

MONROE CHAMBER OF COMMERCE STANDING RULES

For the 2018 Fiscal Year

Updated: February 26, 2018

MCC Standing Rules are designed to cover situations not covered in Monroe Chamber Bylaws and Chamber Policies. MCC Standing Rules cannot conflict with the Chamber Bylaws, and are not Bylaw Amendments.

1. Standing rules will be reviewed in December by the incoming Executive Board, then approved by a majority vote of the incoming Board of Directors at the January meeting.
2. Membership dues must be up-to-date to attend Chamber Exclusive events such as the Chamber Luncheons, Business Workshops and Trainings. Guests are invited to attend but only limited to attend (2) two events per calendar year.
3. The Executive Director may approve non-budgeted expenses up to \$200.00 without approval of the Board of Directors and as long as there are funds available in the budget for that category.
4. As necessary, for time-sensitive matters the Executive Board may conduct a vote via electronic correspondence.
5. All contracts and obligations shall be reviewed and approved by the Board of Directors before any documents have been signed by the Executive Director. Such discussions and approvals shall be documented in the Meeting Minutes and stored accordingly.
6. Members making meeting reservations, including non-canceled standing reservations, and not attending will be billed for the cost of the meeting and meal expenses as applicable.
7. All committee chairpersons must be members of the Monroe Chamber of Commerce.
8. There may be the following standing committees in addition to those named in the Bylaws: Membership, Community Engagement, Newsletter, Community Awards, Monroe Fair Days Parade, Parade Appreciation Dinner, Light Up Monroe, Music in the Park, Crab Feed and any other teams as designated by the Board of Directors.
9. There may be the following ad hoc or special teams to be determined and any other service programs approved by the Board of Directors: Fundraisers, Website, Grant Writing, and Audit/Financial Review.
10. In the event that a Chamber Exclusive Event exceeds or falls shorts of the estimated profits, the Board of Directors will determine which line items budgeted will be added or subtracted from the approved budget.
11. Adoption of the budget, adoption of the standing rules, election of the nominating committee, and election of the committee chairs shall take place at a general Board meeting prior to the end of the fiscal year. Meetings shall be held at the direction of the Board of Directors.
12. A quorum at a Membership Meeting shall be no less than ten (10) Monroe Chamber members.
13. The Monroe Chamber shall approve its proposed annual operating budget for the following year during the October Board of Directors meeting. Officers for the following year shall be elected by November 30 and announced at the December Chamber Luncheon.
14. All bank accounts must be set up at an approved bank and it shall be mandatory for three (3) Executive Board Members' signatures to be on file. All routine expenditures shall be discussed at monthly board meetings prior to purchases (this can include email/electronic communication). Any individuals not receiving approval from the Executive Board Committee may be held personally responsible for any expenditure incurred.
15. The Monroe Chamber shall allow for electronic voting for election of Nominating Committee and/or Officers as deemed necessary by the President and/or Executive Director in cases where a decision must be made before the General Membership meeting and/or Executive Board Meeting.
16. All reimbursements shall include a receipt and shall be submitted to the treasurer within 60 days of purchase.
17. Should the Chamber receive an NSF check then the Chamber may choose to not accept checks from this individual in the future.