



LANSING REGIONAL CHAMBER  
POLITICAL ACTION COMMITTEE

**BYLAWS OF THE LANSING REGIONAL CHAMBER POLITICAL ACTION  
COMMITTEE  
LRC PAC**

**ARTICLE I**

The name of this organization is the Lansing Regional Chamber Political Action Committee (LRC PAC). It is a voluntary, non-profit, unincorporated committee of individual citizens and business people. The Lansing Regional Chamber Political Action Committee is an independent, autonomous organization and is not affiliated with any political party or other political committee or person.

**ARTICLE II  
PURPOSES**

The purposes of the Lansing Regional Chamber Political Action Committee are:

To support candidates for elective office and to take actions needed to provide such support

**ARTICLE III  
MEMBERSHIP**

Membership in the Lansing Regional Chamber Political Action Committee shall be open to all persons who wish to make contributions to support the purposes of the Lansing Regional Chamber Political Action Committee who are members of the Lansing Regional Chamber of Commerce or who are shareholders, officers, directors, or management personnel of companies who are members of the Lansing Regional Chamber of Commerce.

**ARTICLE IV  
BOARD OF DIRECTORS**

**Section 1**

*Duties:* The Board of Directors of the Lansing Regional Chamber Political Action Committee shall have general supervision and control over the affairs and the funds of the Lansing Regional Chamber Political Action Committee. They shall establish policies and initiate such actions as are consistent with the purpose of the Lansing Regional Chamber Political Action Committee as outlined in Article II of these Bylaws. The members of the Board of Directors of the Lansing Regional Chamber Political Action Committee shall serve without compensation.



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Section 2

*Composition:* The Board of Directors of the Lansing Regional Chamber Political Action Committee shall be composed of the following:

- A. Up to eighteen (18) members elected for three (3) year terms as provided in Section 3 of this Article.
- B. At least three (3) and as many as six (6) members of the Board of Directors shall also be members of the Lansing Regional Chamber of Commerce Board of Directors.
- C. The Chair of the Lansing Regional Chamber of Commerce Board of Directors will serve as an Ex Officio member of the LRC PAC Board of Directors

Section 3

*Selection:* The Board of Directors of the Lansing Regional Chamber of Commerce shall, each year, select six (6) members of the Board of Directors of the Lansing Regional Chamber Political Action Committee as set forth in Section 2 A. above, said election to be for a term of three (3) years, said term to commence January 1 and to terminate three (3) years thereafter or until their successors are duly elected and qualified. Directors shall continue in office until their successor shall be duly elected and qualified or unless they resign, are removed, or otherwise unable to fulfill and un-expired term.

Section 4

*Qualification:* Each Board member will be required to raise a minimum amount of funds in a calendar year as established by the LRC PAC Board to maintain voting privileges. With a vote of the board there can be exceptions (extenuating circumstances).

Section 5

*Attendance:* In the event that a board member should be absent for half (50%) or more of the Board meetings by July 30<sup>th</sup>, the board member's seat will be deemed vacant for the balance of their term, unless such board member is reinstated by majority vote of the board.

Section 6

*Vacancies:* A nomination committee made up of the LRC PAC Chair, LRC PAC Vice Chair and Chair of the Lansing Regional Chamber of Commerce will forward candidates to fill all vacancies to the LRC PAC Board of Directors for approval. After LRC PAC approval, the Board will forward candidates to the Lansing Regional Chamber of Commerce Board of Directors for ratification.

Section 7

*Removal:* The Board of Directors of the Lansing Regional Chamber Political Action Committee by a two thirds (2/3) vote of its board of directors may remove a director for any reason.

**ARTICLE V  
GENERAL OFFICERS**

Section 1

*Designations, Elections and Terms:* The general officers of the Lansing Regional Chamber Political Action Committee shall be a Chairman, Vice Chairman, and Treasurer. The officers shall serve for a term of twelve (12) to twenty four (24) months. The Board of Directors of the Lansing Regional Chamber Political Action Committee shall fill vacancies of the officers.

Section 2

*Chairman:* The chairman shall be the chief elected officer of the committee. The chairman shall preside at all meetings of the Board of Directors of the Lansing Regional Chamber Political Action Committee. The chairman with the approval of the board of directors may obtain such staffing as necessary to perform the required administrative activities of the Lansing Regional Chamber Political Action Committee.

Section 3

*Vice Chairman:* The Vice Chairman shall, in the absence of the chairman, assume the duties of the chairman.

Section 4

*Treasurer:* The President of the Lansing Regional Chamber of Commerce shall serve as Treasurer of the LRC PAC.

The treasurer shall be the custodian of the funds of the Lansing Regional Chamber Political Action Committee. He shall be responsible for the collection and the proper reporting of all contributions to the committee. The treasurer shall prepare and present reports and financial statements as prescribed by law or by the Board of directors of the Lansing Regional Chamber Political Action Committee. He shall keep and preserve full and accurate records as shall be necessary to substantiate the information contained in a statement or report as required by law or by the Board. He shall prepare, sign and file all reports and statements with the appropriate officials as required by law or as required to be filed by the Board. The treasurer shall deposit and disburse all moneys of the Lansing Regional Chamber Political Action Committee in a manner as prescribed by the law in accordance with the instructions of the Board of Directors of the Lansing Regional Chamber Political Action Committee.

