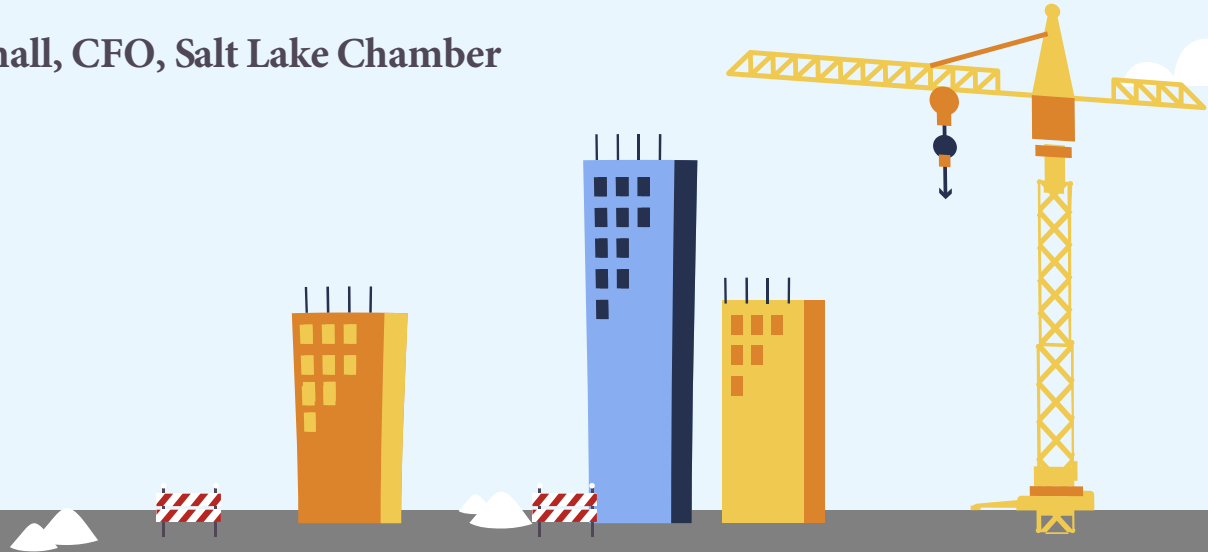


2024

Chamber Governance & Organizational Basics

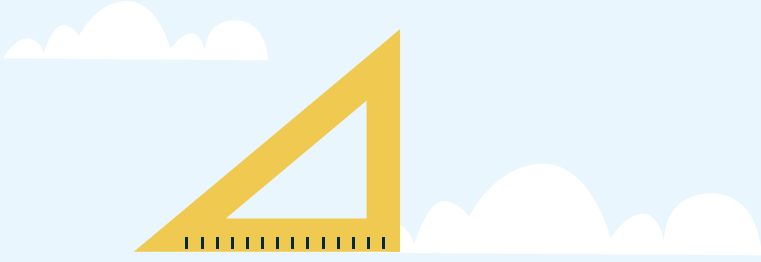
Dan Brimhall, CFO, Salt Lake Chamber





Board Structure

**Size, Makeup, Leadership,
Exofficio?**



What do they Govern?

Articles of Inc. and Bylaw changes
CEO Hire, Fire & Salary,



Administration, HR, Overhead



Advisory Boards?

Committees?

Bank Account?

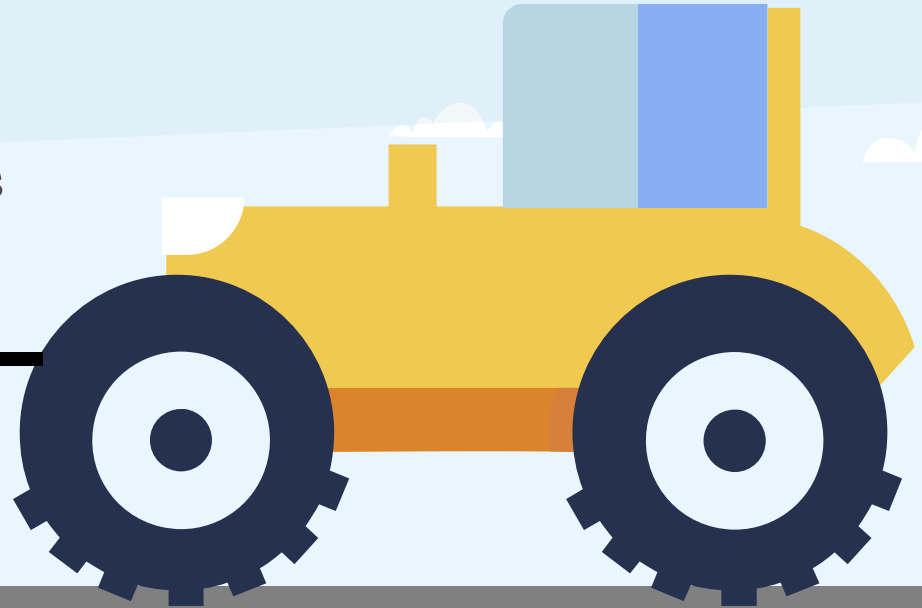
Facilities?

Accounting?



Board Balance

How do you balance Board members who want to run the ship and have their fingers in every detail vs the board members who seldom follow through with assignments?



An illustration of a dark grey crane arm extending from the left side of the frame. A yellow bucket is suspended from the end of the arm, tilted as if pouring. The background consists of light blue horizontal bands, suggesting a sky or water surface, with several white, stylized clouds. On the right side, there is a partial view of a blue building with two vertical black lines on top and two light blue rectangular windows.

