

**FRYEBURG BUSINESS ASSOCIATION [FBA]  
PO BOX 654  
FRYEBURG, MAINE 04037**

**OPERATIONAL GUIDELINES**

**COMMITTEES**

The FBA Board of Directors may establish committees as needed and appropriate. Committees may be Standing or Ad Hoc.

- A committee will consist of at least two people who must be members of the FBA. Non-members may act as advisors to a committee when needed.
  
- The President serves as ex-officio on all committees.
  
- The function of a committee is to complete tasks as appropriate and to report as needed to the membership for accountability, discussion, and vote when necessary.
  
- The Board of Directors shall anticipate actions as needed and committees that wish to present action items must present them in advance for board input and management of the action at the meeting.
  
- Committees may have a budget, if needed, and may request budget line items to support their efforts.

**EMAIL LIST**

- The FBA email list is propriety and for use of the FBA. Email blasts are done periodically to inform members [and others] of important information concerning economic development, current business trends, member information, and community events. The FBA will not send out email blasts for individual members in compliance with the Can-Spam Act of 2003 (unsolicited commercial email) nor share the contact list with its members.

**FUNDRAISING**

- The Board will be the clearinghouse for all organizations who wish to solicit FBA help with working on a project. No solicitation will be allowed at meetings unless board has approved such action in advance.
  
- The FBA is a non-profit organization and as such is not in the position to make donations to other non-profit organizations or to solicit funds for specific projects other than their own. The FBA may choose to sponsor community activities that relate to its core mission. By providing a periodic email blast the FBA can provide members with a vehicle to announce specific fundraising projects for community betterment.

## **MEETINGS**

- The FBA shall have at least 3 General Membership meetings per year as per Bylaws. There will be no meetings scheduled during July, August, October and December unless necessary.
- The FBA Board of Directors shall meet at least 3 times a year.
- Typically, requests to be placed on the meeting agenda shall be made to the President by the first of the month.
- All Fryeburg area businesses and interested persons are invited to join the FBA and to attend FBA meetings.
- There shall be a 10-minute public forum on the meeting agenda for non-members to speak.

## **MEMBERS**

- Members of the FBA shall have one vote per FBA membership voting rights.
- Members of FBA may review materials and minutes on the FBA website.
- Members or Committees may not act independently in the name of the FBA without vote of the Board of Directors.
- Renewals of the annual dues will be sent out either electronically or by website posting or by postal mail in November and payable by December 31. Unpaid members will receive notice prior to membership termination by January 31.
- New members joining the last quarter of the year will also receive a paid membership for the following year [15 months total]

## **Membership Procedure**

- Treasurer
  - Process new member(s) payment and record in accounting program
  - Enter new member(s) on FBA website
  - Confirm new member(s) to Secretary via scanned original application
  - Consult with Web Master as needed
- Secretary
  - Enter info on membership database
  - Review new information on website
  - Provide new/changed email information to Email Coordinator , if needed
  - Send Welcome email to new member(s) with FBA information.
  - Maintain databases for: membership, non-renewals, welcome letters

## **Renewals**

- Vice-President, Secretary and Member-at-Large - Prepare renewal information for posting before the end of November.
- Secretary - Enter renewals on database.

- Treasurer - Post renewal information to website when received. Confirm paid renewals as above with Secretary.
  - Send via email renewal communication in November and a reminder to unpaid members again in January.
  - If not renewed by **January 15**, Treasurer to send one (1) personal email reminder for membership renewal
  - If not renewed by **January 30**, Treasurer to:
    - inactivate from web site
    - email correspondence will continue unless members unsubscribes

## OPERATIONS

- There shall be a review of the Bylaws as needed.
- The FBA Operational Guidelines are developed by and for the FBA Board of Directors. They may be changed at any time with a majority vote of the FBA Board.

## SOCIAL MEDIA & WEB SITE

- Web Master [Krack Media] - Tend to areas of expertise related to the website.
- Treasurer
  - Make website changes as needed; enter FBA membership information when membership payment is received.
  - Members have the opportunity to provide BIO additional page info to the Treasurer for posting to the website
- Secretary - Send approved meeting minutes to Treasurer for posting to the website. Review posted website information as received.
- FBA Board of Directors – All Board members to review website on a regular basis for errors/corrections.
- President - Monitor the contact email [fa@fryeburgbusiness.com](mailto:fa@fryeburgbusiness.com) and forward the emails to the appropriate FBA personnel. That person will reply back to the President when the task or correspondence is completed.

Board of Directors vote: Approved 12/27/10  
 Board of Directors vote: Revision 3/27/14  
 Board of Directors vote: Revision 3/24/17