

**BYLAWS of the
VERMILION PARISH TOURIST COMMISSION**

revisions adopted November 17, 2011

ARTICLE I - NAME

The Vermilion Parish Tourist Commission (hereafter, "the Commission") is formed, pursuant to the purposes, definitions, limits and regulations adopted by the State Legislature by Acts 1975, No. 19 S 1, as amended, and same are hereby adopted by the Vermilion Parish Police Jury, Ordinance #92-0-1 and Ordinance #95-0-1.

ARTICLE II - PURPOSE

The purpose and objectives shall be to encourage and promote the development of tourism in Vermilion Parish using proceeds from the two (2) percent occupancy tax levied on hotels, motels, campgrounds and bed and breakfast inns within the boundaries of Vermilion Parish. The Commission shall follow good business practices, the policies set forth by the Commission and these bylaws.

ARTICLE III - COMMISSION MEMBERS

The nine (9) Commission Members shall be appointed by the Vermilion Parish Police Jury for a term of three (3) years. Commission members appointed shall not serve more than two (2) consecutive terms on the Commission. After serving a total of six (6) consecutive years on the Commission, members must step down for one term of three (3) years before being reappointed to the Commission by the Vermilion Parish Police Jury. If no replacement is available, the current Commissioner may remain until a replacement is found.

ARTICLE IV - OFFICERS

The officers of the Commission shall be a Chairman, a Vice-Chairman, a Secretary and a Treasurer. The offices of Secretary and Treasurer may be combined if the Commission so elects. The officers elected shall not serve more than one (1) consecutive term in each office with elections to be held at the first meeting in each new calendar year. Officers shall take office upon election.

ARTICLE V - DUTIES OF OFFICERS

Section 1. Duties of Chairman:

The Chairman shall preside at all meetings of the Commission, sign official papers as the ordinance or as these bylaws may require, appoint committees as the work of the Commission requires, and call special meetings when deemed advisable. The Chairman shall be an ex-officio member of all committees, but shall not appoint themselves as chairman of any committee.

Section 2. Duties of Vice-Chairman:

The Vice-Chairman shall perform the duties of the chairman in the absence of the latter.

Section 3. Duties of the Secretary:

To keep accurate records of each meeting and to notify the Commission members of each meeting.

Section 4. Duties of the Treasurer:

To serve as a member of the Budget Committee. Approves prepared financial reports for presentation to the Commission

ARTICLE VI - DUTIES OF BOARD OF COMMISSION

1. To attend the meetings of the Commission as regularly set or as called by the Chairman of the Commission or a majority of the members of the Commission
2. To become familiar with the characteristics of a well-balanced tourism program for Vermilion parish as a whole.
3. To make an effort to attend tourist oriented activities as a Commission representative.

4. To conduct the affairs of the Commission in such a manner as to win the confidence and respect of the public in the membership of the Commission and the integrity of the work of the Commission in the parish.

5. To bring to the attention of the Commission, matters requiring policy decision, which will increase the effectiveness of the Commission.

6. To serve as an ambassador of good will for the Commission. Making it clear at all times that suggestions and criticisms are at all times welcome.

ARTICLE VII - MEETINGS

Section 1. Regular Meetings:

The Commission shall hold regularly scheduled meetings on a bi-monthly basis and be held on the second Thursday of the month, unless otherwise ordered changed by the Commission.

Section 2. Special Meetings:

Special meetings of the Commission may be called for such time and place as deemed advisable by the chairman of the Commission or by a majority of the members of the Commission.

No such special meeting shall be an official meeting of the Commission unless notice is posted as provided by Louisiana Revised Statute 42:7 and unless notice thereof shall have been given by public announcement or by special written notice to all Commission members, which notice shall be deposited in the United States mail at least twenty-four (24) hours prior to the time of such meetings.

ARTICLE VIII - ATTENDANCE

Absence from two (2) consecutive scheduled meetings during one (1) year period shall be cause for removal.

Should the Commission vote for removal, the Chairman shall immediately direct a letter to the Police Jury, informing the Jury of the removal of such member and request a replacement be made. The Commission shall also notify the member by registered letter of the decision of removal.

ARTICLE IX - EXECUTIVE DIRECTOR

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. The Commission shall delegate to the Executive Director all authority and responsibilities necessary to properly administer the business of the Commission and subject to its review. The Executive Director shall be the chief administrative officer of the Commission. He/she shall be responsible for official correspondence, maintaining the official records, supervising the keeping of books of accounts and provide professional leadership of the directors and staff concerning the effective and efficient operation of the Commission. He/she shall have the responsibility for the employment dismissal and training of the Commission staff with supervision and proper review of the Commission members.

ARTICLE X - FINANCIAL

Section 1. Fiscal Year:

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

Section 2. Budget:

The Executive Director shall prepare his/her recommendations for the upcoming fiscal year before the November meeting and present such recommendations to the Budget Committee for review.

After review, the proposed budget shall be presented to the Commission for approval.

Section 3. Expenditures and Check Signatures:

Expenditures of the Commission shall be paid for by check drawn on the Commission's bank account and must be signed by the Executive Director and one (1) of the following: Chairman, Vice-chairman, Secretary or

Treasurer. Once the year's budget is approved, the Executive Director may authorize and pay budgeted expenditures on behalf of the Commission without prior approval from the Commission. All expenditures must be properly supported by invoices, receipts, or other required documentation.

Section 4. Operating Statements:

The Executive Director shall also submit to the Commission, on a monthly basis, a financial operating statement concerning the preceding month and the year as of that time.

Section 5. Bonding:

The Executive Director and Commission employees shall be bonded in an amount approved by the Board and the amount to be revised if necessary at the first meeting of each calendar year.

Section 6. Audit:

The books of the Commission shall be audited annually by an independent certified public accountant as part of the Vermilion Parish Police Jury annual audit.

ARTICLE XI - PARLIAMENTARY AUTHORITY

Should any questions arise concerning the conduct of the meeting of the Vermilion Parish Tourist Commission, which question is not covered by these bylaws, ROBERT'S RULES OF ORDER REVISED shall govern the disposition of such questions.

ARTICLE XII - AMENDING BYLAWS

The parts or such parts of these by laws may be amended by a majority of a quorum of the members of the Commission present and voting, provided notice of the proposed amendment shall be mailed to each member not less than ten (10) days prior to such meeting.

THUS REVISED AND APODTEED at a regular meeting of the Commissioners of the VERMILION PARISH TOURIST COMMISSION, on the 17th day of January 2013.

_____, VPTC Chairman

_____, Executive Director