

CHAMBER OF COMMERCE P.O. Box 121, Bayview, ID 83803
www.bayviewidaho.org

THE BAYVIEW CHAMBER OF COMMERCE, INC. STANDING RULES

1. MEMBERSHIP AND DUES

- 1.1. The Board will consider and approve/disapprove businesses or individuals for membership based on By-Laws definitions (Article One, Section 4 and Article Two, Section 1).
- 1.2. The names of new member shall be presented to the first General Membership meeting following approval.
- 1.3. Dues are for the current fiscal year and Dues are payable by January 31, of each year.
 - 1.3.1. Businesses that have not been a member within the previous 5 years may be assessed only for the remaining quarters of their first year of membership.
 - 1.3.2. Dues by Quarter shall be:
 - 1.3.2.1. Quarter 1 = Full Business Dues as specified in the Budget
 - 1.3.2.2. Quarter 2 = $\frac{3}{4}$ of Business Dues
 - 1.3.2.3. Quarter 3 = $\frac{1}{2}$ of Business Dues
 - 1.3.2.4. Quarter 4 = $\frac{1}{4}$ of Business Dues plus full Business Dues for Membership in the following year.
- 1.4. Voting is not permissible for members with delinquent dues. Upon payment of dues members voting privileges will be reinstated as applicable.
- 1.5. If a member's dues are delinquent for over six (6) months (i.e. not paid by August 1), that member will be deleted from the membership rolls.

2. DUTIES OF THE BOARD OF DIRECTORS

- 2.1. Each year, during November, the Board shall designate a Registered Agent for the upcoming fiscal year. This position will not be paid and may be filled by a current member of the Board.
- 2.2. Each year the Board of Directors shall draft a set of proposed Chamber objectives for the upcoming year. These proposed objectives shall be presented to the general membership no later than the November meeting. Amendments may be proposed for consideration from the floor. Approval is by a simple majority of the votes cast by those eligible members present at the meeting where these Objectives are presented, including amendments, if any.

- 2.3. Each year, the Board shall prepare a budget for the forthcoming fiscal year. The Annual Budget shall be presented to the General Membership for adoption at the December General Membership meeting. Amendments may be proposed for consideration from the floor. Adoption is by a simple majority of the votes cast by those members present at the ~~December~~ meeting, including amendments, if any.
- 2.4. Each year, the Board will select a Business of the Year or an Individual of the year, based on their support of the Bayview Community.
 - 2.4.1. The Business will be announced at the December meeting in odd years and the name appended to the plaque displayed in the Community Center.
 - 2.4.2. The Individual will be announced at the December meeting in even years and the name appended to the plaque displayed in the Community Center.
- 2.5. The Board shall determine what materials will be displayed on the Chamber bulletin board(s). The Board will also approve the posting of Chamber information at other locations, as well as in the Bylines.
- 2.6. The Board may use any appropriate means of communicating with the membership, the public at large, or specific groups.

3. DUTIES OF THE INDIVIDUAL DIRECTORS

In addition to the duties stated in the bylaws, the following duties are assigned to the members of the Board:

- 3.1. The President is the Chief Executive Officer of the Bayview Chamber of Commerce and:
 - 3.1.1. Represents the corporation and members of the Chamber.
 - 3.1.2. Signs legal documents for the Chamber.
 - 3.1.3. Assures the Board takes action and obtains membership approval when required.
 - 3.1.4. Prepares agenda and presides at Board and General Membership meetings
- 3.2. The Vice President may “chair” the Chamber Forums.
- 3.3. The Secretary shall take care of correspondence at the request of the Board.
- 3.4. The Secretary shall keep current on status of all Chamber events and activities.
- 3.5. The Secretary shall maintain, along with the Treasurer, access to the Chamber Post Office box.
- 3.6. The Treasurer shall maintain the list of members in good standing and a record of dues paid or delinquent.
- 3.7. The Treasurer shall be responsible for the membership applications, maintaining membership list and researching prospective member’s applications for presentation to the Board.
- 3.8. The Treasurer shall mail dues notices to the members in December of each year.

3.9. The Member at Large will fill in at any vacancy on the Board appointed by the highest-ranking officer. He/she will be the parliamentarian for the Board and membership. He/she will also provide other services and perform other duties as assigned by the highest-ranking officer.

3.10. List of precedence for ranking officers

Officers ranking is as follows:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Member at Large

4. FINANCIAL POLICY

4.1. The Chamber's fiscal year shall be from January 1 through December 31.

4.2. All expenditures of funds must be approved by the Board and at General Membership meetings, unless previously included in the adopted budget.

4.3. To the extent that funding is available, the Board of Directors may approve expenditures which are within the adopted budget.

