 <p>Gulgong <i>Rich in History</i> CHAMBER OF COMMERCE</p>	<u>STANDARD OPERATING PROCEDURE</u>	Temp ID:	GCOC-SOP	Template Ver No:	1.0
		<u>SOP Number:</u>		004	
		Implementation Date		May 18	
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Reviewed By:	Governance Committee	Next Review Due		May 23	
Approval:	Chamber Executive	Signed:			

Management and Awarding of Chamber President's Challenge Coin

1. Purpose

- 1.1 Describe the process for the management and awarding of the Chamber President's Challenge Coin.
- 1.2 Challenge coins have a long military history and are now awarded for exemplary service, conduct as a member of a particular unit or organisation or as a memento of an event. Coins have a precedence and at the present (2017) the highest ranking coin is (allegedly) the US Presidential Coin. Pres Obama was photographed handing over Challenge coins to soldiers who performed meritorious feats in war. Coins are widely used outside of the military now.

2. Scope

- 2.1 This SOP applies to all Chamber Presidents who are entitled to carry the Coin and Coin recipients. It also applies to Executive members who may provide guidance or approval in accordance with this SOP.

3. Prerequisites


- 3.1 In order for the awarding of a Chamber President's Coin, the Chamber President must have satisfied himself or herself that the person to whom the Coin is being awarded is an exemplar of the Chamber's values and has not acted contrary to the Chambers Codes.
- 3.2 The Coin may, on approval of the Chamber members, be awarded to an exemplary public figure who has made a significant contribution to the Gulgong and/ or the wider community.

4. Responsibilities

- 4.1 The Chamber President is primarily responsible for initiating the awarding of the Chamber President's Coin.
- 4.2 The Chamber President is to award all Coins except where approved by the Executive, the President may delegate this duty in exceptional circumstances to another Executive Committee member.

5. Procedure

- 5.1 A President's Coin must be only awarded as recognition for significant or exemplary service and demonstrating the values of the Chamber in the conduct of their engagement as a Chamber member; not simply for "doing the job".
- 5.2 The awarding as such will be limited to the following:
 - 5.2.1 not more than two coins in any one year for significant or exemplary service; except that

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5.2.2 the President may without reference to the Executive award one coin during his or her Presidency to a Committee member for exemplary service and demonstrating the values of the Chamber; and

5.2.3 where the President requests, and the Executive thinks fit, award one coin per year to a public figure who, in the opinion of the Executive, upholds the Chamber's values and has contributed to the local community or the community at large. This award must where practicable be approved by Chamber Members at an ordinary meeting prior to the planned award event. Where there is a time constraint, the President shall ratify the Executive's decision at the next available meeting. Ratification shall include an explanation of the reason for the time constraint.

5.3 A President, on election, shall be entitled to carry a Chamber President's Coin for the duration of their presidency. The Coin holder shall be entitled to retain his or her coin on completion of their elected term or where the term was prematurely terminated due to illness or significant injury. Where the term was prematurely terminated due to death of the incumbent, the Family shall retain the coin as a token of the Chamber's gratitude for the member's service. Where a coin is retained following death, the President (elect) or Vice President shall ensure that the coin is appropriately encased as a memorial object.

5.4 Where a president is removed from office for violation of the Chamber's Constitution, Codes or any criminal activity, they shall not be entitled to retain a Coin and the Vice President Shall become the Custodian, pending the election of a new president. The Vice President shall do all within his or her power to recover the coin(s). Where a coin is not recovered, it shall be treated as theft and dealt with accordingly.

5.5 Notwithstanding Sub-paragraph 5.2.1, in the first year of the operation of this SOP, the President may, with the approval of the Executive, award up to five (5) Coins, but only for exemplary or significant service prior to the introduction of this award.

5.6 The Chamber Secretary is responsible for the management of the register of awardees of Coins and reordering as required. Coins are to remain in the Custody of the President until such time as they are awarded and until awarded, shall be subject to audit as Chamber Property. The audit value of each coin shall be the cost of production of the coin in Australian Dollars (Au\$) and shall not include initial art work or postage.

5.7 The standard procedure for the physical presentation of a coin is contained in Annex A to this SOP


6. References

More information Challenge coins can be sourced via Wikipedia¹

7. Definitions

For the purpose of this SOP, the Custodian is the Chamber President. This responsibility

¹ https://en.wikipedia.org/wiki/Challenge_coin

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may not be delegated.


Committee members are members of Standing Committees who are elected in accordance with the Constitution to a committee listed in the Chamber's Business Rules

Year for the purposes of this SOP shall commence on the day immediately after the Annual General Meeting (AGM) and shall conclude on the day of the next AGM.

