



## Board Policies and Operating Procedures

### Meetings

P-01-99 The Board of Directors shall establish a time and place for regular monthly meetings. All meetings are open to our members. Minutes and the budget are available at the Chamber office during regular business hours.

P-02-04 The President and or Executive Director will prepare an agenda for each meeting. The agenda will be mailed or delivered to each board member a minimum of 5 days prior to the meeting and copies of the minutes within 3 business days.

*P-02-04 Amended 3/07- Changed 3 days prior to 5 days prior and added the last sentences of: and copies of the minutes within 3 business days.*

P-03-04 Special meetings of the Board of Directors can only be called by the President of the Board or by three members of the Board, unless designated in the by laws.

### Publicity

P-04-99 The President of the Chamber will be the official spokesperson for the Chamber. However, the President at his/her discretion may delegate to other including the executive director or office manager such duties.

### Dues

P-05-99 The Board of Directors shall establish a dues structure, which will be attached and become a part of these policies.

P-06-99 Dues shall be reviewed annually in April for approval at August meeting for the September billing. All fees will be reviewed in April.

*P-06-99 Amended 3/07 Added: in April for approval at August meeting for the September billing. All fees will be reviewed in April.*

### Member Benefits

P-07-04 A set of chamber member labels is available to chamber members for a charge of \$25.00 per set. Non-Profit organizations can request one free set of labels per year. Non-members, reviewed on a case-by-case basis, can obtain a set of labels for a cost of \$75.00 per set.

P-08-04 Use of the Chamber bulk-mailing permit is restricted to Chamber members.

P-09-99 The bulk mail permit can be used by business members of the Erie Chamber of Commerce for a fee of \$25.00 per use.

P-10-99 Members use of the bulk-mailing permit cannot be used for the mailing of any document considered to be of a political nature.

- P-11-99 Before bulk mail use is granted the article to be mailed will be presented to the Chamber office staff or Board of Directors for review of content.
- P-12-99 All material with the bulk mail permit will have the name, address and phone number of sender and must meet U.S. Postal Service guidelines.
- P-13-04 Punch cards program is available to Chamber members at a special rate to be determined by the Board of Directors in April of each year.
- P-13-04 Amended 3/07 Added: in April of each year.***
- P-14-04 Additional category listings in the Business Directory are available to Chamber members at \$25.00 for each additional category. (One listing is free and part of the membership)
- P-15-04 Chamber members may insert flyers into the newsletter for a fee. Members must supply the 260 flyers to the Chamber the first week of each month. (Amount is based on the membership). Fee structure is as follows: One month \$40.00, Three months \$35.00 per month, Six months \$30.00 per month, Nine months \$25.00 per month, Twelve months \$20.00 per month. Non-profits may insert for free for one month once a year but they must supply the correct amount of flyers. See flyer for details. Fee structure for the insert program will be reviewed in April of each year.
- P-15-04 Amended 3/07: Deleted annually from last sentence – changed last sentence to read: Fee structure for the insert program will be reviewed in April of each year.***
- P16-04 Only Chamber members can advertise in its Business Directory as well as the Erie area maps.

### **After Hours**

- P-17-04 The Business After Hours will be the 4<sup>th</sup> Wednesday of the month and will be determined from requests by members who would like to host a Business After Hours.
- P-18-99 The Chamber Board of Directors will determine the charges for attendance at Business After Hours functions.
- P-19-99 The host shall determine the food served at a Business After Hours.
- P-20-99 Members can co-host Business After Hours with other members.
- P-21-99 The Chamber office is available upon request for hosting Business After Hours. Hosts will be responsible for setup and cleanup. The host will make proper arrangements for lockup.
- P-22-99 The host may determine the starting hour ranging from 5:30 p.m. to 7:30 p.m.
- P-23-99 The Chamber will send out notices and take the RSVP's. A Chamber representative will be available to hosts to help in planning.
- P-24-04 The Chamber shall publicize the Business After Hours in the monthly newsletter. The host may publicize the event as well.
- P-25-99 The host shall determine serving of alcohol.

P-26-99 The President of the Chamber (or appointed representative) will introduce that host and new members in attendance and make other appropriate comments.

P-27-02 The Chamber will provide each new member with a coupon for two free After Hours.

### **Breakfast Meeting**

P-28-99 The Board of Directors at its regular January meeting will determine the Breakfast Meeting calendar.

P-29-04 The purpose of the meeting is to provide information and education for the benefit of the members.

P-30-99 The Board or an appointed committee will determine place and cost of the breakfast meeting.

### **Donations**

P-31-99 The Board of Directors may make donations from budgeted funds. Donations must be for the benefit of the community at large.

P-32-99 Donations requests must be in written form explaining the scope of programs and the number of people it benefits.

*P-32-99 Amended 3/6/06 Took out (The recipient must be a 501 (C)3*

### **Purchasing of Supplies and Services**

P-33-99 It is desire of the Chamber to buy from its members. The Chamber shall first request quotes form its members. However, the Chamber Board has a fiduciary obligation to its members to purchase supplies and services at a competitive price. Should the Chamber members be unable to submit a competitive price, the purchase may be made from a non-member.

### **Use of Chamber Facilities and Equipment**

P-34-04 The use of the Chamber conference room is available for Business After Hours and official Chamber functions.

