



Policy & Procedure Manual

(Adopted 4/16/2016)

Introduction

This Policy and Procedure Manual addresses the mandates in the Stateline Chamber of Commerce Bylaws, Article XIII, Section 9:

The Board will follow the Chamber “Policy & Procedure Manual” and review and update it annually if necessary. Any approval for changes are subject to attorney review and recommended revisions.

These policies and procedures can be modified, deleted, or appended by the board as required to meet day-to-day operating requirements.

The Policy and Procedure Manual is divided into three sections:

- Section I :** General Organization
- Section II :** Fiscal and Facility Resources
- Section III:** Employment, Personnel, and Membership

Section I – General Organization

1.1 Relationship between Bylaws and Policy and Procedure Manual

The Bylaws establish the purpose, organizational structure, fiscal and legal oversight, and general policies for operation of the Chamber. The Policy and Procedure Manual provides direction for the day-to-day operation of the Chamber.

1.2 Process for Changing Policy and Procedure Manual

The Board of Directors may modify, delete, or append as needed the policy & procedure manual to meet day-to-day operating requirements of the Chamber.

1.3 Providing and Maintaining Information

1.3.a Confidential Information

One of the most important obligations of all Chamber personnel and Members is to avoid improper disclosure or misuses of information about Members. Confidential information should not be disclosed to anyone outside the Chamber and only to those with a need-to-know. All Employees and Members should avoid any discussions that may be perceived as unkind by the individual being discussed.

Likewise, concerns about internal Chamber matters, personnel matters, and other matters regarding Chamber business, such as actions, policies, contracts, and decisions, should only be addressed to the Executive Director or President.

1.3.b Media and Public Contacts

Contacts with the media go through the Executive Director. All Employees must receive authorization from the Executive Director before speaking to the media or to any other persons outside the Chamber about the Chamber's activities and business.

No Stateline Chamber of Commerce Board member, officer, or employee may present opinions on political or social issues that can be construed as *representing* the official position of the Chamber of Commerce until such a statement is approved by the Board of Directors. Personal opinions must be clearly stated as such.

1.3.c Work References

Only the Executive Director or the current Board President are authorized to handle requests for information on current and former Employees.

1.3.e Correspondence and Communication

All inquiries or requests to Board members or Employees of the Chamber should be answered within two working days. If a delay is anticipated in order to gather information, the request should be acknowledged.

1.3.f Filing and Record Keeping

Each Executive Board member and Employee must keep an adequate and systematic set of files. Employees are required to keep comprehensive records of all activities, conferences, and meetings. Executive Board members should keep records relevant to their position on the Board.

1.3.g Addressing the Board of Directors

Individuals may address the Board of Directors in two ways. First, an individual and/or organization may submit a written request to the Executive Board for consideration as an agenda item at a scheduled Board of Directors meeting. The Executive Board will decide whether to honor the request and to set a time limit for interaction. Second, an individual and/or organization wishing to speak at a meeting of the Board of Directors should make the request known when the meeting is called to order and visitors are recognized.

1.4 Conduct and Relationships

1.4.a Highest Standards of Conduct

The Chamber is committed to maintaining the highest standards in the conduct of its business. In light of this commitment, the Chamber expects each Member and Employee to conduct his or her everyday duties honestly and in such a way that protects Employee' and the Chamber's reputation and property.

1.4.b Complaints against Members

Complaints against Members must be submitted to the Executive Director of the Chamber in writing and signed. If the complaint concerns a non-member business, the Executive Director will refer the person making the complaint to the Better Business Bureau. If the complaint concerns a Chamber member, the Executive Director will provide the member with a copy of the complaint and ask for a reply. Upon return of the reply, a letter is sent by the Executive Director to the complainant summarizing the business' response.

1.4.c Recognition of Exemplary Members

The Chamber encourages the recognition of exemplary members through annual awards for new members, businesses and civic service. The awards are to be determined by Member votes and will be awarded at our Annual Dinner.

1.5 Controlled Substance / Alcohol Use

Consumption, possession, purchase, distribution, sale, or being under the influence of illegal drugs or alcohol when working, when on Chamber premises, when performing Chamber duties and responsibilities at any other location, when in Chamber-owned vehicles or in vehicles used or rented for Chamber purposes is prohibited. However, the consumption of alcoholic beverages during any sponsored Chamber event is allowed, in moderation. Chamber Employees and Members are asked to monitor their alcohol consumption and be responsible for maintaining fully professional behavior when consuming alcoholic beverages.

