENTAL

As of 6/2/2015 the following equipment is owned by the COQBN and may be rented by any COQBN member in good standing with rental prices as listed.

1. SDS PANELS - \$10.00 A PAIR
2. BASE PLATES – 1 PAIR AVAILABLE - \$5.00/PAIR
3. LIGHT BULBS -- \$20.00
4. INFLATOR -- \$5.00

COQBN members wishing to rent any piece of equipment must sign a rental agreement and it shall be their sole responsibility to return said equipment in good condition as was received back to the Vice President. Should there be any damage to equipment or equipment not returned in a timely manner the Board member shall decide whether that member be billed replacement cost.

#### 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 By-Laws and any special rules of order the organization may adopt.

#### AMENDMENT OF BY-LAWS

These By-Laws may be amended at any regular meeting of the organization by a two-thirds vote, provided the amendments was discussed at a previous meeting and written notice is emailed to entire membership. Notice of the changes will be emailed to the membership at least one week prior to the vote.

Note: 2011 revised (thart)

2013 revised (lvaught)

2014 revised (3/5/14 lvaught)

2015 revised (6/2/2015 bstephenson)

2016 revised (4/12/16 bstephenson)

2017 no revision (6/5/17 lvaught)