P-35-99 There are no provisions for security, opening, and lockup and janitorial needs therefore the facility would only be available upon request.

P-36-99 The copy machine would be available for a maximum use of 25 copies at one time at a cost of \$0.10 per copy.

P-37-04 Tables, chairs, coffee makers, etc. will not be loaned out and are used primarily for Chamber functions.

### **Alcohol Policy**

P-38-99 The Chamber may purchase alcohol for Chamber meetings or events with Board approval. The Chamber is not opposed to alcohol being present at Chamber functions.

### **Conduct of Board Members**

P-40-99 The Board must act as a unified body in its relationship to the business community and the community at large.

P-41-99 Board members that publicly oppose the general consensus of the Board may be called before the Board for disciplinary action.

*P-41-99 Amended 7/07 Changed disruptive nature to publicly oppose.*

P-42-04 Disciplinary action may be a reprimand or removal from the Board. Such action may be called by a majority vote of the Board at any regular or special meeting of the Board.

P-43-04 Disciplinary action against a Board member will be done in a closed Board meeting. Any disciplinary action against a Board member will require a majority vote by the Board of Directors.

### **Amendments**

P-44-04 Board Policies and Operating Procedures may only be amended by a majority vote of the Board of Directors. A motion to amend these Board Policies and Procedures may be made by any board member at any regular scheduled Board meeting.

### **Election**

P-45-04 Candidates for the Board of Directors may request the vote tallies from the Nominating Committee after the results are announced. For a period of 7 days following the election meeting a candidate can request a recount. The Nominating Committee will recount and the candidate may be present. The ballots will be retained for one year following the election.

P-46-05 Members of the Board of Directors are required to be bonded.

*P-46-05 Amended 7/07 - Deleted this requires submitting paperwork to Insurance company and being bonded.*

### **Political Issues**

P-47-99 The Board of Directors shall not take positions, either for or against, on issues of a political nature, unless it directly effects the business community.

### **Employment Issues**

P-48-00 In an effort to provide greater consistency, good communication, and evaluate job performance, an employee review shall be conducted every 6 months. The President and one other officer should conduct the review. The President or Board of Directors may appoint additional members to help conduct the review if deemed necessary.

### **Financial**

P-49-04 Chamber funds are paid out by checks signed in the name of the Chamber by such person(s) as the Board selects. All checks require two signatures. The authorized signers are the President, Treasurer and Secretary. The

Treasurer will review monthly bank reconciliation and an outside accountant will review the monthly bank reconciliation's quarterly.

**P-49-04**      ***Amended 3/6/06 Added-The Treasurer will review monthly bank reconciliation and an outside accountant will review quarterly.***

P-50-05      Chamber will charge a \$20.00 fee for each returned check.

### **Special Events and Ceremonies**

P-51-04      A. The Chamber will conduct Ribbon Cuttings, Groundbreakings and First Dollar Presentations for new Chamber members. The Chamber will also conduct Ribbon Cuttings and Groundbreaking ceremonies for businesses relocating or expanding with Erie that are Chamber members.

**P-51-04**      ***Amended 3/6/06 Chamber members added to the last sentence  
Amended 7/07 Deleted all new businesses in Erie and added all new Chamber members.***

B. A business interested in doing a ceremony should contact the Chamber at least 3 weeks in advance to allow the Chamber time to send invitations and coordinate the event.

C. The host will send press releases to the local media.

D. The host business will supply any and all food and drinks if they so choose.

E. The Chamber will send invitations to Chamber members and any others that are deemed appropriate.

F. The Chamber will supply the scissors, ribbon or shovels for the event.

**P-51-04**      ***Amended 7/07 Deleted Section G. First Dollar presentations are made to new retail businesses in Erie, not expanding or relocating once they are a member. This is covered in Section A.***

### **Scholarship Program**

P-52-07

A. The purpose of the Erie Chamber of Commerce Scholarship program is to reward Erie area high school seniors who have shown exceptional proficiency in the area of community services and academics, and assist them financially in the pursuit of their secondary education goals.

B. Residency eligibility is at the discretion of the committee.

C. Secondary education includes colleges, universities, community colleges or technical institutions.

- D. To that end the Scholarship Committee will award two \$1000.00 scholarships each year.
- E. Once enrollment is established, award funds will be sent directly to the university/college/post secondary institution.
- F. Applicants must be a senior who is attending Erie High School or who is an Erie resident attending an area High School.
- G. Minimum cumulative GPA is 3.0
- H. The committee will consist of two members from the Chamber Board of Directors, two members from the membership at large and one member from the Erie community.
- I. Personal information will be removed from the applications before they are passed on to the committee members.
- J. Once received, written applications will be reviewed by the individual committee members and ranked according to the ranking guidelines. The committee will meet, review the applications and choose finalists to be interviewed by the committee.
- K. Typically, three to five applicants will be chosen for interviews based on the number and quality of applicants.
- L. After the finalist's interviews, using the ranking guidelines, the committee will choose the recipients based on their responses on the written application and the interview questions.
- M. It is preferred that ranking of written applications and finalist interviews be decided by consensus of the committee members, rather than a simple majority vote.
- N. Incomplete applications will not be accepted.