Illegal drugs are those on the list of "controlled substances" published by the Federal Drug Enforcement Administration.

Section II Fiscal and Facility Resources

II.1 General Fiscal Policies and Procedures

II.1.a Proper Accounting

Adherence to a consistent application of proper, generally accepted, and any legally required accounting principles, policies, rules, and controls is expected at all times. Complete and accurate data must be provided and maintained so that accounts reflect the true substance of transactions and financial reports and present fairly the financial position of the Chamber and the results of its operation. All bookkeeping including payables and receivables should be kept up-to-date, and all bank reconciliation should be done on a monthly basis.

II.1.b Budget and Controls

As specified in the By-Laws, Article IX, Section 2: As soon as possible after election of the new board of directors and officers, the budget committee shall prepare the budget for the coming year and submit it to the board of directors for approval.

The budget committee consists of the chamber business manager and the incoming executive board unless otherwise specified by the board president.

The budget should reflect the funding needed to execute the plan of work for the year.

II.1.c Signature Authority

The Executive Director, President and Vice-President have signature authority up to and including \$1000 for items appropriated in the annual budget. Any expenditure over \$1000 not provided for in the annual budget requires 2 signatures.

II.1.d Annual Internal Review

As specified in the By-Laws, Article XIII, Section 3: "The accounts of the Chamber shall be audited annually as of the close of business by an internal audit committee or a certified accountant to be decided by the Board."

Certain aspects of the audit can and should be started in the month of November. If being performed internally, the review should be performed by two volunteer Members of the Chamber Board and include the incoming Treasurer, if possible. The review should not be performed by the staff or any current signatories of checks. The primary concern of the internal review is Membership dues, cash, and Accounts Receivable. Consequently:

- The bank reconciliation should be reviewed
- A sample of the Membership should be reviewed to verify that the proper dues level is being billed and subsequently paid
- Petty Cash counted
- Letters to a sample selected from Accounts Receivable be mailed for verification of amounts owed
- Letters to a sample from accounts payable be mailed for verification of amounts
- The internal review committee will determine who should receive letters; however, staff may mail the letters with postage-paid return envelopes going directly to the internal review committee chair or left unopened at the Chamber office for the committee's review.
- Outstanding loans should be verified through a letter from the lender stating the balance.

II.2 Purchasing Supplies, Equipment, and Services

II.2.a Purchase Orders

Whenever possible and /or practical, expenditure requests up to \$250 and appropriated in the annual budget will be initiated in writing on a Purchase Order and approved within specified authority by the Executive Director or President

II.2.b Bids

Whenever possible and /or practical, all potential expenditures exceeding \$250 should go to bid and must be in writing and available for any Chamber member or non-Chamber member to receive a copy.

All requests for bids must include: Issue Date; Deadline; Requirements of Purchase; Payment Terms. Proposals received after the posted deadline will be declared ineligible. Comparable bids received by Chamber Members in good standing will take precedence over non-Chamber Members.

II.2.c Petty Cash

A Petty Cash account may be established at \$100.00, and the funds kept in the chamber safe. Vouchers are required for all petty cash disbursements. The Petty Cash fund is reconciled before the fund is replenished.

II.2.d Expense Reimbursement

Chamber Members and Employees are eligible to be reimbursed for pre-approved expenditures that are Chamber-related and within the approved budget. Expense requests over the amount of \$20.00 must be submitted to the chamber on a purchase order and accompanied by receipts to the Executive Director or President for approval. Expenses under the amount of \$20.00 will be reimbursed through petty cash, only with proper documentation and receipts.

Reimbursements for work-related expenses must be submitted within six months and within two weeks of the end of the current fiscal year.

II.2.e Credit Card and Purchase Card Policy

Employees may be issued a credit/debit card. The card shall be used exclusively for the benefit of the Chamber for budgeted purchases under \$250. Purchases over \$250 must go through the regular purchase order process. Any charge which is not approved by the Executive Director shall be paid by the Employee who incurred the charge.

