

# MARISSA CHAMBER OF COMMERCE INC. CONSTITUTION & BY-LAWS

## ARTICLE X – DISBURSEMENTS

### Section 1 -- DISBURSEMENTS.

- (A) **Operating Expenses.** No disbursements, except the ordinary operating expenses of same, and in amounts of Two Hundred Fifty (\$250.00) dollars or less, shall be made, unless same shall be approved by the membership with prior written notice. Advertising disbursements in an amount not to exceed Five Hundred (\$500.00) dollars and occurring no more than twice per fiscal year, may be made by the Board of Directors due to advertising deadlines out of the control of the Chamber. All disbursements shall be signed by the treasurer. Debit/Credit Cards drawn on the Chamber's checking account will be issued to the Treasurer plus two (2) additional members as designated by the Board. These cards may only be used for purchases authorized by the Chamber.
- (B) **Donations.** All donations of money by the Chamber shall be approved by the membership in a duly called regular or special meeting.
- (C) **Charitable Request Policy.** The Chamber will consider supporting a monetary request under these circumstances:
1. Organized groups with a specific project can make a request (i.e., After-Prom committee, Girl Scouts field trip, Boy Scouts projects)
  2. All monetary requests must be made 30 days in advance of the need, to accommodate the approval and voting process.
  3. A limit of no more than \$100.00 will be granted to any group or project within a fiscal year.
  4. Requests not falling within the above outlined policies may be denied. Any exceptions and/or special requests to the above stated requirements will be considered by the Board of Directors before going in front of the Membership.