

## CHAMBER POLICY (s)

- A. Chamber policies are to be consistent with the organization’s mission, goals and objectives. Policies shall enhance the overall function of the organization and to the greatest extent possible, fairly and appropriately represent the overall membership. Policies are guidelines and, as such, no policy shall be considered or construed as the “law”. Policies are subject to change given the changing needs of the organization and the membership. Sound judgment must be exercised when establishing policies and implementing policies. Moreover, a policy should be designed and implemented in such a manner that by its existence it does not hamper or prevent the organization or membership from achieving stated objectives, or in any way prevent the organization/member from doing what is fair, ethical and appropriate.
- B. The Chamber President or –when the President cannot and has authorized him/her to do so—the Vice President, is vested with the organizational responsibility for conducting/implementing Chamber policy and by-laws. The President or—with Presidential concurrence—the Vice President, is authorized to establish administrative policy or procedures consistent with Chamber by-laws and/or Board approved policies to enhance the daily operation of the Chamber’s office functions and to ensure overall effectiveness.
- C. Committee Chairpersons are authorized to develop Committee policies consistent with Chamber by-laws and policies to enhance Committee function(s) and overall Committee effectiveness. Committee Chairpersons are authorized to present Committee policy recommendations and proposed expenditures to the Board of Trustees-at-large for review, consideration and/or approval.
- D. Organization, Administrative and Committee policies are subject to change when directed by the Chamber Board of Trustees and shall be reviewed annually during the month of March. A complete, up-to-date copy of Chamber by-laws and policies are to be maintained in the Chamber office files for open review. The following key Chamber policies are in effect:
  - 1. Chamber- No Board or Chamber member as an individual has the authority to commit the Chamber to any action or policy.
  - 2. Public – A Chamber Board member represents all of the Chamber membership officially, and unofficially the people of Vashon-Maury Island. He/she should be ready at all times to defend the Chamber against unjust criticism or, where the criticism is justified, to take appropriate steps to remedy the condition causing the criticism by bringing the matter to the attention of the Board of Trustees for action.

3. Administration – While the Board is the legislative arm of the Chamber, the administration of the office is delegated to the Executive Director and the Office Administrator. The Board contracts the Executive Director who is responsible for carrying out the Chamber’s programs as approved by the Board. The relation of the Board member as an individual to the Chamber office is strictly advisory. The Board of Trustees’ President or when the President cannot and has authorized him/her to do so, the Vice President is/are the only person(s) authorized to give direct instructions to the Executive Director and Office Administrator on financial requests. This applies to both Chamber and Member information. Board members are to work through the President with all administrative requests outside of routine operations. The Executive Director is not to decide matters of Board policy, however, for continuity, he/she, does have the authority to interpret Board intent, provided that the President or Vice President (as need be) are kept fully informed regarding any action affecting the Chamber Board or membership-at-large.
4. Liaisons – The Chamber Board of Trustees has an overall responsibility to be informed and to be kept informed about the general activities of all committees; it also has a specific responsibility to provide as needed direction and leadership to an assigned committee. As leadership is widely defined as creating opportunity for others to excel, Board Trustees as committee liaisons are entrusted to keep their respective committee(s) on track and moving forward to achieve the committee’s and Chamber’s objective(s).
5. Committee Policies – Committees cannot and should never presume to have the authority to create Chamber policy. Committees are only authorized to establish such Committee policies as may be necessary to achieve committee objectives. Committee policies are inherent to the Committee which establishes said policy and shall have no bearing or influence on any other committee, the Board of Trustees, or the Chamber-at-large. Moreover, Committee policies may be over-ridden or abolished at any time by the Board of Trustees when/if not in the best interests of the Chamber-at-large.
6. Committee Composition – Committees of the Chamber shall consist of, as a minimum, a Chairperson or Board Liaison, and two additional members. To reduce or eliminate the possibility of Chamber funds being used inappropriately or undue influence being exerted, one person committees shall not be permitted.
7. Board – Each Board member shall serve as a co-partner in the vital work of improving the commercial business, industrial and civic life of the Vashon-Maury Island community. Board members must be scrupulous in the disassociation of all personal interest and/or the appearance of conflict of interest from the activities of the Chamber.