II.3 Facility Resources, Property, and Electronic Equipment

II.3.a Office Hours

Office hours are 9 a.m. until 4:00 p.m., Monday through Friday, expect for recognized holidays. If the office must close for unusual circumstances, the closing will be in the weekly e-mail to the Members and sign on the door. The last person to leave shall be responsible for checking all doors.

II.3.b General Security

It is the intent of the Chamber to provide a safe business environment which includes personal as well as Chamber security. The protection of corporate assets, in terms of people, property, information, and operating continuity is the responsibility of every Employee and Member.

II.3.c Key Policy

All keys to the office must be signed out. Only the Executive Director, Office Manager, and others designated by the President may have keys to the office and may not give the key to another person. If a key is lost, the Executive Director and President must be notified immediately.

II.3.d Use of Chamber Property

No property of the Chamber may be removed from the Chamber office or storage facilities for any use other than that directly related to the Chamber.

When property is removed, the event is recorded in a log specifying where and how the Chamber property was used.

II.3.e Use of Communication Technology

Chamber mail, fax, voice mail, and electronic mail is provided and intended for conducting Chamber business. Regular mail, fax, electronic mail, and voice mail are the property of the Chamber. The Chamber does not provide any personal privacy rights in any messages received or sent, from or to, the Chamber's regular mail, fax, electronic, or voice mail systems. The computers are considered the property of the Chamber, and it reserves the right to monitor the equipment at any time, with or without notice to the user.

Chamber mail systems may not be used to solicit personal commercial ventures or non-Chamber solicitations, support of a particular political candidate or party, or promote outside organizations that compete with Members.

Employees who are authorized to work with confidential information on the Chamber's computers will keep such information confidential. Other Employees will not access such information, and if inadvertently gain access to confidential information, they will immediately exit from the document or program, notify a supervisor, and will keep such information confidential.

Although the Chamber's email system is intended for business use, the Chamber allows personal use if it is reasonable, and does not interfere with work and otherwise complies with the Chambers policies and procedures.

Abuse or inappropriate use of any of the Chamber's property may result in dismissal of an Employee or expulsion of a Member. This includes acts which

- Send, forward, or receive libelous, defamatory, sexual, tortuous, profane, offensive, harassing, obscene, radical, confidential, or copyrighted material.
- Forward or copy a message or attachment belonging to another user without first acquiring permission from the originator.
- Send unsolicited email messages or chain mail.
- Knowingly introduce computer virus or worms into computers or computer network systems.
- Forge or attempt to forge email messages, or disguise or attempt to disguise your identity when sending.

Section III Employment, Personnel, and Membership

III.1 Compliance with State, Federal, and Local Laws

III.1.a Equal Employment Opportunity

The Chamber adamantly supports Equal Employment Opportunity and prohibits employment decisions to be based on race, age, religion, color, marital status, national origin, honorable discharge status from the military, gender, or life style choices. All laws relating to harassment will be closely followed. This policy of Equal Employment Opportunity applies to all aspects of the employment relationship, hiring of outside vendors, and Membership in the Chamber.

III.1.b Harassment

It is the policy of the Chamber to maintain environments free of unlawful discrimination for all Employees and Members of the Chamber. Harassment based on a person's race, national origin, gender, age, marital status, religion, disability, or life style will not be tolerated.

Harassment includes (but is not limited to) name-calling, letters, jokes, e-mail, cartoons, graffiti, pictures, gestures, ethnic slurs, racial epithets, and other conduct, which is aimed at a particular Employee or group of Employees.

Sexual Harassment is also unacceptable conduct which violates this policy. It encompasses a wide range of unwanted sexually directed behavior and has been defined in the following manner:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's Employment or Membership;
- Submission to or rejection of such conduct by an individual is used as the basis for Employment or Membership decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Complaint Procedure

The following complaint and investigation procedures will apply in complaints of harassment, including sexual harassment:

1. Complaints about harassment should be reported to the current President of the Board.
2. Complaints will be thoroughly investigated. The Chamber will maintain the complaint and information obtained during the investigation with as much confidentiality as is possible under the circumstances.
3. After the investigation has been completed, a determination will be made regarding the resolution of the complaint. If warranted, corrective action will be taken.