4.4. As appropriate, the Board will propose a budget for each Standing, Special or ad hoc committee which has been formally established. Unless previously included in the adopted budget, this budget must be approved by the general membership before the expenditure of any funds.

4.5. The chairperson of a committee may incur expenses up to the limit of the committee budget within guidelines as established by the Board.

4.6. Chamber operating funds will be kept in a general fund checking account at a local bank.

4.7. Separate accounts may be created within the general fund for Special Projects by the use of account funding.

4.8. The Fireworks funds shall be kept in a separate interest bearing account.

4.9. Signature authority for bank accounts shall be as designated by the Board.

5. MEETINGS

5.1. Board meetings will be held on the first Tuesday of each month at the Bayview Community Center. General Membership meetings will be held on the second Tuesday of each month at the Bayview Community Center. The Board and/or the membership may approve different meeting times and places in the event of a conflict.

5.2. No meetings will be held in July.

- 5.3. Special Board and/or membership meetings may be called by the Board upon notification to the general membership. This notification must be made at least four (4) days prior to the meeting and must, at a minimum, consist of written announcements posted in various businesses within Bayview.
- 5.4. The Board may hold an Executive Session at any time; however, no vote on Chamber business may be taken. Issues requiring a vote of the Board must be considered at the next regular Board meeting.
- 5.5. At any time during a meeting the presiding officer may appoint a Special or ad hoc committee and appoint members or refer an issue to a Standing Committee to investigate the specific issue or to accomplish a defined function. Generally, further discussion on that issue or function will be deferred until such time as the committee reports to a subsequent meeting.
- 5.6. Items must be on the agenda to be discussed on the floor. Agenda items may be added at the beginning of membership meetings only if accepted by the body.
- 5.7. Any motion resulting from the consideration of an Agenda item which has been seconded will be discussed and voted upon. Any member may request a roll call vote if the voice vote is not considered obvious. All motions, except Bylaws Amendments, will be passed or rejected by a simple majority of those members present and voting. Motions made from the floor relating to items not on the adopted Agenda will be considered "Out of Order" and therefore will not be considered.

6. FORUMS

- 6.1. Chamber Forums shall be single-topic special meetings discussing issues of major interest to the community of Bayview. The purpose of such meetings is to allow more time than available at the General Membership meetings to discuss topics of major concern to the community.
- 6.2. Chamber Forums may be called by the Board with proper notification to the general membership.
- 6.3. Anyone may speak at a Forum and participate in the process.
- 6.4. The Forum Chairman shall present a summary of the Forum to the Board for further action, if any. The Forum results are not binding to the Chamber.

7. COMMITTEES

- 7.1. Committees may be established at the discretion of the Board. These may be either Standing Committees, which must be reinstated at the beginning of each fiscal year, Special Committees or ad hoc committees, which will be dissolved when work is completed to the satisfaction of the Board. The Board shall research and establish the need and direction of all committees. Board members may be on committees, but it is not required.

- 7.2. Committee chairpersons will be selected /or appointed by the President. The committee Chair shall maintain a list of committee members and keep the President current.
- 7.3. No committee or committee member shall commit the Chamber or its Board of Directors beyond its designated authority. As appropriate, the limits of this authority may be set by the President *and/or* the Board.
- 7.4. Every month, any committee which has had significant activity shall report to the Board and General Membership.

8. AMENDMENTS TO THE BYLAWS AND STANDING RULES

- 8.1. Amendments to the By-laws shall be by written ballots. The ballots shall be received and counted by a two (2) Chamber member Teller Committee. The Teller Committee shall report the results directly to the membership immediately after the vote has been cast and counted.
- 8.2. Amendments to the Standing Rules shall be by a simple majority of the members present at a General Membership meeting.


9. NORMS OF BEHAVIOR

- 9.1. Chamber members are expected to behave during all meetings with dignity and decorum. Insults, disruptions or outbursts will be dealt with in accordance with the New Robert's Rules of Order, Chapter 10 – Discipline.

10. CERTIFICATE OF ADOPTION

We the undersigned, being all of the members of the Board of Directors of the Bayview Chamber of Commerce, do hereby certify that the foregoing standing rules were adopted by a simple majority of members present at a meeting of the general membership held on November 12, 2013.

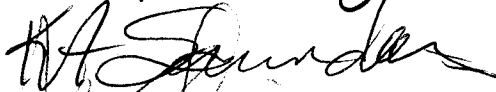
Marsha Ritzheimer – President



Chuck Murray – Vice President



Ken Saunders – Treasurer



Lesley Diener – Secretary



Norma Jean Knowles – Member at Large