In addition, the Treasurer of his/her designee shall maintain the records including minutes of the LRC PAC.

**ARTICLE VI  
MEETINGS**

Section 1

The Board of Directors of the Lansing Regional Chamber Political Action Committee shall meet on the call of the chairman of the board or at the request of one third (1/3) of the members of the board. One-half (1/2)



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of the members of the board shall constitute a quorum for the purpose of doing business.

Section 2

A member of the board of directors may participate in the meeting by means of conference telephone or similar communication equipment by means of which all persons participating in the meeting can hear each other. Participation in the meeting pursuant to this method constitutes presence in person at the meeting.

Section 3

Action may be taken by the board of directors if, before or after the action, all members of the board of directors consent thereto in writing. The consent shall be filed with the minutes of the proceedings of the board of directors.

**ARTICLE VII  
VOTING**

Section 1

Members of the Board must be in good standing under Article IV section 4 and 5 to be eligible to vote on matters before the Board.

SECTION 2

Disbursement of funds to a candidate requires a majority vote of the Board. All other votes require a majority of those present provided the meeting has a quorum.

SECTION 3

The Board shall accept proxy votes of members via facsimile or electronic mail.

**ARTICLE VIII  
COMMITTEES**

The Lansing Regional Chamber Political Action Committee shall establish such committees as the board of directors may determine as necessary and desirable for carrying out its purpose and objectives.

**ARTICLE IX  
BOOKS, RECORDS, AND FINANCES**

Section 1

The Lansing Regional Chamber Political Action Committee shall keep accurate and complete books and records as prescribed by law and by the Board of Directors of the Lansing Regional Chamber Political Action Committee.



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Section 2

The Board of Directors of the Lansing Regional Chamber Political Action Committee may cause the financial statement to be audited by individuals or firms selected by the Board of Directors of the Lansing Regional Chamber Political Action Committee who shall not be members of the Board of Directors. The report of the audit shall be available to the members at all times.

Section 3

Two signature designees of the Lansing Regional Chamber of Commerce shall be required for the disbursement of any funds of the Lansing Regional Chamber Political Action Committee. The signatories shall be bonded in such amounts as determined by the Board of Directors of the Lansing Regional Chamber Political Action Committee.

Section 4

The fiscal year of the Lansing Regional Chamber Political Action Committee shall end on the thirty-first (31) day of December of each year.

**ARTICLE X  
AMMENDMENTS TO THE BYLAWS**

These Bylaws may be amended by affirmative vote of two-thirds (2/3) of the membership of the Board of Directors of the Lansing Regional Chamber Political Action Committee provided that at least two weeks written and/or electronic mail notice is given to the membership of the board prior to the time at which such amendments are to be voted upon.

**ARTICLE XI  
PRINCIPAL OFFICE**

Principal office of the Lansing Regional Chamber Political Action Committee shall be that of the Lansing Regional Chamber of Commerce.

**XII  
DISSOLUTION**

This committee may be dissolved at any time by a majority vote of the Board of Directors of the Lansing Regional Chamber of Commerce. Prior to the dissolution, all funds on hand shall be distributed in accordance with these bylaws. Any residue shall be distributed to the Lansing Regional Chamber of Commerce foundation or charitable organizations as designated by the Board of Directors of the Lansing Regional Chamber of Commerce.

## Code of Conduct

### Introduction

Members of the Lansing Regional Chamber Political Action Committee (LRC-PAC) board of directors and staff carry certain duties and responsibilities for the well being of the organization. The Code of Conduct outlines some of those duties and responsibilities in accordance with governing documents.

#### I. Confidentiality

LRC-PAC board members and staff will have access to information, that if revealed to outsiders, could be damaging or sensitive to other members or staff, harmful to the best interests of the organization, or even create legal liability. Information provided to the board and staff may concern personnel, financial, contractual, membership or legal matters. It will often be confidential and is intended for use in decision-making and governance. Information shall be held in the strictest of confidence and shall not be divulged to any outside party, including other members of the Lansing Regional Chamber of Commerce and media, without authorization of the LRC-PAC Board Chair or approval of the LRC-PAC Board of Directors.

Only the LRC-PAC Board Chair, President of the Lansing Regional Chamber of Commerce (Chamber), and the Chamber's Vice President for Government Relations, or their designee shall issue public statements.

#### II. Disclosure

Board members and staff members are requested to disclose relationships of significance and/or information that may influence or impact their decision involving candidate or issue endorsement and any financial contributions the organization may make. Decisions to not participate in the vote to endorse a candidate or issue or to make a financial contribution to a candidate or issue are solely those of individual board members themselves.

#### III. Violations

Violations of the Code of Conduct may result in disciplinary action. Discipline may include removal of a board member from office.

### Acknowledgement of Receipt

I acknowledge that I have received and read a copy of the Code of Conduct and that I am responsible for my compliance.

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Signature

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Date