Employees are expected to communicate any concerns in this area to the President and cooperate in an investigation so that the situation can be understood and resolved. Information regarding any allegation or complaint may be released only on a "need-to-know" basis. The Chamber will not tolerate retaliation behavior. It is also the policy of the Chamber that accusations of sexual harassment which are made without full truth or actual fact will not be

condoned. It should be remembered that accusations of sexual harassment are indeed grievous and can have far reaching effects on careers and lives of individuals.

III.1.c Disability Accommodation

The Chamber complies with the Americans with Disabilities Act and state laws to provide reasonable accommodations for disabled individuals in our workplace. A qualified applicant or employee with a disability may request an accommodation if it is needed to perform the tasks of the job. The request should be made to the Executive Director.

III.1.d Personnel Files

The Chamber establishes a personnel file at the time of employment. Employees are to report to their supervisor any changes in your name, address, telephone number, marital status, number of dependents, and who to notify in the case of an emergency. Failure to provide such information may result in incorrect determination of benefits and tax payments. The Chamber is not responsible for any loss to the Employee which occurs because of an employee's failure to provide such information.

Employees may review their personnel files by forwarding a written request to the current President. Personnel files include relevant documents concerning performance evaluations, compensation, promotions, disciplinary actions, or termination. During the review, the current President will be present. Employees may file a written request or contest to contents of the file, which will go into the file. In addition, the current President will investigate the merit of the contention.

III.1.e Driver's License and Driving Record

Employees whose job requires regular driving for business must be able to meet the driver approval standards of this policy at all times. Employees must have a valid driver's license and have personal auto insurance coverage. In addition, Employees holding those jobs must inform their supervisor of any changes that may affect their ability to meet the standards of this policy, such as a lost or suspension of license.

Employees who drive a vehicle on Chamber business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely. Employees are not permitted, under any circumstances, to operate a personal vehicle for Chamber business when any physical or mental impairment causes them to be unable to drive safely. This prohibition includes circumstances in which the Employee is temporarily unable to operate a vehicle safely or legally because of illness, distraction, inattentiveness, medication, or intoxication.

III.1.f Injury at Work

If, in connection with Chamber duties, an employee suffers an injury of any kind, the employee is required to report it immediately to the current President of the Board.

III.1.g Workplace Violence

The Chamber is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States. For this reason, it is the Chamber's policy to expressly prohibit any acts or threats of violence by a Chamber Employee, Former Employee, or Member against any other Employee or Member in or about the Chamber's facilities or elsewhere at any time. The Chamber also will not condone any acts or threats of violence against the Chamber's Employee, Members, or visitors on the Chamber's premises at anytime or while they are engaged in business with or on behalf of the Chamber, on or off the Chamber's premises.

In keeping with the spirit and intent of this policy, and to ensure that the Chamber's objectives in this regard are attained, it is the commitment of the Chamber to:

- Provide a safe and healthful work environment.
- Take prompt remedial action up against any employee who engages in any threatening or intimidating behavior or acts of violence or who uses any obscene, abusive, or threatening gestures or language, including e-mail, graffiti, etc. Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the Chamber, in its sole discretion, deems offensive, threatening, dangerous, or inappropriate will be subject to disciplinary action, up to and including discharge.
- Take appropriate action when dealing with Members, Former Employees, or visitors to the Chamber's facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- Prohibit Employees, Former Employees, Members, and visitors from bringing unauthorized firearms or other weapons onto the Chamber's premises.
- Establish viable security measures to ensure that the Chamber's facilities are safe and secure to the extent possible and to properly handle access to Chamber offices by the public, off-duty Employees, and Former Employees.

III.1.h Workplace Searches

The Chamber reserves the right to search any Employee's office, desk, files, locker, palm pilot, computer, laptop computer, electronic organizer, or any other area or article owned by the Chamber, including Chamber vehicles, whether or not such property is locked or unlocked. It should be noted that all offices, desks, files, lockers, and so forth, whether locked or unlocked, are the property of the Chamber and are issued for the use of Employee only during their employment with the Chamber.

Searches and inspections may be conducted at any time at the discretion of the Chamber. Employees should not have an expectation of privacy as to any property or articles on Chamber premises, including computers, electronic equipment, etc.

III.2 Hiring and Annual Performance Evaluation of Employee

III.2.a Hiring and Evaluation of Executive Director

The Board of Directors will be responsible for the hiring of the Executive Director. The Executive Board shall evaluate the Executive Director annually during December.

