

By-Law Changes that were made in 2015

DARDANELLE CHAMBER OF COMMERCE
By-Laws
March 18, 2015 December 9, 2015 NEW

Article 1
Name and Object

Section One

The name of this organization shall be the Dardanelle Chamber of Commerce.

Section Two

The Dardanelle Chamber of Commerce is organized for the purpose of advancing the commercial, agricultural, industrial, and civic interests of Dardanelle, Arkansas and its trade area.

Section Three

The Dardanelle Chamber of Commerce shall be non-partisan, non-sectional, non-sectarian and shall take no part in, or lend its support to the election or appointment of any candidate for public office.

Article II **Membership**

Section One

Any reputable person, association, corporation, partnership, or estate shall be eligible for membership in the Dardanelle Chamber of Commerce.

Section Two

Membership investments shall be at such a rate or rates, schedules or formulas as may be from time to time prescribed by the Board of Directors, payable annually, semi-annually, or quarterly, in advance.

Section Three

Members investing in excess of the established minimum investment may for each additional unit of investment assign one additional membership representative provided that no firm shall be entitled to more than ten (10) votes in the Dardanelle Chamber of Commerce affairs, regardless of their investment or assigned members.

Section Four

Each duly assigned member shall be entitled to one vote.

Section Five

Any members who are in arrears in their investment for more than ninety (90) days are automatically suspended and classified as not in good standing. No member may exercise his right to vote, hold office, or serve is not in good standing. No member may exercise his right to vote, hold office, or serve on a committee of the Dardanelle Chamber of Commerce while suspended.

Section Six

Any member whose investment is currently paid may resign from the Dardanelle Chamber of Commerce by a letter addressed to the Board of Directors.

Section Seven

Members may be expelled under the following circumstances.

- A. Any member six months or more in arrears in payment of his Dardanelle Chamber of Commerce investment shall be subject to expulsion by a two-thirds (2/3) vote of the Board of Directors after a ten (10) day notice has been given to the member in writing affording him the opportunity to appear before the Board and explaining his position.
- B. Any member may be expelled by a two-thirds (2/3) vote of the Board of Directors at a regularly scheduled meeting thereof for conduct unbecoming a member or prejudicial to the aims or reputation of the Dardanelle Chamber of Commerce, after notice and opportunity for hearing is afforded the member.

Section Eight

Any member expelled for non-payment may not be re-instated for a period of one (1) year unless all current payment pledges are paid in full.

Article III **The Board of Directors**

Section One

The Board shall consist of 5 Elected Board members: Chairman, Vice I, Vice II, Vice III, and Vice IV elected for a 5 year term and they will move up each year until they reach Chairman, having been a member or representative of a member for one (1) year prior to the election. The rest of the Board will consist of 4 members elected for a one year term, making a total of 9 members and 5 other Ex Officio members, Mayor, County Judge, Superintendent of Dardanelle Schools and Arkansas Tech University Representative and these five members may be appointed by them. If these offices do not wish to send a Representative, they can be appointed by Chairman, except for Ex Officio Chairman. Each year the Election will be as follows, the membership will elect Vice IV for 5 year term and 4 one year term individuals. If one of the Vice Chairs resign during the year there would be a place on the ballot for whatever position, Vice II or Vice III, to be elected to finish term. The Treasurer can be a board member but does not have to be, but the Treasurer should have full privileges for a board member voting etc. See Article IV Section Four.

Section Two

The following shall, by virtue of the office occupied, be ex-officio members of the Board of Directors:

- The County Judge of Yell County or appoint a representative
- The Mayor of Dardanelle or appoint a representative
- The Superintendent of the Dardanelle Schools or appoint a representative
- The President Arkansas Tech University or appoint a representative
- The retiring President, if his/her elected term has expired, shall automatically continue on the Board of Directors with full privileges for one (1) year.

Section Three

The President may, with the consent of the Board of Directors, appoint up to five (5) Dardanelle Chamber of Commerce members to a one- (1) year term as Associate Directors. All Associate Directors shall have full Board of Directors privileges during their term.

Section Four

Ten (10) days prior to the date set for the Annual Election of the Directors, the President shall appoint an election committee consisting of three (3) members of the corporation who shall have general charge of the election.

Section Five

Nominations shall be made prior to the election by means of a direct primary. A ballot accompanied by the membership roster shall be mailed to each member, who may designate as many candidates as there are directors to be elected.

