

**BYLAWS**  
**CENTRAL PENNSYLVANIA CHAPTER NO. 618**  
SCORE Counselors to America's Small Business

ARTICLE I  
NAME

The name of this organization shall be the SCORE Central Pennsylvania Chapter, Number 618, of the national SCORE Association. SCORE is a nonprofit corporation organized for charitable and educational purposes, and each SCORE chapter is a unit member of the corporation. SCORE is also a business development resource of the Small Business Administration, which sponsors and financially supports SCORE operations.

ARTICLE II  
PURPOSE

The purpose of this organization shall be to strengthen the small business community in central Pennsylvania, including the counties of Centre, Clearfield, Huntingdon, and Mifflin, through its experienced volunteer SCORE members, who provide high quality technical and managerial counseling and guidance to prospective and existing small business owners and nonprofit organizations on the handling of business problems.

ARTICLE III  
PRINCIPLES

Section 1

The SCORE program concentrates on the individual business owner or manager. SCORE members shall assist their clients to take a balanced approach to management and to enhance the potential for the success of their business through quality education and counseling on specific problems in such areas as finance, personnel, publicity, marketing, engineering, production, merchandising, etc., and also to urge when desirable that they seek sound advisory and useful relationships with other professional business specialists and associates.

Section 2

The Chapter and its individual members shall maintain high quality standards of service and shall adhere to the SCORE Code of Ethics and other SCORE rules as described in the SCORE Standard Operating Manual (SOM) and other SCORE publications. SCORE activities involve a public trust and public service. Information on a client's business imparted to SCORE or contained in counselors' reports shall be held in strictest confidence, except as the client authorizes its disclosure.

ARTICLE IV  
MEMBERS

Qualified volunteers who have been properly screened and processed by the Chapter and SCORE headquarters shall be accepted as members of this SCORE Chapter, without regard to sex, race, religion, color, national origin, age, marital status, handicap, or citizenship. Membership may be terminated if the volunteer does not fulfill his/her SCORE obligations.

ARTICLE V  
OFFICERS

Section 1

The officers of the Chapter shall be a Chair, Vice Chair, Secretary, and Treasurer. The last two offices may be combined as deemed appropriate by the Chapter. These officers shall also be members of the Chapter Executive Committee (see Article VIII ).

Section 2

A nominating committee of three members shall be named by the Chapter Chair. The committee shall nominate qualified candidates for the offices to be filled at the annual meeting, which is the last meeting before the end of the fiscal year on September 30. The names of the nominees and information about them shall be provided to the members in advance of the meeting. Additional nominations from the floor shall be permitted.

**BYLAWS**  
**CENTRAL PENNSYLVANIA CHAPTER NO. 618**  
**SCORE Counselors to America's Small Business**

Section 3

The officers shall be elected by written ballot of members to serve on the Executive Committee. Officers shall serve a two year term of office and commence on October 1. An officer may be removed as provided in the SCORE SOM. If the Chair is unable to serve, the Vice Chair assumes that position. If other officers are unable to serve, the Chapter shall elect successors to complete the term.

**ARTICLE VI**  
**DUTIES OF OFFICERS**

Section 1

The Chapter Chair shall manage the affairs of the Chapter in accordance with the principles and policies of SCORE.

The Chair shall:

- a. Preside and prepare for all Chapter meetings;
- b. Appoint such committees as are necessary to accomplish the Chapter's objectives;
- c. Establish/maintain a business plan, annual chapter goals, procedures and other operational measures;
- d. Oversee new and regular members, to ensure prompt and effective Chapter services;
- e. Ensure that the SCORE Ethics Code is reviewed and annually signed by all members;
- f. Prepare for the annual review of chapter goals and performance assessment;
- g. Prepare for a bi-annual chapter review by District Director;
- h. Oversee and direct Web information regarding Chapter site <[www.scorecpa.org](http://www.scorecpa.org)>;
- i. Determine that the member and Chapter responsibilities for recording and reporting activities are met;
- j. Keep all members informed on corporate SCORE matters and Chapter activities;
- k. Oversee, review, and maintain record keeping within the Chapter;
- l. Maintain close contact with the SCORE District Director and see that effective SBA support is provided;
- m. Determine that Chapter members have received or have available and are familiar with the SCORE and SBA materials;
- n. Maintain and update the SCORE SOM.

Section 2

The Chapter Vice-Chair shall perform the duties usually incident to that office, including:

- a. Assist the Chair, and act in the Chair's place at such times as the Chair may not be available;
- b. Perform such other duties as may be assigned by the Chair.

Section 3

The Chapter Secretary shall perform the duties usually incident to that office, including:

- a. Keep and disseminate minutes of Chapter meetings;
- b. Oversee Assignment Chair and Internet Chair in regard to case management;
- c. Maintain SCORE roster of Chapter members;
- d. Maintain all necessary records, files, and reports.

Section 4

The Chapter Treasurer shall perform the duties usually incident to that office, including:

- a. Handle the receipts and disbursements of Chapter funds;
- b. Maintain accurate records of financial transactions;
- c. Submit a monthly treasurer's report to the Chapter;
- d. Maintain Chapter tax exemption for operational business transactions;
- e. Prepare and submit report for reimbursement of funds to District Director;
- f. Prepare and submit Chapter Annual Report Fiscal Year.

**BYLAWS**  
**CENTRAL PENNSYLVANIA CHAPTER NO. 618**  
SCORE Counselors to America's Small Business

ARTICLE VII  
MEETINGS

Section 1

Regular meetings of the Chapter shall be held on a specified day of each month. The day will be decided by the Chapter or its Executive Committee.

Section 2

The regular meeting for the month of September shall be known as the annual meeting and shall be for the purpose of electing officers, receiving annual reports of the officers and committees, and for any other business.

Section 3

Special meetings may be called by the Chapter Chair or by the Executive Committee or shall be called upon written request of five members of the Chapter. The purpose of the special meeting shall be stated in the call and at least seven days notice shall be given, unless an emergency prevents it.

Section 4

A quorum shall be one more than 50 per cent of the membership rounded to the next higher integer.

ARTICLE VIII  
EXECUTIVE COMMITTEE

Section 1

The officers of the Chapter shall constitute the Executive Committee together with such other members as the Chair, with the approval of the Chapter, may name. The immediate Past Chapter Chairman shall be an Ex Officio member of the Executive Committee.

Section 2

The Executive Committee shall assist the officers, as needed, to maintain general supervision of Chapter affairs between regular meetings, determine the time and place of Chapter meetings, advise the Chair on Chapter matters, and make recommendations to the Chapter.

Section 3

The Executive Committee shall have the power and authority normally exercised by such a body but shall be subject to decisions of the Chapter and none of its acts shall conflict with actions taken by the Chapter. The Chair may not cede responsibility or authority to the Executive Committee.

ARTICLE IX  
OTHER COMMITTEES

Chapter committees shall be established as needed by the Chapter. These may or may not parallel those set forth in the SCORE SOM, although the SOM can be referred to for guidance.

ARTICLE X  
AMENDMENT OF CHAPTER BYLAWS

These bylaws can be amended at any regular meeting of the Chapter by two-thirds (2/3) of those voting, provided that the proposed amendment has been submitted to the Chapter membership not less than two (2) weeks prior to the meeting.