When a vacancy occurs in the Executive Director position, the Executive Board establishes a Search Committee, establishes the job description, and advertises the position regionally. The Search Committee and Executive Board identify a minimum of three candidates to interview for the position. Once the potential candidates are identified, the Executive Board conducts interviews and makes a recommendation for hire to the Board of Directors for its approval.

By December 21, the Executive Director and the Executive Board separately completes an agreed upon annual evaluation form that assesses the previous year's goals, establishes goals for the coming year, and outlines strengths and areas of personal growth. Members of the Board of Directors may submit input to the President by December 1. The President or designee meets with the Executive Director to share the evaluations before the end of the year. Others may be present at the meeting at the request of either party. During the meeting, the evaluation forms are discussed, the job description reviewed, and goals with accompanying metrics, where possible, are established for the following year. Changes, if any, in compensation or benefits take effect on the anniversary of the date of hire. The performance evaluation summary will be signed by the President or designee and the Executive Director, allowing for notations by either party. A copy of the evaluation is kept in the employee's personnel file.

III.2.b. Hiring and Evaluation of Other Employees

Additional Employees will be identified by position in the annual approved budget by the Board of Directors. The Executive Board may hire staff to fill these positions. It is the responsibility of the President to annually evaluate all Employees using a process approved by the Executive Board.

III.2.c General Hiring Procedures

Reference Checks

Before a job offer is extended to any applicant for a position at the Chamber, the applicant's background and references will be checked. The Chamber may investigate an employee's background, employment history, credentials and qualification at any time during the employment relationship.

Training and Introductory Period

The training and introductory period (first 90 days) is intended to give new Employee the opportunity to demonstrate abilities to achieve a satisfactory level of performance and to determine whether the new position is mutually acceptable. The Chamber uses this period to evaluate employee capabilities, work habits, and overall performance. Either the Employee or the Chamber may end this training/introductory period or the employment relationship at will at any time during or after the training and introductory period, with or without cause or advance notice.

III.3 Employee Conduct

III.3.a Expectations of Employees

Interpersonal Relations

Employees are expected to provide prompt and courteous service, including positive communications and demeanor, towards all Members and all internal and external individuals and groups.

Protection of the Chamber's Assets and Relationships

It is expected that each employee will conduct his or her daily duties in such a way as to protect Chamber assets and property, which includes proper use of equipment and/or facilities. It is further expected that Employee will support and uphold relationships the Chamber has established, and in no way interfere with those relationships. The Chamber has expended substantial time and effort in developing these assets to benefit and serve its Members.

Gifts and Favors

The Chamber does not prohibit the courtesies commonly associated with acceptable business practices.

Political Activities/Involvement

The Chamber as an entity does not endorse any political candidate or issue. Participation by Employees in the local, state, and national political process is encouraged. However, Employees may not make public statements concerning political candidates in a way that can attribute the opinions to the Chamber.

III.3. b Employee Misconduct

Misconduct

Misconduct includes any conduct, on the job or off the job that disregards the standards of behavior that an employer has the right to expect of the employee or disregards the employee's duties and obligations to the employer. All Employees are required to follow the policies, procedures and/or instructions provided by any Chamber document, including this

manual, as well as the instructions, either verbally or in writing, from a supervisor, any other employee or person to provide instruction.

Employees should never act in a way that is or could be reasonably construed as lacking in integrity, or as being dishonest or fraudulent. In some cases, the failure to act or failure to provide required information would also be dishonest or fraudulent. Dishonest or fraudulent acts include, but not limited to, the misappropriation of money or other assets, falsification of information or records that distort financial reporting or operational control, whether such acts were for financial or personal gain, or to avoid scrutiny of work or records.

An employee who knows of, or reasonably suspects, a violation of the legal, ethical or business standards set forth in our policies, should report the matter to the current President in writing.

Examples of activities which constitute fraud, unauthorized possession or dishonesty include, but are not limited to:

- Falsifying Chamber or employment records, including applications for hire, statements in interviews, and timesheets
- Unauthorized possession or destruction of Employee or Chamber property
- Misrepresentation of the Chamber, including unauthorized use of Chamber property such as stationery, forms and records.
- Deliberate concealment of any Chamber document.