Section Six

From the members receiving the highest number of votes in the primary who are willing to serve as Directors, attend Directors meetings, and discharge the duties as Directors, twice the number of directors to be elected shall be declared nominated and their names shall be placed on the Official Ballot.

Section Seven

Voting shall be by individuals only and no member shall cast more than one (1) vote. Persons whose memberships have been assigned shall vote as individual members.

Section Eight

Voting shall be by secret ballot delivered to the Executive Director prior to 3:00 p.m. on the day set for the election.

Section Nine

The President shall appoint, from the members in good standing who are not candidates, subject to the approval of the Board of Directors, a committee of three judges to have supervision of the election. Their duties shall be to conduct and supervise the election, receive the ballots and determine the validity of each, and to count the ballots.

Section Ten

Election of new Directors shall be held in November of each year.

Section Eleven

The Board of Directors shall meet at regular periods, the time to be set by the Board. The office of any Director who shall be absent from four (4) business meetings of the Board of Directors shall be automatically vacant. Vacancies on the Board of Directors or among the officers shall be filled by order of votes received by candidates who were defeated in the last election.

Article IV

Section One

The President shall preside at all meetings of the Dardanelle Chamber of Commerce and of the Board of Directors, and perform all duties incident to this office. He/she shall, subject to the approval of the Board of Directors, appoint all committees and he shall be an ex-officio member of all committees.

Section Two

The Vice President shall act in the absence of the President. In the absence of both the President and the 1st Vice-President, 2nd Vice President, 3rd Vice President and 4th Vice President a member of the Board of Directors shall be chosen to act temporarily. The First-Vice President shall also direct whatever phase of the Dardanelle Chamber of Commerce's operations that may be assigned to him by the President.

Section Three

The Treasurer shall supervise the receipt and disbursement of funds of the Dardanelle Chamber of Commerce. He/She shall be the Chairman of the Finance Committee.

Section Four

The Executive Committee shall consist of the President, Vice President, Treasurer, immediate Past President, and other members of the organization to be appointed by the President, not to exceed four (4). The Executive Committee shall act for the Board between meetings of the Board in case of an emergency or in the absence of a quorum thereof. The Executive Committee shall serve as the Budget Committee, shall be responsible for the preparation of the Annual Budget, and after its approval by the Board of Directors, be responsible for its administration.

Section Five

The Board of Directors may hire and have the authority to discharge the Chief Executive Officer who shall be the Executive Vice President of the Dardanelle Chamber of Commerce. The Executive Vice President shall be charged with the general supervision, and management of the office and business affairs of the Dardanelle Chamber of Commerce. He/She shall perform the duties of the secretary, act as legal agent, and shall conduct the correspondence, preserve the records, documents, and communications, keep books of accounts, prepare monthly financial statements, maintain an accurate record of the proceedings of the Dardanelle Chamber of Commerce, the Board of Directors, and the Executive Committee. He shall engage and discharge and have supervision over all employees including establishing or determine their duties and compensations in accordance with the adopted budget, policies, and procedures approved by the Board of Directors.

Section Six

In lieu of a full-time Executive Vice President, the Board of Directors may elect to utilize the services of a part-time Executive Vice President. The duties, compensation, and length of time of service to be set by the Board at the time the services are utilized.

Article V **Committees**

Section One

The President, with the approval of the Board of Directors, may create and appoint whatever committees he deems necessary to facilitate the work of the organization. The President and/or a designated Vice-President shall be an ex-officio member of all committees. All committees shall operate subject to the Chamber's By-Laws, policies and procedures as in effect.

Section Two

If any member of any committee is absent from three (3) consecutive meetings for reasons which the Board has failed to declare to be sufficient, his/her resignation shall be deemed to have been tendered and accepted and he may be immediately replaced.

Section Three

It shall be the function of the committee to perform the duties assigned to them by the Board of Directors. No standing or special committee shall represent the organization in advocacy or in opposition to any project without the specific confirmation of the Board or such confirmation as may be clearly granted under the general powers delegated by the Board of Directors to that committee.

Article VI **Meetings**

Section One

The annual meeting of the Chamber shall be held as soon as practicable after the close of the fiscal year, at a time and place to be determined by the Board of Directors.