- a. Board members must calendar their time to assure regular attendance at Board meetings. Board members are expected to attend scheduled monthly Board meeting and to advise the President, Vice President and/or the Executive Director if they are unable to do so. Board members who miss three consecutive Board meetings without prior notification risk dismissal from the Board. Such dismissal would occur by a 2/3 vote of the Board members present at the same or next applicable Board meeting.
  - b. Chamber Board meetings are to be held monthly at a publicly announced time and location and are to be open to all Chamber members and to the general public for observation purposes only. Only Board members are authorized to sit with or comment to the Board when in session unless the Board specifically invites a person or persons in attendance to do so.
8. Chamber Goals – As the representative of the Vashon-Maury Island business community, the Chamber should always endeavor to take the position that best represents the wishes and interests of the Chamber, its members and, to the extent possible, the general Vashon-Maury Island community.
9. Budget – The Chamber is financed by the annual membership fees paid by business, industry and individual members, and specific fund raising activities; i.e. Strawberry Festival, etc. It operates on a detailed budget that is annually developed-refined-approved by the Board of Trustees and by the General Membership. Committees shall submit written request for any needed funds not previously allocated through the Board for consideration. Said request shall be detailed in that it provides a spending plan cost. Upon receipt of a funding request from a Committee, the Board will review the request, ask for needed clarification, and vote upon it. The request will be returned to the Committee approved, amended or denied. It should be understood that financial operations are conducted on a conservative basis; there is normally very little flexibility in the Chamber’s annual budget. It is the challenge of the Board of Trustees and Chamber management to get maximum results from funds available. Budget allocations are made on a basis of need rather than upon any “percentage share” of the general budget for any committee or segment of the membership. Customarily, no advances are made from the general fund for any special use; except via authorization of the Board.

10. **Publicity** – For the Chamber to marshal voluntary support it is essential that the lines of communications between the Board, the business and professional community, and the public remain open. The authorized spokesman for the Chamber is the President, unless otherwise delegated. Cooperation of all Chamber Board members, committee chairpersons and committee members is asked in channeling public announcements through the President via the Chamber Office. In this way, information for release is assured of being accurate and in harmony with Chamber policy.
11. **Authority** – Representing as it does the entire Vashon-Maury Island community, with membership reaching into every phase of community life, the Chamber is necessarily democratic in its organizational principals. The first and last authority of the Chamber is the membership. However, the membership as a whole cannot function either in a legislative or in an executive capacity. The authority of the total group must be concentrated through representatives to whom the members delegate policy-making authority. This governing body, which derives its authority from the membership, is the Board of Trustees. Every Board member represents the entire membership and, the entire community, not merely one type of business or industry or one section of the community.
12. **Accountability** – Members of the Board individually are accountable to the President; while the Board as a body is accountable to the membership.
13. **Qualifications for Board Membership** – Members of the Board of Trustees represent a broad cross section of the business and professional leadership of the community. It is considered an honor to serve on the Board, and an unselfish interest in the Chamber and its objectives is a first requirement for membership.

Additionally:

- a. Willingness to spend the time and effort necessary to give the proper attention to Chamber duties.
- b. Ability to work constructively and harmoniously with members of the Board, Chamber Committees and the Chamber staff in accordance with the Chamber's by-laws and/or policies established by the Board.
- c. Business experience that enables exercise of sound judgment in considering the problems of the community.
- d. Courage and ability to maintain an objective opinion, and willingness to face community disagreement.
- e. Ability to command the respect of associates, and fellow Board members and to provide leadership to Committees and, as needed, to Chamber members-at-large.

- f. Ability to inspire others to respond to worthwhile causes sponsored by the Chamber and to motivate others to help on beneficial community initiatives, etc.
  - g. A track record of demonstrated ability through Committee service and other community service.
- E. The Chamber shall only use its budgeted funds to accomplish the objectives and purposes specified in organization's by-laws, policies, objectives, etc. No part of said funds shall be distributed to the members of the Chamber unless authorized by the Chamber's Board of Trustees.
- F. On dissolution of the Chamber, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific or philanthropic organizations to be selected by the Board of Trustees as defined in IRS Sec. 501 (c) (3).
- G. The corporation shall have no power to authorize, spend, or incur any indebtedness, obtain any credit or guarantee any indebtedness, or guarantee any payment in excess of the sum of \$750.00, except in the following manner:
  - 1. Such sum be contained in and included in the annual budget, enacted and approved in the usual manner by the corporation, or
  - 2. Upon motion duly made and seconded at a regular or special meeting of the Board of Trustees and approved by majority of the Board.
- F. The current edition of "Robert's Rules of Order" shall be the final source of authority in all questions of parliamentary procedures when such rules are not inconsistent with the Charter or By-laws of the Chamber.

These policies were approved by the Board of Trustees of the Vashon Maury Island Chamber of Commerce on January 14, 2009.