III.4 Compensation and Benefits

III.4.a Hours of Work and Overtime

The Chamber is generally open 9:00 a.m. to 3:00 p.m., Monday through Friday.

The Chamber complies with applicable laws that require the employer to maintain records of the hours worked by Employee. Employees are required to complete weekly time sheets.

Non-exempt employees are eligible for overtime or compensatory time at one and a half times their regular hourly rate for all hours worked in excess of forty hours per week, Sunday through Saturday. All compensatory time must be pre-approved by the President. All compensatory time must be used by the end of the year.

III.4.b Compensation and Paychecks

At the time of hire, a rate of compensation and status of employment will be documented in writing, along with the benefits afforded that employee. Any differences in compensation and benefits established in writing at the time of hire supersede the policies and procedures enumerated below.

Employees will normally be paid by Automatic Deposit on a bi-weekly basis.

III.4.c Holidays & Absence Leaves

Paid Holidays

The Chamber provides Employees (6) six holidays off work per year with pay. Employees on approved leaves of absence over a holiday are not eligible for holiday pay.

Holidays falling on a Saturday will be observed on Friday. When a holiday occurs on Sunday, it will be observed on Monday.

Scheduled Holidays:

New Year's Day January 1
Memorial Day Last Monday in May
Independence Day July 4
Labor Day First Monday in September
Thanksgiving Day Fourth Thursday in November
Christmas Day December 25

The Chamber offices will be closed on these holidays.

Reporting an Absence

Employees must report an absence within one-half hour of his/her scheduled "starting time," unless reasonable extenuating circumstances prohibit such reporting. The Employee should state the estimated length of the absence or expected time of arrival. Employee should continue to report absences on a daily basis unless otherwise instructed.

Unauthorized Leave

Failing to show for work or report an absence is considered unauthorized leave, whether it is for a portion of the day or the entire day. If an employee is absent from work and fails to properly contact their supervisor or other authorized management representative for three consecutive work days, the employee will have abandoned their job, voiding the employment relationship, and will be removed from role as having resigned. Absences of less than three consecutive calendar days without proper notification may result in corrective action.

Inclement Weather or Work Cancellation:

In the event of inclement weather, Employees are expected to make all reasonable efforts to report to work. If an employee is unable to report to work, the supervisor must be contacted immediately. Employee may use comp. time or work extra hours for time missed due to inclement weather.

If the Chamber must close due to weather or other unforeseen circumstances, the Executive Director shall receive written (including electronic) permission from one or more members of the Executive Committee to close the Chamber office, and shall make all reasonable efforts to notify the Employees immediately upon the determination of closing.

Unpaid Leaves of Absence

At the discretion of the President, Employees may request and be granted a leave of absence without pay to manage personal affairs or direct full attention to extraordinary situations. Upon returning to work, an employee will return to the same position held prior to the leave, only when business situations allow. Employees are not allowed to work elsewhere during a period of leave of absence.

Jury Duty and Court Dates

Employees on jury duty are not compensated by the Chamber. A copy of the documents you receive should be given to your direct supervisor. Employees are expected to keep their immediate supervisor aware of their daily jury duty requirements.

Employees are not compensated by the Chamber when they are subpoenaed to testify as a court witness, nor are they compensated for appearing in court as a plaintiff or defendant, unless the appearance has been requested by the Chamber.

Voting Time

Employees are allowed a maximum of two (2) hours of unpaid time off each Election Day to vote.

Military Service:

Employees who are members of a United States Military Reserve or a state National Guard unit will be granted an unpaid leave of absence for the days covered by the documented military orders.

Final Paycheck:

All Employees separating from the Chamber will be paid any wages due for hours worked on the next regularly scheduled payday. Any other moneys due the employee will also be paid in accordance with Chamber policies.

III.5 Problem Resolution and Separation of Employment

III.5.a Problem Resolution Process

The relationship between Chamber and the Employees is of utmost importance. Employees should discuss any problems with the President.

III.5.b Separation of Employment:

Resignation / Voluntary Termination

Employees who wish to resign from the employment of the Chamber are expected to notify the President in writing. Employees are urged to give their supervisors no less than two weeks written notice prior to the termination date.

The Chamber may conduct an exit interview to give the employee an opportunity to comment in private on the reasons for leaving and to return all property belonging to the Chamber. The Employee may request to speak with the President. The final pay check will be provided to the resignee.