Section Two

Chamber of Commerce General Membership meetings may be called by the President at any time or upon petition in writing from any ten percent (10%) of the membership in good standing. Notice of such meeting shall be emailed or mailed to all members at least five (5) days in advance of such meetings.

Board meetings may be called by the President or by written application of three (3) members of the Board. Notice shall be given to each Director at least five (5) days in advance of such meetings.

The Board of Directors shall meet at least twelve (12) times per year or once a month, or as often as they may wish to set.

The President or Committee Chairman may call committee meetings at any time.

Section Three

At any general membership meeting, ten percent (10 %) of the member present shall constitute a quorum.

At committee meetings, a majority shall constitute except when a committee consists of more than nine members; five shall then constitute a quorum.

7 or 50% elected Directors shall constitute a quorum of the Board.

Section Four

The proceedings of all Chamber meetings shall be governed by and conducted according to the latest edition of Robert's "Rules of Order".

Article VII

Finances

Section One

All money paid to the Chamber shall be placed in a general fund, except that money subscribed or contributed for a specific purpose shall be so designated on the books of the organization.

Section Two

No obligation or expenses shall be incurred and no money shall be appropriated or paid except within regulation adopted by the Board of Directors.

Section Three

Any expenditure of the Chamber monies not listed in the primary budget shall be given to the Budget Committee for their consideration, then the item shall be presented to the Board of Directors along with the recommendation of the Budget Committee.

Section Four

The fiscal year of the Chamber shall end the thirty-first day of December.

Section Five

By November 15th of each year the Executive Committee shall submit an estimated budget for the general operation of the Chamber to the Board of Director's for approval. The budget shall go into effect on January 1st of each year.

Article VIII

Dissolution

Section One

The Chamber shall use its funds only to accomplish the objectives and purposes specified in the By-laws and no part of said funds shall, be distributed to the members of the

Chamber. On dissolution of the Chamber, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organization to be selected by the Board of Directors.

Article IX
Property of the Chamber

Section One

Any property belonging to the Dardanelle Chamber of Commerce whose value is in excess of ten dollars (\$10) may be disposed of only through public auction. Notice of the sale shall be published at least two (2) weeks in advance of the sale. Property will then be sold to the highest bidder. If no bids are received, the Budget Committee can make a decision on how to dispose of the said property.

Article X
Amendments

Section One

These By-laws may be amended by two-thirds (2/3) vote of the members in good standing present at the Annual Meeting or special meeting of the Chamber of Commerce. Provided, notice of the intent to change the By-laws be published in a newspaper or broadcast over a radio station operating in the Dardanelle, Arkansas area, and a copy of the proposed By-laws be mailed to each member at least two (2) weeks in advance of the meeting.

POLICIES

ORIENTATION PROCEDURES

It is important that officers, directors, committee chairs, committee members and the general membership have a good understanding of the organization. This can be accomplished through scheduled orientation sessions. Officers, directors and committee chairs can be required to attend an orientation session during the first two months of their term. Committee members and general membership, especially new Chamber members are invited and encouraged to attend an orientation.

Program Content

- A. Welcome by the President or Orientation Committee Chair.
- B. Chamber objectives
 - 1. By-laws
 - 2. Program of work
 - 3. Committee Structure
- C. Overview of Chamber activities and accomplishments
- D. Orientation Questionnaire.

MEMBERSHIP LIST AND DIRECTORY

Membership list are available to any Chamber member for no cost. Membership list (name and address), on labels, are available to any Chamber member for a \$20.00 fee.

Membership list or labels are available to non-members for a cost of \$100.00.

One copy of the membership directory will be available to each member business at no cost. Businesses that are members and purchased an ad in the directory will be provided up to four copies of the directory at no cost.

Additional copies will be available to Chamber Members at a cost of \$5.00 each. Non-members cost is \$10.00 each.

INCOME AND DISBURSEMENT PROCEDURE

Any other person, business or organization in the collecting of funds may not use the name of the Chamber of Commerce. Special permission to use the Chamber's endorsement may be granted by the Board of Directors only.

The Chamber of Commerce may perform a service for other organizations by depositing and disbursement of funds for a special event, activity or purpose. The Board of Directors will approve such service and set or waive any fees. A monthly financial report of each such fund will be presented to the Chamber of Commerce Board of Directors and to the sponsoring organization.

