

**Burnt Hills-Ballston Lake  
Business and Professional Association, Inc.**

**Policy Guidelines**

**Revised March 2015**

These are the policy guidelines for the BH-BL Business and Professional Association, Inc. They are to be used by the membership and Board of Directors to create an efficient, smooth running, consistent Association. These guidelines may be changed or added to by a majority vote of the Board of Directors.

**I. Operations**

- A. *Phone Balloting.*** In cases where time is a factor, a polling of the Board of Directors by phone or email may be necessary. The results of the poll will be entered into the minutes of the next regularly scheduled meeting of the Board of Directors.
- B. *Media Statements.*** All requests for statements to the media on a position of the Board of Directors should be referred to the President:
1. Respond appropriately and cite the Board's adopted position if one exists or,
  2. Refer to a Board or Committee member at their discretion, to provide additional information or insight;
  3. Or any combination of 1 or 2.
- C. *General Bid Policy.*** General guidelines have been developed for awarding of contracts or Purchases of goods and services for the Association.
1. Small Items:
    - a. For purchases of smaller services and items, a member business will be used, but a non-member may be used if the price or quality is substantially better than the member's.
    - b. In the case of smaller items when multiple member businesses provide the same product, the purchases will be spread among these businesses.
  2. Large Items:
    - a. Large scale items (\$500.00 value or more) are put out to bid whenever possible.
    - b. Items are put out to bid as accurately as possible to members in good standing. In the case where there are less than two members providing the service, bids may be put out to non-members.
    - c. Bids are generally submitted in a sealed format.
    - d. All bid openings are open to membership review.
    - e. After all the bids are reviewed, any bidder present is asked to leave so the committee can award the bid, or a meeting is scheduled for bid awarding. A committee of at least three will give their recommendation to the President for a final decision.
    - f. The committee may request of any bidder more information, a clarification. Or an adjustment to a bid, in writing, by phone, or in person, before awarding the bid. This will be done without revealing the contents of the other bids.

- g. The committee's award decision will be made to the lowest responsible bidder as will best promote the Association's interests, taking into consideration the reliability of the bidder, the quality of materials, equipment or supplies to be furnished, their conformity with specifications, the purpose for which required and the terms of delivery.
- h. After the bid selection, all the bidders are notified of the outcome.
- i. The Association reserves the right to reject all bids and resubmit the bid solicitation either in its original form or with modifications.
- j. The Board's decision will be final regarding all bids.

**D. Trade for Services.** A member may trade their membership to the Association in the form of Services. The President can trade up to three (full or portion of 3) memberships per year. More may be traded with Board approval. The President will notify the board of directors of their decision to trade membership for services in a timely manner.

**E. Association Files.** The following is the policy regarding the availability of files:

1. Membership Applications are open to only the Board of Directors and the Membership Committee.
2. Detailed financial information is available to all members upon written request.
3. Board of Directors meeting minutes are open to all members. Minutes from the board meeting will be posted on the organization's website. Minutes will be sent to all board members for approval prior to being posted on the organizations website
4. Files pertaining to standing committees shall be open to those committees.
5. All other files are open to members upon written request and approval of the Board of Directors. Request for information from non-members must be approved by the Board of Directors.

## **II. Member Relations**

**A. Complaints Against Members.** The handling of a complaint against a member business will be as follows:

1. If the complaint is made orally, then the consumer is instructed to contact the New York State Attorney General's office (518-474-5481), the Consumer's Affairs Protection Board (518-474-8583) or the Saratoga County Consumer Hot Line (518-884-4747). The Association will take no further action.
2. If the complaint is in writing, then a copy of the letter is sent to the member with a cover letter stating that it has been received by the Association. In no case does the Association make public any letters of complaint against one of its members. A copy of the cover letter will be sent to the complaint, stating the above.

**B. Complaints Against Non-Members.** If the complaint is against a non-member, then any written correspondence will be returned to the sender stating that the Association does not handle complaints against non-members.

