



MAY 21, 2014

TO: Hispanic Chambers, Business Associations, and Interested Parties
FROM: Alex Ayala, Membership Services
SUBJECT: 2014 CHCC Membership & Certification

Attached, you will find the pertinent information and all required forms for your chamber/business association's membership or membership renewal with the California Hispanic Chambers of Commerce (CHCC) for the period of July 1, 2014 through June 30, 2015.

NOTE: Any new certified or affiliate member who applied for and received membership in the CHCC after January 1, 2014 is deemed a member for 2014, and does not need to reapply.

Also enclosed is important information on nominations and elections for **CHCC Chair, CHCC Vice Chair, the Inland Empire and Central Regions.**

Please review all the information enclosed, and if you have any questions, please do not hesitate to contact the CHCC office.

MEMBERSHIP ELIGIBILITY

CHCC Bylaws states membership eligibility as follows:

Affiliate Member / Non-Voting. Any individual, chamber of commerce, corporation, partnership, or business entity having a good faith interest in the objectives of the CHCC shall be eligible for a non-voting membership.

Chamber Member / Voting. Any business organization or other entity organized as a chamber of commerce within the State of California, and which (1) has at least twenty-five (25) active members in good standing of such business organization, (2) meets the voting membership qualification criteria as established by the CHCC board of directors, and (3) has among its primary goals and purposes the promotion of the goals and purposes of the CHCC as set forth in Article I, section 4.1, shall be eligible for a voting membership.

DEADLINES

The following DEADLINES & FEES have been established in regards to Membership and Certification:

- **DEADLINE FOR COMPLETED MEMBERSHIP APPLICATION: JULY 15, 2014**
- **DEADLINE FOR ALL OTHER REQUIRED DOCUMENTS: JULY 15, 2014**



- **DEADLINE FOR SUBMISSION OF DELEGATE LIST:** **JULY 15, 2014**
- **2014 MEMBERSHIP DUES (Check or Credit Card):** **\$100.00 (USD)**

SUBMISSION OF MEMBERSHIP PACKETS:

All membership packets for renewal or new membership should be

Sent to: CHCC Membership Services
CA Hispanic Chambers of Commerce
1510 J Street, Suite 110
Sacramento, CA 95814

ADDITIONAL INFORMATION OR QUESTIONS

If you need assistance or need additional information, please contact CHCC Membership Services at (916) 444-2221 or via email at Alex@cahcc.com.

ATTACHMENTS:

- 2014 Membership Application
- Membership Certification Requirements
- Delegate & Alternate List
- Criteria for Membership in the CHCC
- Alternative Dispute Resolution Process
- CHCC Logo License & Application for Use



**CRITERIA FOR MEMBERSHIP IN THE
CALIFORNIA HISPANIC CHAMBERS OF COMMERCE**

In order to qualify for either “Certified” (Voting) or “Affiliate” (Non-Voting) membership in the California Hispanic Chambers of Commerce (CHCC), a prospective member must satisfy the following criteria:

1. Possess and demonstrated, good faith interest in the following objectives and goals of the CHCC:
 - a. Promote, support and encourage the advancement and development of Hispanic and Minority-owned businesses;
 - b. Provide an organizational forum for the exchange of ideas, information, technical assistance, procurement opportunities and any other form of business opportunities that enhance the Hispanic and minority business communities;
 - c. Promote the development of a program of advocacy in order to inform and educate elected and appointed officials, legislative bodies, agencies public and private organizations about the concerns, needs and opportunities which affect the Hispanic and minority business communities in the State of California;
 - d. Foster unity and communication between organizations, corporations, and individuals who support the goals and objectives of the CHCC.
2. Agree to abide by the CHCC’s Alternative Dispute Resolution Process.
3. Agree to abide by the License Agreement and Application for Use of the CHCC logo.
4. Pay periodic membership dues in a timely fashion as specified by the CHCC Bylaws.

I understand that once approved for membership, failure to satisfy any of the above criteria can result in the termination of my CHCC Membership, as described in the procedure set out in the CHCC Bylaws.

Chamber

Authorized Representative (Print) Title

Signature Date



MEMBERSHIP CERTIFICATION REQUIREMENTS CHECK-OFF LIST

All Chambers and/or business associations must meet all requirements as established by the Board of Directors for “Certified Membership” with the California Hispanic Chambers of Commerce. The following documents, standards and fees have been established by the CHCC Board of Directors and must be submitted by the established deadlines (see cover memo).