The Chamber President's Coin is an approved Coin for issue by the Chamber President in accordance with this SOP. The design of the approved coin is shown in Annex B to this SOP and may not be altered without the approval of Chamber members at a special general meeting. Where deemed appropriate, a coin may be presented with/ in a presentation case, but coins presented under sub-paragraph 5.2.2 and 5.2.3 will be presented with a PVC wallet or velvet bag.

Annex:

- A. Standard Procedure for the Physical Presentation of the Chamber President's Coin
- B. Approved Design for Chamber President's Challenge Coin

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Standard Procedure for the Presentation of the Chamber President's Coin²

Preparation

- Following the approval to award a Chamber President's Challenge Coin, notes on why the coin is being presented shall be prepared and include duration of service and highlights of that service to demonstrate the recipient's worthiness.
- The president shall identify an appropriate event and the Secretary or delegate shall ensure the person nominated to receive the award will be present. The recipient is not to be made aware that they will be receiving the award.


Awarding of the Coin

- The President shall ensure that he or she has his or her coin on their person as well as the coin (s) to be presented. Coins shall not be in any container. An appropriate case or container will be given to the recipient after the presentation.
- The President shall at an appropriate point during a Chamber meeting suspend the meeting or at an appropriate time during another event, call the recipient to the front of the gathering and present a brief resume of the person's achievements from the notes prepared.
- The President will produce the coin and hold it in their right hand (closed). Some history of the Coin, how it is presented and its significance as recognition of exemplary conduct shall be given. The President will offer his/ her right hand to shake with the recipient and during this handshake the ownership of the coin will transfer.
- Following transfer of the Coin the President will state that the coin contains the Chamber's Values and Vision plus four (4) pictures on the reverse signifying the future of the Community, the sacrifice of the people of Gulgong, The Art, history and people and lastly Business and Industry historically and into the future. The Obverse is the Chamber's Motto representing the strong foundation of not only the Town but the Chamber itself.
- Depending on time, the President may invite the recipient to speak.

After the presentation


- Following the conclusion of the presentation or if appropriate at the conclusion of the meeting, the Secretary or another person will meet with the recipient and mount their coin into the case, PVC wallet or velvet bag and return it to them with the appropriate congratulatory offering.

² https://www.youtube.com/watch?v=sy8GCBX_09o

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9. At some appropriate time, during the same meeting as the coin is presented, the president will “challenge” the new recipient to show their coin and again offer their congratulations. At no time, will any coin recipient challenge for or be challenged for gain such as shouting the bar or a round of drinks. This is contrary to the Chamber’s Code of Ethics. This challenge pays homage to the original challenge which lead to the development of these coins.

10. Apart for the President, no coin recipients will be expected to carry their coins during Chamber activities. The President will carry his or her coin whilst undertaking Chamber activities for promotion of the Chamber and should the occasion arise, to present to a significant person or organisation when it is unlikely that another suitable time will arise.

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CHAMBER PRESIDENT'S CHALLENGE COIN

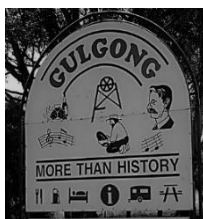
Challenge coins have a long military history and are now awarded for exemplary service, conduct as a member of a particular unit or organisation or as a memento of an event. Coins have a precedence and at the present (2017) the highest ranking coin is (allegedly) the US Presidential Coin. Pres Obama was photographed handing over Challenge coins to soldiers who performed meritorious feats in war. Coins are widely used outside of the military now.


A Chamber President's Coin is only awarded as recognition for significant or exemplary service and demonstrating the values of the Chamber in the conduct of their engagement as a Chamber member; not simply for "doing the job".



The **Obverse** of the President's Challenge Coin shows the Gulgong Streetscape and the Chamber's Motto, "Rich in History" noting that not only does Gulgong have a rich history but so does the Chamber as one of the International Chambers of Commerce. The diamond surround symbolises the clear object of the Chamber, the vision and the mission embracing Gulgong. Green and Gold, the Colours of Australia

Reverse 4 X jpeg photo engraved



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The **Reverse** show the Chamber's Values of Integrity, Leadership, Teamwork, Innovation and Growth. The Vision: Shaping the Future of Gulgong and Preserving the Past informs all Chamber activity, giving it clear direction. Each of the engraved photographs represents a significant part of Gulgong's history and its future. The Gold is what gave Gulgong its place in history and its continuing prosperity.



Gulgong, past present and future



Gulgong and surrounding Communities' sacrifice for the sake of peace. remembrance



Business and Industry, past, present and future



The art, and the individuals who made Gulgong what it is and to those who continue the legacy