

ST. TAMMANY PARISH TOURIST & CONVENTION COMMISSION

BY-LAWS

ARTICLE I - NAME

The name of this organization shall be: St. Tammany Parish Tourist and Convention Commission hereinafter referred to as Commission.

ARTICLE II - LOCATION

The location of this Commission shall be within the confines of St. Tammany Parish, State of Louisiana. The Commission's primary place of business shall be 68099 Highway 59, City of Mandeville.

ARTICLE III - PURPOSES

The purposes of this Commission shall be: (1) To encourage the Parish and Civic Community to support an atmosphere conducive to tourism and the Commission should be apprized of those activities of tourist interest; (2) To aid and promote these activities; (3) To represent the Parish business and civic community in an organized and on a non-profit basis, for soliciting and servicing conventions for the promotion of visitor activity within St. Tammany Parish; (4) To present and guarantee the delivery of necessary facilities, equipment and job services to visitors and convention groups.

The Commission shall have the power to sue and be sued, to accept grants or donations of every type, to make capital improvements, and for the purpose of obtaining funds, to do all things necessary for the promotion and advertisement and publication of information relating to tourist attractions within its jurisdiction.

The Commission shall not support or engage in any functions resulting in competition with local retail businesses or enterprises.

ARTICLE IV - MEMBERSHIP

The Commission shall consist of a board of at least seven (7) but not more than nine (9) Commissioners to be appointed by the Parish Council of St. Tammany Parish. Commissioners so appointed shall serve a term of (3) years. Vacancies on the board shall be filled in like manner as the original appointments. Candidates for Commissioner shall live in St. Tammany Parish and shall not be employed in a competitive tourism-related business outside of St. Tammany Parish. Commissioner appointments will be staggered so no more than three (3) commissioners shall have terms to expire simultaneously.

ARTICLE V - OFFICERS AND THEIR DUTIES

Section 1. The commissioners shall elect from among themselves a Chairman who shall serve for a term of one (1) year. In addition to the Chairman, the commission shall elect from its membership a Vice-Chairman, Secretary and Treasurer who shall also serve for a term of one (1) year. Any officer may be re-elected to succeed himself for the ensuing year, not to exceed two consecutive terms, except in exceptional and extenuating circumstances. An officer will continue to hold office until a new officer is elected to replace him/her.

Section 2. The commission shall select an Executive Director who is not a member of the Commission and who shall serve on a continuing basis until replaced by the Commission.

Section 3. The Chairman shall preside at all regular meetings and all special meetings. He or she shall serve as the chief administrative officer on behalf of the Commission between regular meetings or special meetings. He or she shall make all necessary appointments from Commission members and shall perform all other duties usually incumbent upon the chief administrative officer of an organization.

Section 4. The Vice-Chairman shall preside in the absence of the Chairman and perform all other

duties by the Chairman and those duties usually incumbent upon the Vice-Chairman of an organization.

Section 6. The Treasurer shall be responsible for the safe guarding of all funds received by the Commission and for their proper disbursement, and accounting thereof. Such funds shall be kept on deposit in financial institutions approved by Commission members. The Treasurer shall present a financial report to the commission at each regularly scheduled meeting.

Section 7. The Executive Director shall execute and maintain all functions of the Commission according to these by-laws and purposes of the Commission herein stated and shall be responsible to the Commission within the authority granted and duties established by the Commission.

ARTICLE VI - FISCAL YEAR

The fiscal year of the Commission shall be from January 1 through December 31.

ARTICLE VII - ELECTIONS

At the last regular meeting of a the calendar year, the Commission members shall nominate and elect officers for the next calendar year. In the event that an officer resigns from the Commission prior to the expiration of his/her term as officer, an election will be held at the next monthly meeting of the Commission to elect a person to fill the remaining term of the officer who resigned.

ARTICLE VIII - QUORUM

A majority of the membership of the Commission shall constitute a quorum for the purposes of elections and for the transaction of business.

ARTICLE IX - MEETINGS

Meetings of the Commission shall be held no less frequently than bi-monthly on a regularly established

schedule unless otherwise designated. Special meetings may be called by the Chairman or by a majority of

the members of the Commission. All meetings shall have advance public notice and shall be held in an approved forum.

After three unexcused absences from regularly scheduled or special board meetings during a Commissioner's term, the Chairman will notify the Parish Council of the delinquent record of the member of the Commission. Ninety (90) days prior to the expiration of a Commissioner's term, the Chairman will provide the attendance record of the Commissioner for the expiring term to the Parish Council.

An excused absence is one for which the Commissioner has given notice to the Chairman 24 hours prior to

roll call for the meeting and the Chairman has given approval of the absence; provided, however, that the 24 hour notice requirement can be waived by the Chairman in extenuating circumstances. A Commissioner

will be deemed absent and unexcused for a meeting if they are not present at the time of the roll call for the

meeting and have not given the required prior notice to the Chairman and obtained the consent of the Chairman.

ARTICLE X - FUNDS

The Commission will have final authority as to the expenditures of the funds provided by the Governing body.

ARTICLE XI - BUDGET

The annual budget of the St. Tammany Tourist Commission shall be prepared by the Executive Director and submitted to the Commission for approval. This shall be done no later than fifteen (15) days prior to the end of the fiscal year and in strict compliance with all State of Louisiana Laws.

ARTICLE XII - ANNUAL AUDIT

There shall be an annual audit by an independent Certified Public Accountant. Said accountant shall make a written report of his audit to the Commission. Such report shall be furnished not more than one hundred fifty (150) days after the close of the fiscal year.

ARTICLE XIII - AMENDMENTS

The parts or sub-parts of these by-laws may be amended by a majority of a quorum of the members of the Commission present and voting.

Revised, March 12, 1998, according to *ROBERT'S RULES OF ORDER NEWLY REVISED*, Chapter XVIII, Section 56, pp 493 - 497.

Presented at the August 21, 2007, Board Meeting and approved as amended at the October 30, 2007, Board Meeting with corrections herein included.

Presented at the January 6, 2009, Special Board Meeting and approved as amended at the February 17, 2009, Regular Board of Commissioners Meeting with corrections herein included.

Presented at the August 18, 2009, Regular Board Meeting and approved as amended at the October 20, 2009, Regular Board of Commissioners Meeting with corrections herein included.

If these by-laws conflict with state law, state law takes precedence.

Presented at the August 23, 2011 Regular Board Meeting and approved as amended at the October 25, 2011 Regular Board Meeting.

Presented and approved as amended at the June 30, 2020 Regular Board Meeting.

s / Mark A. Myers 5-11-2020
CHAIRMAN DATE

s / Marlaine Peachey 5-7-2020
VICE-CHAIRMAN DATE

s / Bonnie Eades 5-7-2020
SECRETARY/TREASURER DATE