Please submit the following marked (X) items:

- Completed 2014 Membership Application (DUE: 07-15-2014)
- Submission of Membership Dues - \$100.00 (USD)
- Roster of CURRENT Board of Directors Including Phone and Email (Electronic Format – Excel, CSV)
- Current Membership Database Including Phone, Address and Email (Electronic Format – Excel, CSV)
- Roster of Paid Professional Staff (Electronic Format – Excel, CSV)
- Certified copy of Articles of Incorporation**
- Chamber Bylaws**
- Criteria for Membership Acknowledgement (Signed)
- CHCC Alternative Dispute Resolution Process (Signed)
- CHCC Logo License Agreement & Application for Use (Optional)

****Only need to submit if you are a new member, and were not a member in 2013.**

To qualify as a **“CERTIFIED CHAMBER MEMBER”** or **“AFFILIATE”** in good standing, all of the above items (unless otherwise noted) must be submitted to the CHCC office by 07.15.2014

If you have any questions, please contact CHCC Membership Services at (916)444-2221 or via email at alex@cahcc.com

PLEASE SUBMIT ALL DOCUMENTATION TO:

- CA HISPANIC CHAMBERS OF COMMERCE
- 1510 J STREET, SUITE 110
- SACRAMENTO, CA 95814



2014 MEMBERSHIP APPLICATION

Chamber/Association Name Year Established

Address City Zip

Phone Fax Email Website

Service Delivery Area(s)

Number of Members Number of Paid Staff Gross Annual Budget

Does Chamber/Assoc. Maintain an Office? YES NO If yes, list business hours: _____
Are you a member of the U.S. Hispanic Chamber YES NO

Chief Staff Executive Information

Executive Name Executive Title

Address City Zip

Executive phone Mobile Phone Executive Fax Executive Email

Is your executive employed full-time? YES NO

Chief Elected (Volunteer) Officer (Chairman or President of your board of directors)

Chief Elected Officer Name Chief Elected Title

Personal Business Name

Business Address City Zip

Phone Mobile Phone Fax Email



2014 MEMBERSHIP APPLICATION

Membership Categories (Please Indicate Membership)

- Certified Member Status (Entitled to all CHCC Benefits & Voting Member Status) \$100.00 Dues
- Affiliate Membership (Non-Voting Membership Status, but Entitled to all CHCC Benefits) \$100.00 Dues

Membership Dues Payment

Check Enclosed Visa MasterCard American Express

Credit Card Number

Expiration Date

Card Holder Name

Card Holder Zip Code

Authorized Signature

***** Please Note: All certified members are eligible to send delegates to the Annual State Convention and vote in regional and statewide elections, and to participate in the CHCC's Annual Members Meeting. All chambers must be a member in good standing at the time of the convention, and has satisfactorily met all eligibility requirements as established by the CHCC board of directors. All chambers are encouraged to familiarize themselves with all eligibility requirements.**



CHCC's 2014 Annual Regional Elections & Meeting
August 15, 2014 - Orange County, California

Voting Delegates & Alternates List

Chamber

Authorized Representative/Contact

Title

Phone

Mobile No.

Fax

Email

VOTING DELEGATES

Please provide (legibly) the names of your chamber's five (5) delegates for CHCC Statewide & Regional Elections and for the CHCC Annual Membership Meeting. Only the first five (5) will be considered authorized delegates, all names exceeding the first five (5) will be prohibited from participating as either a DELEGATE or ALTERNATE.

- 1.
2.
3.
4.
5.

ALTERNATE DELEGATES

Please provide (legibly) the names of your chamber's five (5) Alternate Delegates. Your alternates should be listed in the order you wish to have them called to replace an absent delegate (i.e., Alternate one will be called first as an alternative). You are authorized to list on five (5) alternates; all names exceeding the first five (5) will be prohibited from participating as either a DELEGATE or ALTERNATE.

- 1.
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I, (Please Print) the authorized representative of the above named "Certified Chamber", do hereby attest that all voting and alternate delegates listed above are "Members in Good Standing" of the above named chamber.

