

ST. MARY PARISH TOURIST COMMISSION

(dba: Cajun Coast Visitors & Convention Bureau)

BYLAWS

ADOPTED FEBRUARY 25, 1992

I. CREATION, PURPOSE, FUNDING, INTERACTION

A. Creation

The St. Mary Parish Tourist Commission, hereinafter referred to as the "Commission," has been created by and in accordance with provisions of Act 19 of the Louisiana Legislature of 1975 and St. Mary Parish Ordinance No. 1151 of 1991.

B. Purpose

The purpose of the Commission shall be to promote tourism for the Parish of St. Mary, State of Louisiana.

C. Funding

The Commission shall use proceeds of the hotel/motel room tax derived from a tax of four (4) percent upon the gross room receipts of hotels, motels and camping facilities in its jurisdiction and revenue from other sources as may be arranged and approved by the Commission.

D. Interaction

The Commission functions as an independent body for the promotion of tourism. It is not a revenue sharing body. All reasonable requests for funding for tourism promotion that satisfy the Commission's general long-term guidelines will be given consideration.

Requests for the funding should be submitted in writing no later than July 31 for consideration for the next calendar year. Requests for unbudgeted funding should be presented in writing for consideration.

II. COMMISSION MEMBERS

A. Duties

The government of the Commission, the direction of its work and the control of its property shall be vested in a Board of Directors composed of nine (9) members.

B. Appointments

The Commission shall be composed of nine (9) members, who shall be known as directors.

The directors shall be residents of St. Mary Parish³ and shall be appointed by the St. Mary Parish Council with recommendations being received from the seated Commission and parishwide tourism related businesses.

The appointments shall come from the following areas: Districts 1, 2, and 3 will receive a total of two (2) appointments; Districts 4, 5 and the portion of 6 which borders Districts 4 and 5 as per the 1991 reapportionment map, will receive a total of two (2) appointments; Districts 7, 8 and that portion of 6 which borders Districts 7 and 8, as per the 1991 reapportionment map, will receive a total of two (2) appointments; the remaining three (3) appointments will be made at large. Appointees must reside in their respective districts throughout their term.

C. Terms

The directors shall be appointed to terms of three (3) years, with three (3) appointments expiring each year, and shall serve without compensation.

The termination date of all directors will be June 1 of the year in which their appointment terminates. Unexpired terms caused by resignations will be filled in the same manner that the term was originally filled. The new appointee shall serve the remaining portion of the resignee's term.

D. Officers

The Commission shall elect from the membership a Chairman, Vice-Chairman, Secretary, and Treasurer to serve terms of one (1) year. The Office of the Secretary and Treasurer may be combined if the Commission so elects. Elections shall be held at the June meeting.

III. MEETINGS

A. Time and Place

The regular meeting of the Commission shall be held on the ²third Wednesday of each month at 4:00 PM at the Commission Office or alternate predesignated site.

B. Special Meetings

The Commission may hold special meetings whenever its chairman and any other director feel that such a meeting is desirable, after notifying the remainder of the Commission, the press and posting notice of the meeting twenty-four hours prior to the meeting.

C. Quorum

Five (5) members at any regular or special meeting will constitute a quorum authorized to transact Commission business and take action as approved by the vote of a majority of those present.

D. Attendance

Any director who misses three (3) regularly scheduled meetings in succession is requested to show good cause in writing or by phone or be asked to submit a resignation for the good of the organization. If neither is forthcoming the item shall be placed on the agenda of the next meeting scheduled and steps taken to notify all interested parties of the situation.

E. Committees

The Chairman shall appoint such committees as the work of the Commission requires.

IV. DECORUM AND DEBATE

A. Interruption of Business

The business of the Commission shall not be interrupted. No person or group shall be allowed to address the Commission unless they are on the agenda. The vote of a majority of those present would be necessary to add an item to the agenda.

B. Motions

When a motion is made it shall be stated by the presiding officer or at the discretion of the presiding officer, by the secretary. If the motion is in writing, it shall be read aloud by the secretary before it is discussed.

V. EXECUTIVE DIRECTOR

A. Duties

The Commission shall be empowered to employ and to terminate the employment of an Executive Director to carry out the functions, operations and purposes of the Commission and its agencies created herein or at a later date. It shall delegate to the Executive Director all the authority and responsibilities necessary to properly administer the business of the Commission and its agencies, within the policies set by the Commission and subject to review. The Executive Director shall be the Chief Administrative Officer of the Commission. The Executive Director shall have full charge of the Commission Offices and the employees.

The Executive Director shall be responsible for the official correspondence, maintaining the official records, and providing professional leadership for the directors and the staff concerning the effective operation of the Commission. The Executive Director shall have the responsibility for the employment and training of the Commission staff.

VI. BUDGET AND FINANCE

A. Budget

The fiscal year shall be from October 1 through September 30. The proposed budget shall be presented to the Commission in August, so it can be presented to the St. Mary Parish Council by September 30.

B. Operating Statement

The Executive Director shall submit to the Commission at its regular monthly meeting a financial operating statement covering the preceding month and the year to date.

C. Expenditures

The Executive Director may authorize expenditures in behalf of the Commission up to \$500 per month without prior approval of the Commission. Any amount over this must be brought before the Commission for approval.

D. Bondings

The Executive Director and any commission member with the authority to sign checks shall be bonded in any amount approved by the Commission, the amount to be reviewed at the first of each calendar year.

E. Audit

The books of the Commission shall be audited by an independent Certified Public Accountant annually, and said accountant shall make a written report of his audit to the Commission who will thereupon submit a copy of said report to the Governing authority of the parish. Such audit shall be made and completed by December 31, after the close of the fiscal year and copies of the report of said audit shall be filed with the St. Mary Parish Council on or before December 31 of the same year.

VII. AMENDMENTS

A. Amendments

These bylaws may be amended by a two-thirds majority vote of the full Commission.

¹Amended 6/18/96

²Amended 3/19/97

³Amended 6/21/00 and 6/16/04