

BYLAWS
of the
PHILADELPHIA COUNCIL FOR BUSINESS ECONOMICS

Adopted: January 21, 2025

Article I: Name

1. The name of this organization shall be "Philadelphia Council for Business Economics," abbreviated as "PCBE."

Article II: Purpose

1. The PCBE shall be operated on a nonprofit, nonpartisan basis, and shall adhere to the IRS regulations applicable for tax exempt status for entities incorporated as a 501(c)(6).
2. The objectives of the PCBE shall be to:
 - a. Provide a forum for economists and related professions from academia, business, community organizations, and government to share and discuss issues of common interest, including economic trends, techniques, research, and public policy.
 - b. Enhance the education and development of members and of student associates with exposure to the latest data and methodologies practiced by trained economists.
 - c. Promote networking among members from diverse communities of economists.
 - d. Maintain a chapter membership in the National Association for Business Economics (NABE), a nationwide organization of economic professionals.
 - e. Conduct such other activities as may be appropriate for a nonprofit, nonpartisan professional organization.

Article III: Management and Control by Board of Directors

1. Broad policies shall be determined by the Board of Directors. The Board of Directors shall review and approve PCBE budgets and exercise such other supervision and control deemed necessary to ensure that the objectives of PCBE are met. Operational management, including finances, shall be handled by the Executive Committee.
2. The Board of Directors shall consist of the current officers (the Executive Committee), the immediate past-President of the PCBE, the Student Representative, and four additional members elected at large.
 - a. The PCBE President shall be the Chair.
 - b. The immediate past-President shall participate as a non-voting member of the Board.
 - c. The Student Representative shall participate as a non-voting member of the Board but shall also serve as a voting member of the Program Committee. The incumbent shall represent the interests of all Student Associates and shall recommend students from a school other than their own for appointment to the position in the following year.

- d. Neither officers nor other members of the Board of Directors shall receive any compensation for their services.
- 3. Board meetings are at the call of the President or any three members of the Board of Directors, but in any event, at least one meeting per fiscal year shall be held. Meetings may be conducted online to facilitate participation.

Article IV: Officers

- 1. The Executive Committee of the PCBE shall consist of the following five officers whose duties are described below.
 - a. **President** – The President shall preside at all meetings of the PCBE, the Board of Directors, and the Executive Committee. The incumbent shall be responsible for conducting the general affairs of PCBE and shall be a member of the Program Committee. The President must be a member of NABE.
 - b. **First Vice President** – The First Vice President shall preside at meetings of the PCBE, the Board of Directors, or the Executive Committee in the absence of the President and shall succeed to the office of the President if the former should resign or be unable to serve out a full term. The incumbent shall chair the Program Committee and is responsible for scheduling meetings and making other arrangements for PCBE functions; for recruitment and retention of members, and for general promotion of PCBE. The First Vice President must be a member of NABE.
 - c. **Second Vice President** – The Second Vice President shall preside at meetings of the PCBE, the Board of Directors, or the Executive Committee in the absence of both the President and First Vice President. The incumbent shall chair the Financial Committee, propose the budget, and have oversight of the fiscal, membership, and recordkeeping responsibilities of the Secretary and Treasurer. The Second Vice President must be a member of NABE.
 - d. **Secretary** – The Secretary shall produce and maintain all official records of the PCBE, including but not limited to, the minutes from meetings of general PCBE meetings and of the Executive Committee, membership rolls, e-mail database, and informational emails. At least once a year, the Secretary shall prepare a PCBE membership roster for distribution to members.
 - e. **Treasurer** – The Treasurer shall maintain fiscal responsibility for all PCBE funds and for reports of all PCBE financial records, including any tax-related documents. The incumbent collects all prescribed dues, pays all debts, and assists the Secretary in maintaining membership rolls. At least once a year, the Treasurer shall prepare a financial report for distribution to members.
- 2. The Secretary, the Treasurer, and the Second Vice President shall have access to PCBE funds, accounting software, membership rolls, website functions, and any other organizational tools. Each shall be an authorized signature on all PCBE accounts.
- 3. Executive Committee meetings are at the call of the President or any three members of the Executive Committee, but in any event, at least four meetings per fiscal year shall be held. Meetings may be conducted online to facilitate participation.