Termination of Employment

In an at will employment state, the Chamber may exercise its right to terminate employment.

III.6 MEMBERSHIP

Eligibility

Any firm, group, corporation, partnership, estate, association, non-profit or for-profit organization, or individual willing to support the purpose of the Chamber shall be eligible for membership in the Chamber.

If a firm, group, corporation, partnership, estate, association, or non-profit or for-profit organization undergo a change of ownership and the subsequent new business owner or corporation desire membership in the Chamber, the new business or organization shall be required to join the Chamber as a new member at such time.

III.6.a Application/Election

Applications for membership shall be in writing, on forms provided for that purpose, and signed by the applicant.

III.6.b Dues

Membership dues shall be at such rates, schedule, or formula as may be from time to time prescribed by the board of directors, payable in advance. If any member shall fail to pay their dues within ninety (90) days, their membership shall be forfeited.

To participate on the Board of Directors and/or a Chamber Committee, the business represented by the individual must be current in dues payment.

III.6.c Termination

1. Any member may resign from the Chamber upon written request to the board of directors. Members are considered liable for dues to the date the resignation is received.
2. Any member shall be expelled by the board of directors by a two-thirds vote for nonpayment of dues after ninety (90) days from the due date, unless otherwise extended for good cause.
3. Any member may be expelled by two-thirds vote of the board of directors, at a regularly scheduled meeting thereof, for conduct unbecoming a member or prejudicial to the aims or repute of the Chamber, after notice and opportunity for a hearing are afforded to the member complained against.
4. No resignation shall relieve the resigning member of the obligation to pay dues or other accrued unpaid charges.
5. Upon termination or resignation, the member agrees to surrender to the Chamber materials considered to have a bearing on membership.

III.6.d Powers and Duties

The members of the Chamber shall:

1. Elect members of the board of directors as provided in Article III.
2. Upon request of the board, consult and advise with it about any matters affecting the Chamber.
3. Explain the purposes and methods of operation of the Chamber and promote its growth.
4. Encourage application to the Chamber by non-members and direct the attention of the appropriate agent(s) or committees of the Chamber to these applicants.
5. As individuals, advise members of the board of directors and Chamber staff of the resources, needs, business problems and/or opportunities for growth, and as far as possible participate in Chamber activities for the benefit of all members businesses.

III.6.e Event Planning Procedure

Events planned and executed by the Chamber of Commerce shall follow these. If any communication between committees required by this policy becomes unreasonably delayed, the Executive Committee can be used in substitute. Events which are run through the Chamber in cooperation with, or in partnership with, other area organizations, are not subject to these guidelines. Such events and committees will be subject to the directions of the President and/or Executive Committee.

A representative of our Marketing Agency of Record will be an Ex Officio member of all event committees and shall handle all marketing efforts unless the Marketing Agency of Record delegates such responsibility to a competent and willing committee member.

- President appoints chairman of event committee. Additional people may be appointed to the committee by the president. Other members of the committee may be appointed by the committee chairman.
- Committee shall set a meeting schedule that allows for ample planning time, i.e. some events require 6 months to plan, others 8 or more.
- Choose event name, date, and location ASAP. Before a date can be chosen, research shall be conducted on various dates, times, etc., to confirm there is no conflict with other area events, e.g. school athletics, holiday festivals, in house events, other non-profits.

- Supply the Marketing Committee and Finance Committee with a completed copy of the Event Details & Planning Sheet, along with a proposed event budget. These Committees shall place the event on their immediately following agenda for discussion.
- After approval from the finance & marketing committees, and/or necessary changes/updates are made to the event, the Executive Director shall place the event, along with its budget, on the immediately following Executive Committee Meeting for final approval.
- After approval, the Chairman of the event shall conduct regular meetings with their committee as necessary. There shall be a report on the event on the agenda at each subsequent board meeting, until such a time that the committee ceases to meet, and the event is completed.
- No later than 14 days after the conclusion of each event, the Committee shall hold a review meeting to discuss the event's outcome and opportunities. This meeting shall be used to make recommendations for changes, wrap up any loose ends (e.g. financials), and to review any data from follow-up surveys.

III.6.f Voting Privileges of Members

Members of the Chamber in good standing are entitled to one vote per dues-paying entity.