

**THE BAYVIEW CHAMBER OF COMMERCE, INC.
STANDING RULES**

1. MEMBERSHIP AND DUES

- 1.1. 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 members with information shall be presented to the first General membership meeting following approval.
- 1.3. Dues are for the current fiscal year (see Section 4). Dues are payable by January 31 of each 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 December 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 they are presented, including amendments, if any.
- 2.3. Each year, the Board shall prepare a budget for the forthcoming fiscal year prior to the December meeting for presentation to the general membership at that time. 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. 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.

2.5. The Board may use any appropriate means of communicating with the membership, the public at large, or specific groups.

3. DUTIES OF THE OFFICERS

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

3.1. The Vice President may “chair” the Chamber Forums.

3.2. The Secretary shall take care of correspondence at the request of the Board.

3.3. The Secretary shall keep current on status of all Chamber events and activities.

3.4. The Secretary shall maintain, along with the Treasurer, access to the Chamber Post Office box.

3.5. The Treasurer shall maintain the list of members in good standing and a record of dues paid or delinquent.

3.6. The Treasurer shall be responsible for the membership applications, maintaining membership certificates and researching prospective member’s applications for presentation to the Board.

3.7. The Treasurer shall mail dues notices to the members in December of each year.

3.8. Board Member at Large shall be responsible to fill in at any position on the Board as needed at any given time.

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 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. As appropriate, the Board will propose a budget for each Special or ad hoc Committee which has been formally established. This budget must be approved by the general membership before the expenditure of any funds.

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

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

4.8. The Fireworks funds shall be kept in a separate savings account, along with separate savings accounts for special projects at a local bank.

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. 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.

5.3. At any time during a meeting the presiding officer may appoint a special 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.

5.4. 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.

5.5. 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 unanimous. All motions, except Bylaws Amendments, will be passed or rejected by a simple majority of those 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 only be briefly discussed and then may be referred to a committee for consideration at a subsequent meeting.

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 members more time than available at the General meetings to discuss topics of major concern to the community.
- 6.2. Chamber Forums 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.
- 6.3. Any citizen of the community of Bayview may attend a Forum.
- 6.4. All persons attending the Forum may speak at a Forum and participate in the process.
- 6.5. 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 or by motion by a member, discussion and then a majority vote of members present at the next membership meeting. 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.
- 7.2. Committee chairpersons will be selected by the members of each committee.
- 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, the Board, or the general membership. The most restrictive limits will be binding.

7.4. Every month, the activities of each committee shall be reported first to the Vice President who then reports to the Board at their Board meeting then the committee chair reports at the membership meeting. The Vice President will be the committee representative on the Board.

8. AMENDMENTS TO THE BYLAWS AND STANDING RULES

8.1. Amendments to the By-laws shall be by sealed ballots. Sealed ballots shall be received and counted by a two (2) Chamber member Teller Committee just prior to the next membership meeting. The Teller Committee shall report the results directly to the Board and announced to the membership.

8.2. Amendments to the Standing Rules shall be by a simple majority of the members present at a General meeting.

9. 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 the 13th day of March, 2007 to be effective April 1, 2007.

/s/
James MacDonald, President

/s/
Ralph Jones, Vice President

/s/
Kathi Ellis, Treasurer

/s/
Claire Cosgrove, Secretary

/s/
Rob Brooke, Member at Large

REVISIONS ADOPTED

March 13, 2007

EFFECTIVE DATE:

April 2, 2007