Article V: Elections and Terms of Office

1. An annual election shall be held to fill any Officer or Director position that is currently vacant or is about to expire.
 - a. Drawn from all eligible members of the PCBE, the Nominating Committee shall put forward a slate of candidates for open positions by April 15.
 - b. Candidates shall be voted upon by secret ballot. The Secretary shall email ballots to the entire PCBE membership by April 30. Member responses are due by email (or via a survey tool) by May 15.
 - c. Positions shall be filled by the candidate who receives a plurality of valid responses, and the Secretary shall announce the results by email on or before June 1.
 - d. New officers and directors shall take office on July 1 of the upcoming fiscal year.
2. Should any Officer or Board position become vacant during the first half of the fiscal year, a special election may be held to elect a member to fill the vacancy for the remainder of the vacated term. Any interim election shall be conducted in the same manner as the annual election and over an equivalent time frame.
3. The terms of office for various positions are as follows:
 - a. The President, First Vice President, and Second Vice President shall be elected for one-year terms and are limited to serving no more than two consecutive terms (two years in each position), excluding any partial terms from filling a mid-year vacancy.
 - b. The Secretary and Treasurer shall be elected for two-year terms and are limited to serving no more than two consecutive terms (four years in each position), excluding any partial terms from filling a mid-term vacancy.
 - 1) The two-year term for the Secretary shall normally begin during odd-numbered years and the two-year term for the Treasurer shall normally begin during even-numbered years to assure continuity as these positions change hands.
 - c. The four nonofficer Board positions shall be elected for two-year terms and are limited to no more than two consecutive terms (four years), excluding any partial terms from filling a mid-term vacancy.
 - 1) Two of the nonofficer Board positions shall normally begin during odd-numbered years and the other two during even-numbered years to encourage a steady flow of new representation from the membership.
 - d. The Student Representative shall be appointed for a one-year term and may not serve more than one term.
 - e. Other terms limits notwithstanding, no person shall serve for more than eight years out of any twelve-year period on the Board of Directors.

Article VI: Committees

1. The following committees shall be regularly established, with duties as stated below:
 - a. **Executive Committee** – The Executive Committee shall provide the direct leadership and management of PCBE. It shall be responsible for the initiation and maintenance of any relevant federal, state, or local corporate documents. The President shall chair the Executive Committee, whose members will also include the officers.
 - b. **Program Committee** – The Program Committee shall secure speakers and plan activities for PCBE meetings, including the necessary site arrangements. The committee is responsible for arranging with the Treasurer for payment of any honoraria and/or travel reimbursements. The First Vice President shall chair the Program Committee, whose members will also include the Student Representative, and at least two nonofficer Board members.
 - c. **Finance Committee** – The Finance Committee shall oversee all fiscal actions of the PCBE, including those tasks assigned to the Secretary and the Treasurer. The Second Vice President shall chair the Finance Committee, whose members will also include the Secretary, the Treasurer, and two other nonofficer members of the Board. The Finance Committee will ensure that the Executive Committee, the Board of Directors, and the general membership are appropriately informed of the PCBE's finances and membership trends.
 - d. **Nominating Committee** – The Nominating Committee shall advance a slate of candidates for annual and interim elections as needed to fulfill the Board positions for terms as indicated in Article V. A nonofficer Board member shall chair the Nominating Committee, whose members will also include the Student Representative and at least two general members appointed by the President, subject to approval by the Executive Committee.
 - e. **Other Committees** – The President or Executive Committee may from time to time establish and dissolve such other permanent or temporary committees as may appear necessary.
2. Except as specified above, the President shall appoint the chair of each committee. Except as specified above, the chair shall appoint the other members of their committee(s) from among nonofficer Board members or the regular members of PCBE, recognizing the diversity of interests of all members and considering a broad basis in selecting committee members.

Article VII: Membership

1. Membership is open to all persons subscribing to the objectives of the PCBE.
 - a. All applications for membership shall be made by paying appropriate dues on the PCBE website, or in written form to an officer.
 - b. All members have the right to vote. Any member in good standing has the right to become a candidate to serve as an officer on the Executive Committee and/or on the Board of Directors.
 - c. Full-time students (undergraduate or graduate) at institutions of higher learning are eligible to participate as student associates if they are not employed full-time. Student associates do not pay dues. Nor do they vote, except for the Student Representative who may vote in their capacity on the Program Committee.

Article VIII: Dues

1. The fiscal year of PCBE shall be from July 1 through June 30 of the subsequent calendar year. Annual dues shall be for this period. Any member joining on or after January 1 shall pay dues in the amount of one-half the annual dues.
2. Student associates, including the Student Representative, are not required to pay dues.
3. Individual annual dues shall be determined by the Executive Committee and shall be billed and collected by the Treasurer.
4. Additional fees will be assessed as necessary to cover added costs of events and activities, e.g., food at luncheons and holiday events. Participation in such events and activities is voluntary and payment of the associated fees is conditional on participation. No official PCBE functions (such as the election of officers) may be addressed at those events or activities.
5. Only members whose dues are currently paid are entitled to vote and to participate as active members in PCBE events.

Article IX: Relations with the National Association for Business Economics (NABE)

1. At the close of each fiscal year, the Secretary shall provide NABE's national office with:
 - a. a list of the meetings held during the past year, including date and subject matter,
 - b. a list of the elected officers of the organization for the coming fiscal year, and
 - c. a mailing list of the current membership.
2. The PCBE shall assist in all reasonable ways with the promotion of NABE membership among its members.

Article X: Amendments to the Bylaws

1. These Articles may be amended by a two-thirds majority of the members present and voting at any regular or special general membership meeting or by proxy. Written notice of proposed amendments to these Bylaws shall be circulated among the members at least two (2) weeks prior to the meeting at which the vote is taken. Proxies may be submitted in writing to the Secretary prior to the meeting at which the vote is taken.