Signature of Authorized Representative

Date

*** ALL DELEGATE LISTS ARE DUE IN THE CHCC OFFICE NO LATER THAN JULY 15, 2014. AFTER THAT NO CHANGES WILL BE ALLOWED. YOU MAY FAX DELEGATE LISTS TO THE CHCC OFFICE AT 916.669.2870. IT IS RECOMMENDED THAT YOU CONFIRM RECEIPT OF YOUR DELEGATE LIST AT THE CHCC OFFICE.

ALTERNATIVE DISPUTE RESOLUTION PROCESS

It is the policy of the California Hispanic Chambers of Commerce (CHCC) that each of its qualified members should informally attempt to resolve any complaint disagreement or dispute with another member at the earliest possible opportunity. Members are encouraged to address any matters of concern with another member by first engaging in informal discussions directly with that member. Should such informal discussions be unsuccessful, members agree to attempt to resolve their disputes by contacting the CHCC and participating in good faith in the CHCC Alternative Dispute Resolution Process (ADR Procedures) described below.

I. **Definitions**

The Following terms used herein shall have the meanings set forth below:

- (a) **“Appeal”** – A written request for a review by the BOD, filed only after the parties have been unsuccessful at resolving their dispute via the formal negotiation process.
- (b) **“BOD”** - The Board of Directors of the CHCC
- (c) **“Complainant”** – A member who submits a dispute in accordance with this procedure.
- (d) **“Day”** – A calendar day
- (e) **“Dispute”** – Any unresolved complaint or disagreement between two or more members.
- (f) **“Dispute Resolution Committee”** – An ad hoc committee created by the BOD to review an appeal brought before the BOD.
- (g) **“Interested Participant”** – Any member of the BOD who (1) is directly or indirectly involved in the Dispute, including as a participant in any informal discussions or the formal negotiation process described in Section II below; or (2) is an officer, director, employee, or independent contractor of any party, except that membership in the BOD, by itself, does not make a member an Interested Participant.
- (h) **“Mediation”** – A voluntary, confidential process whereby a trained, impartial third – party assists parties in finding a mutually-acceptable solution to a dispute or disagreement.
- (i) **“Member”** – An individual, chamber of commerce, corporation, partnership, or business entity that has been approved by the BOD for membership in the CHCC. This definition includes both non-voting and voting members.
- (j) **“Notice of Dispute”** – As defined in section II (a).
- (k) **“Parties”** – The Complainant and Respondent.
- (l) **“Respondent”** – The Party against whom the Complainant has a Dispute.

II. **Formal Negotiation Process.**

- (a) If a dispute cannot be resolved via informal discussions between the parties, the complainant shall deliver a written Notice of Dispute to the Respondent, with a copy to the CHCC, identifying the Dispute and requesting that the respondent engage in a formal negotiation process. The Notice of Dispute shall clearly and concisely provide the following information:
- (i) A detailed description of the dispute, including all names, dates, places, and times necessary to understand the dispute;
 - (ii) Copies of any relevant and supporting documents, and
 - (iii) The remedy sought.
- (b) The Respondent shall have fifteen (15) days from the receipt of the Notice of Dispute to deliver a written response to the Complainant with a copy to the CHCC. During this time, the Respondent may seek clarification from the complaint of any information provided in the Notice of Dispute.
- (c) The Parties shall have fifteen (15) days after such written response was provided or was due to meet and negotiate diligently and in good faith toward a solution satisfactory to all parties. At the end of the fifteenth day, if the parties are unable to resolve the dispute, the complainant may bring the dispute to the BOD by filing an Appeal. The Parties may mutually agree to extend the negotiation period beyond the 15-day period.