Articles of Incorporation

Name

Location

Purpose

Incorporators

Registered Agent

File with your State Department of Commerce

Keep it simple! Don't put bylaw type details in the articles



Bylaws

Keep your Bylaws simple.

Format them as guidelines, not as restrictive rules you will most likely break.

Be careful with words like shall (a mandate) and may. For example, the board shall meet at least annually but may meet at other times as determined by the board.

Follow State Guidelines.

Bylaws

Name

Purpose

Membership

Meeting Guidelines (Annual + as decided by...)

Board Structure & Number (Min - Max)

Officers

Don't create positions just because

Should some of these bill filled by staff?

Indemnification of Board Members

Books and Records

Amendments

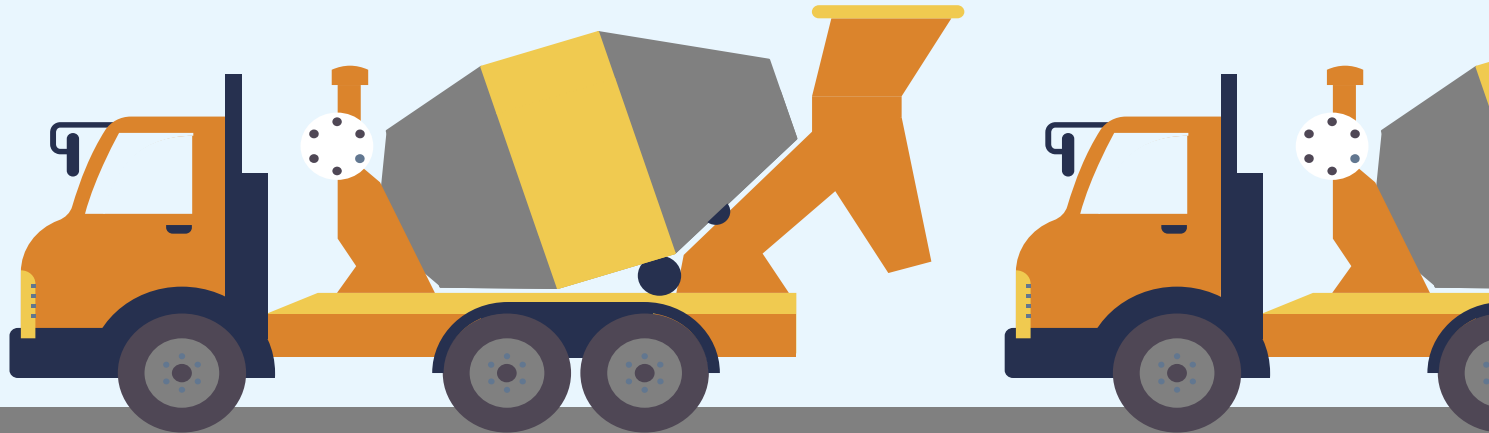
Dissolution



Other Documents

EIN/TIN Needed for bank account and 990 tax filings

State Employer ID If you have employees, you will need this **Entity Registration, Corporate Registration** With State offices **Filing Financial Reports** With the State Auditor if State funds used



Form 1023/24 Application

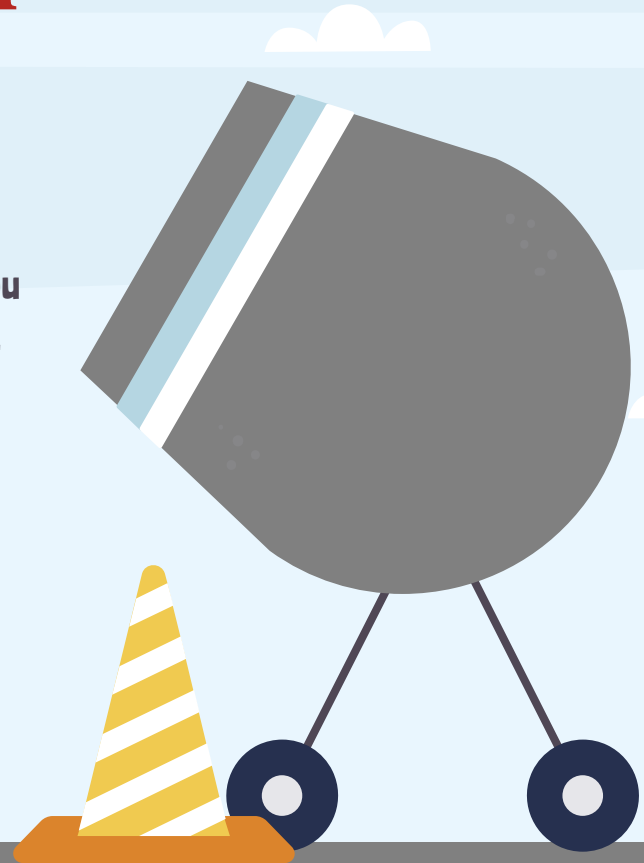
Set up a Pay.gov account

Online application

Prepare a 3-year budget

\$600.00 Application Fee

If you did all the previous steps this is quite simple, because you will have all the answers and documentation needed to attach.



Other Considerations

Public vs Private Foundation

33% 2% 5 years rules

Tax Returns

990 N, 990 EZ, 990, 990T

Expense Categories

Programmatic, Administrative, Fundraising

Audit

Consolidate? – State Funds? – Federal Funds? – Single Audit?



A stylized illustration of a yellow tower crane against a light blue sky with white clouds. The crane's horizontal jib is positioned above a large, solid yellow rectangular sign. The sign contains the word "Questions?" in a bold, dark red, sans-serif font. The crane's hook and pulley system are visible, appearing to hold the sign in place. The crane's vertical tower is on the right side of the frame, and a small white building with a black roof is partially visible in the background on the right.

Questions?