



**Standard Operating Procedures of the WCCC
(Approved 03-09-07)**

Meetings

1. Regular Meetings are held monthly at host member chamber locations on a rotating basis. A drawing for annual schedule of locations is held at the June meeting which serves as the organization's Annual Meeting. Typically they are held on the 4th Thursday unless prior notice is given of a change of date.
2. Regular monthly meetings are not typically held in July or August.
3. A delegate business meeting may be held at 5:00 PM as scheduled at host site
4. Meetings begin at 6:00 PM with a social hour, dinner at 7:00 PM, round table and program begin at 8:00 PM.
5. Host chamber is responsible for:
 - i. Meeting program (guest speaker, etc)
 - ii. Site logistics & menu planning, within budget
 - iii. Paying for guest speaker's dinner, honoraria, etc.
 - iv. Providing meeting info to Council Secretary in a timely manner to allow for distribution of invitations, press releases, etc.
2. Monthly meetings are open to guests of council member chambers, prospective Council of Chamber representatives and elected officials.
3. Special meetings or workshops can be scheduled at the discretion of the executive board or at the request of at least 50% of the full voting membership.

Officers

1. Officers of the WCCC are President, Vice President and Secretary/Treasurer.
2. Officers are elected from body of full voting membership at the June meeting annually and serve for one year. They assume their duties at the September meeting of the organization.
3. Role of the President includes:
 - i. Presides at all meetings of the WCCC
 - ii. Is allowed to vote in the case of a tie vote
 - iii. Directs all organizational correspondence
 - iv. Provides a point of contact for general public, media, elected officials
 - v. May delegate others to act on his/her behalf for specific needs of the organization
 - vi. Appoints members to specific committees of the organization as needed
 - vii. Ensures the smooth day-to-day operation in accordance with the established Mission Statement of the organization and Standard Operating Procedures.
2. The President receives a complimentary monthly dinner in recognition of his/her volunteer time to see to the obligations and support of the organization.
3. Role of the Vice President includes:
 - i. To preside over meetings in the absence of the President
 - ii. To monitor all activities of the organization in preparation for future role as President

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6. Role of the Secretary/Treasurer includes:
 - i. Records minutes at all meetings of the WCCC
 - ii. Processes all payments of membership dues, dinners and other operational expenses of the organization
 - iii. Handles all correspondence to members, media, etc. on a regular basis
 - iv. Maintains an ongoing file of all correspondence, organizational documents, membership roster, etc.
 - v. Provides a monthly treasury report at the regular monthly meetings as well as a year end report at the Annual Meeting in June.
 - vi. Presents a proposed annual budget at the June meeting to be voted on by the full membership.
7. The Secretary/Treasurer receives complimentary monthly dinner and an annual office compensation stipend for his/her time in dealing with day-to-day operations, correspondence, postage and telephone/computer usage.
8. Compensation for the President and Secretary/Treasurer are reviewed and voted upon by the full membership at the annual meeting.
9. A Nominating Committee is formed at the April meeting. A purposed slate of officers will be sent w/ May/June meeting notice. The nominating committee shall be representative of at least three different chambers of the Council who are members in good standing. The standing President shall serve as one of those representatives. A final proposed slate of officers is presented at the May/June meeting by the Nominating Committee chair for a vote from the membership.
10. The Immediate Past President is considered part of the Executive Board.

Membership

1. Full Member:
 - i. Must be a Chamber of Commerce located in Warren County, NY.
 - ii. A letter from the Town Supervisor to the WCCC is required for recognition as a Chamber of Commerce from a municipality.
 - iii. Pays annual dues to the Council to be considered a member in good standing.
 - iv. Acts as a liaison to the Council of Chambers representing their Chamber from his/her membership body.
 - v. For the purpose of voting, each dues paying Chamber has one vote. The President shall appoint his/her delegate for the purpose of voting.
2. Affiliate Member:
 - i. Open to all persons or groups, businesses, non-profit organizations or municipal agencies that support and share the common interests and mission statement of the WCCC.
 - ii. This is a non-voting membership
 - iii. May not serve as an officer, but may serve as a committee chair upon the appointment of the President of the organization.
 - iv. Acts as a liaison to the Council of Chambers from his/her membership body or business
 - v. Pays annual dues as an Affiliate Member
3. Membership dues are payable annually by October 31. Invoices will be provided by the Secretary/Treasurer in September.
4. Paid Members are entitled to receive all minutes from meetings and to attend any regular meetings, special meetings and workshops as well as receive any discounts afforded members for educational workshops, etc.