III. **Board of Director's (BOD) Review.**

- (a) If the Dispute is not satisfactorily resolved during the Formal Negotiation Process, it may be appealed to the BOD. The Complainant shall have fifteen (15) days from the end of the fifteen day period under section II(c) above or any extension thereof to file an Appeal with the BOD. The Complainant shall include a copy of the Notice of Dispute and may submit any other information or documents relevant to the dispute. The Complainant shall send the Respondent a copy of the Appeal and any supporting documents.
- (b) The Respondent shall have fifteen (15) days from the receipt of the Appeal to submit a written statement in reply to the Appeal and in support of its position. The Respondent may submit any other information or records relevant to the Dispute. The Respondent shall send the Complainant a copy of its response and any supporting documents.
- (c) The BOD may review the Dispute itself, or, in its sole discretion, may create a Dispute Resolution Committee to review the Dispute. Within fifteen (15) Days from the receipt of the Complainant's Appeal, the BOD may appoint no less than three (3) uninterested members of the BOD or members of the CHCC senior staff to serve as members of the Dispute Resolution Committee. A member of the BOD shall be disqualified from serving on the Dispute Resolution Committee if such member is an Interested Participant as defined herein.
- (d) Within forty-five (45) days from the receipt of the respondent's response to the Complainant's Appeal, the BOD or the Dispute Resolution Committee may hold a meet-and-confer-meeting ("Meeting") to give the parties a reasonable opportunity to present information and evidence relevant to the Dispute.
- (e) In the alternative, the BOD or the Dispute Resolution Committee may determine that the Dispute is more appropriately suited to Mediation, and may, instead of holding a meeting, direct that the Parties participate in the Mediation process more fully described below.

- (f) In the event that a meeting is held, the Parties have the right, but not the obligation, to representation by an attorney or any other person of their choice. The meeting is designed to be informal and to secure the position of the Parties to the Dispute and will not be conducted in accordance with the rules of law relating to the examination of the witnesses or presentation of evidence.
- (g) The BOD shall render a final written decision to the parties within sixty (60) days from the receipt of the Respondent's response or from the date of the decision of the BOD, whichever is later. If a Dispute Resolution Committee is created by the BOD, the Dispute Resolution Committee shall make a written report of its findings and recommendation and submit it to the BOD.
- (h) The decision of the BOD is final and shall not be subject to further review.

IV. Mediation.

- (a) If the BOD or the Dispute Resolution Committee determines that it is more appropriate for the Parties to resolve their Dispute using Mediation, the BOD or the Dispute Resolution Committee shall direct the Parties to contact the American Arbitration Association ("AAA") and obtain a current list of AAA – approved mediators.
- (b) The Parties shall each review this list and within fifteen (15) days, shall mutually decide upon a mediator to conduct the Mediation proceedings.
- (c) If the Parties cannot agree upon the selection of the mediator, the Sacramento Office of the AAA will appoint the mediator.
- (d) In consultation with the selected mediator, the Parties shall promptly designate a mutually convenient time and place for the Mediation. Unless the mediator grants a continuance, such time is to be no later than fifteen (15) days after the selection of the mediator.
- (e) The mediator may request that the Parties submit written statements prior to the Mediation on terms and conditions to be decided by the mediator.
- (f) Throughout the mediation process, each party may be represented by legal counsel.
- (g) At least one individual with authority to settle the dispute on each Party's behalf shall attend the mediation.
- (h) In addition, each Party may, after at least five (5) days notice to the other Party and with the permission of the mediator obtained at least five (5) days prior to the Mediation, bring such additional persons as needed to respond to questions, contribute information, and participate in the negotiations.
- (i) The format for the Mediation shall be designed to assure that both the mediator and the parties have an opportunity to hear an oral presentation of each party's views on the matter in dispute and to facilitate resolution of the dispute.
- (j) Neither the Parties, nor their respective legal counsel, nor the mediator shall disclose information regarding the Mediation process, or statements made during the process, unless all



parties agree.

- (k) The process shall be treated as both a compromise negotiation for purposes of federal and state rules of evidence, discovery, and liability.
- (l) All participants commit to participate in the Mediation proceeding in good faith and with the intention of resolving the dispute.
- (m) The fees and expenses of the mediator shall be shared equally by the parties.
- (n) The mediator shall be disqualified as a witness, consultant, expert or counsel for any Party with respect to the Dispute or any matters arising from the Dispute
- (o) Any settlement reached during the Mediation shall be reduced to writing and signed by the Parties.
- (p) The Mediation proceedings shall be completed within sixty (60) days after selection of the mediator, unless extended by the parties. If the Parties have not resolved all issues by said date or any extension thereto, any Party may pursue other remedies as to any open and unresolved issues, including non-binding arbitration.

V. General Provisions Pertaining to the Alternative Dispute Resolution Process.

- (a) All Notices of Dispute, statements, documents, information, and other written materials pertaining to any aspect of the Alternative Dispute Resolution Process described above may be delivered to the appropriate Parties by U.S. Mail, overnight courier, fax, hand delivery, or e-mail.
- (b) All Parties participating in the Alternative Dispute Resolution Process shall bear their own costs, including mediators, and attorneys' fees.