**C. Dues are Non-Refundable.** Membership dues are non-refundable for the remainder of the

dues cycle. The company will continue to be on the Association mailing list, and in its membership records for the remainder of the cycle, at which time it will be dropped unless the Association hears otherwise from the business.

- D. *Dues are Transferable.*** If a member business changes its name or closes, and the contact/ individual starts another business before the due's cycle is up, the new business may be substituted for the old membership for the remainder of the cycle at no additional cost.
- E. *Dues Paid During Last Quarter.*** Membership dues paid by new members during the last Quarter (Oct.-Dec.) will be credited to the following year.
- F. *Logo Use.*** All members in good standing may use the Association logo in printed materials, stating that they are a member of the Association. Members may not state that the Association endorses any product, company or business. The Association President must approve any item with its logo/name on it.
- G. *Activity Promotion.*** The Association will promote the activities and events of its member businesses. This promotion is through the attendance of Board Members at the event, at no cost to the Association. The Association may also promote the activities of non-profit member activities and events. This involvement will be at the discretion of the President, provided that there is no expense to the Association. The Association may promote the events of other organizations who are not members if the Board of Directors determines that doing so would benefit a sizable portion of the membership.
- H. *Promotion at Monthly Meetings.*** At least 40% of the General Meeting presentations will be made by a member of the association.

  - 1. ***Mailing List Policy;*** The membership contact information will be posted on the website. The Association will not sell or otherwise provide mailing list information.

### **III. Responsibilities of the Board of Directors**

Below are the responsibilities of members of the Board of Directors:

- A. Attend monthly Board of Directors Meetings. (the bylaws require that each Board member not miss five meetings in a year or three meetings in a row)
- B. Chair or serve on at least one committee or project.
- C. Recruit new members.
- D. Act as representatives at Association events.
- E. Assure that the President does not present public comment, policy or stance which has not been previously approved by the Board of Directors defer to the board as needed.
- F. Assure that the President has been authorized by the board prior to making any legal, financial contract or commitments.
- G. The Board as a whole shall give direction, set policy, approve budgets, approve contracts, and pass resolutions, for the Association Committees.
- H. Checks drawn off the Association will require two signatures. Three signatures will be on file at the bank for this purpose. (Treasurer, President, and on Board member appointed by the President)

- I. Checks issued by the Association must be supported by bills or receipts.
- J. At the January meeting the budget for that year will be determined and submitted to the members at the February meeting for approval.
- K. Officers, Directors and Committee Chairpersons will adhere to the following guidelines:
  - 1. They may not realize secret profits or unfair gain through personal transactions with or on behalf of the organization.
  - 2. They may not compete with the organization to its detriment.
  - 3. They may not usurp an opportunity of the organization.
  - 4. They may not realize personal gain from the use of material or non-public information.
  - 5. They should avoid even the appearance of a conflict of interest.
- L. The Board must approve all surveys published by the Association. A survey of the membership shall be conducted every other year, to ascertain what will meet the majority member businesses needs.

#### **IV. Responsibilities of Committee Chairpersons**

Below are the responsibilities of Committee Chairpersons:

- A. Committee chairpersons must attend at least 75% of the scheduled meetings or be subject to replacement by the President.
- B. Committee chairpersons who are not members of the Board of Directors are welcome to attend all Board meetings to report on the activities of their committees, but are not required to do so. They do not have a vote at these meetings.
- C. The term of a committee Chairperson shall end in January each year. The incoming President shall submit to the Board of Directors for approval a list of all new committee chairpersons in January to become effective in February.
- D. Any committee Chairperson who wishes to resign before the end of their term must contact the President either orally or in writing. It is then the responsibility of the President to accept names of possible chairpersons and select one name to submit to the Board of Directors for approval.

NOTE: Deletions are ~~struck through~~, New material will be shown in **bold italics** .