Chamber

Authorized Representative (Print)

Title

Signature

Date



June, 2014

To: Local Hispanic Chambers & Interested Parties

From: Alex Ayala, Membership Services

Subject: 2014 Nominations & Elections Notice

The California Hispanic Chambers of Commerce (CHCC) in conjunction with its 35th Annual Convention, August 13-15, 2014 in Orange County, CA, will conduct elections for **REGIONAL CHAIRPERSONS and DIRECTORS (Central & Inland Empire Regions only)** and **CHCC BOARD CHAIR and CHCC BOARD VICE CHAIR (ALL REGIONS)** as follows:

DATE OF ELECTIONS: FRIDAY, AUGUST 15, 2014

POSITIONS OPEN: CENTRAL REGION POSITIONS

- REGION CHAIR
- REGION DIRECTOR – 2 POSITIONS

INLAND EMPIRE REGION POSITIONS

- REGION CHAIR
- REGION DIRECTOR – 2 POSITIONS

CHCC BOARD OF DIRECTORS POSITIONS

- CHCC CHAIR OF THE BOARD
- CHCC VICE CHAIR OF THE BOARD

QUALIFICATIONS FOR OFFICE

CHCC CHAIR OF THE BOARD & CHCC VICE CHAIR OF THE BOARD

To be eligible for service on the Executive Committee, a candidate must:

- Be a member of a Chamber Member in good standing with CHCC; and
- For the office of Chair, have been a past or is a current president or chair of a Qualified Voting Member or has had prior service of at least one (1) year on the Executive Committee of the CHCC board of directors; or
- For the office of Vice Chair, Regional Chair or Regional Director, have served on the board of directors of a Qualified Voting Member.

Regional Chairpersons or Regional Directors

- Be a Member of a Chamber Member in good standing with the CHCC.
- Must have served on the board of directors of a Qualified Voting Member.

1Article VI, Section 1 – CHCC Bylaws, Amend and Restated 2009 Annual Meeting

2Article VI, Sections 1 through 3 – CHCC Bylaws, Amended and Restated 2009 Annual Meeting



NOMINATION PROCEDURE

The procedure for placing an individual's name in nomination to be a candidate for office shall be as follows:

- **Submission of Notice of Intent**

1. Candidates shall submit a "Notice of Intent" not less than 30 days (July 15) prior to the CHCC Annual Meeting. Such letter shall include name, contact information, name of the position you are seeking, and how you meet the qualifications for that position.
2. Letter from a "Qualified Voting Member" that candidate/nominee is a member in good standing, and has served on the board of directors of a local CHCC chamber member.

3. DUE DATE FOR SUBMISSION "NOTICE OF INTENT"

JULY 15, 2014

4. "NOTICE OF INTENT" shall be addressed and submitted as follows:

**Nominations Committee
c/o CHCC President & CEO
1510 J Street, Suite 110
Sacramento, CA 95814**

- **NO NOMINATIONS FROM FLOOR**

No nominations from the floor will be accepted at the time of the Elections for those candidates that will be elected by the Regions for service on the CHCC board of directors in order to ensure that the candidate meets the eligibility requirements for such office as established by these Bylaws and the Elections Procedures.

QUESTIONS OR ASSISTANCE

If you need additional information or clarification of an issue, please do not hesitate to contact the CHCC office at (916) 444-2221.

**DUE DATE OF SUBMISSION OF ALL REQUIRED DOCUMENTS
TUESDAY, JULY 15, 2014**

Qualified Voting Member. Any organization which meets the qualification for voting membership as set forth by these Bylaws, the voting membership qualification criteria as established by the CHCC board of directors from time to time, and has been approved for voting membership in the CHCC by the CHCC board of directors shall be eligible for status as a CHCC member in good standing (a "Qualified Voting Member"). a Qualified Voting Member that remains in good standing shall be entitled to vote as a member of the CHCC in elections held by the CHCC, in accordance with the terms of these bylaws and such election policies and procedures as adopted from time to time by the CHCC board of directors (the "Elections Procedures"). A Qualified Voting Member shall be issued a certificate of voting membership by CHCC and shall be eligible to vote if such certification remains in good standing at the time of the general elections.

4Article VI, Section2.3 – CHCC Bylaws, Amended and Restated 2009 Annual Meeting