INCOME

1. The Executive Director opens the mail and receipts in all income.
2. Deposits should be made each day to take full advantage of interest bearing accounts.
3. Deposits should be made in the general operating account except for funds earmarked for a specific purpose.
4. Current accounts are as listed: General Operating and Special Events Account.

DISBURSEMENT

1. All invoices shall be given to the Executive Director for approval.
2. All invoices will be stamped with date received, date paid, check number and amount paid.
3. Paid invoices are filed alphabetically by vendor.
4. Check stubs are coded by expense account number and posted by computer each month.
5. All income, expense statement, copy of all check stubs, copy of last month's bank statement, copy of time sheets for the month and balance sheet will be available for the Board of Directors and mailed out to them one week prior to the monthly Board meeting.

MEMBERSHIP RECORDS PROCEDURE

TO ADD A MEMBER:

1. Membership in the Chamber of Commerce must be on an official application form signed by the applicant and accompanied by appropriate payment.

2. Complete form or memberships, register and file.
3. Complete input of information into the computer membership register.
4. Add to new membership list: Name, contact person, amount of dues and person who solicited membership.
5. Type welcome letter and mail.
6. Take plaque to the new member and introduce yourself.
7. Make a file-folder, file application, copy of welcome letter, and other documents in active member file.

TO DELETE A MEMBER

1. Remove form from membership register, write "dropped", reason and date.
2. Remove from active status on computer, record dropped date and reason.
3. Add to drop list, reason for dropping and the amount of dues.
4. Remove file from active member file and place in Dropped file.

HOW TO PROCESS NEW MEMBERS

1. Add member on computer
 2. Add reps
 3. Post dues charged
 4. Post payment
 5. Make member file
 6. Add to new member list
 7. Include name in upcoming newsletter
 8. Send new member packet
- Welcome letter
 - Membership plaque
 - Directory
 - Annual report

- Newsletter

9. File copy of welcome letter in their file with their membership application.

COMMITTEE MANAGEMENT

Committee meetings are held on a regularly scheduled basis or called by the President; the Chairman of the Committee or the Executive Director as the need arises. The Executive Director will:

1. Confer with committee chair and president to select meeting date.
2. Discuss agenda with chairman prior to sending notification card.
3. List agenda items on card.
4. Be sure chairman and committee members understand that all meetings, including subcommittee meetings, must be scheduled through the Chamber office. Need to check each other's calendars and not schedule two meetings at the same time if possible.
5. Be sure chairman and all members know that the Chamber staffs are there to assist and to insure that Chamber policy and procedures are followed.
6. Prior to meeting, decide what details need to be covered. Keep detailed minutes, type up as soon after the meeting as possible, and file one copy in the minute book, noting any items that should be followed upon.
7. Always read minutes prior to taken to the chairman for the next meeting to see what should have been accomplished. Will need to contact members that had a task to be sure it was done and to see if they may need help from you.
8. Always schedule meetings a week in advance so proper notification can be sent.
9. When calling to remind of meetings, ALWAYS talk to the person if at all possible and ask if they are coming to the meeting. If the committee member is not available, ask their secretary (or whomever you talk with) if they know if they are planning to attend.
10. Keep President informed of actions and activities.

PROCEDURES FOR COMMITTEES

1. Committees are named as determined by the program of work.
2. Chamber President designates committee chairman.
3. President, committee chairman and staff name committee members.
4. Committee Chairman and staff set date and time for organizational meeting.

- 5 Staff will E-mail and or make reminder phone calls of meeting times and place.
- 6 Committee Chairman and staff set items to be discussed and determined by program of work.
- 7 At meetings the President, staff and committee chairman give a broad overview of the project or program.
- 8 Committee Chairman conducts the meeting. Each meeting should:
 - a. Determine specifics or details that should be accomplished at this meeting.
 - b. Develop a time line for completion.
 - c. Assign task or sub-committees.
 - d. Does a wrap- up at the end of each meeting to be sure everyone knows what is expected of them and the completion date.
 - e. Set the next meeting date.
- 9 Staff will take notes and prepare minutes. Minutes will be mailed to chairman and reviewed at next meeting.
- 10 All publicity will be coordinated with and released by staff upon approval of the Board.
- 11 Staff is responsible to insure that Chamber policy and procedures are adhered to at all times.
- 12 All finances and expenditures are the responsibility of the staff.

CITIZEN OF THE YEAR PROCEDURE

1. Selection:
 - a. Nominations should be received prior to the Chamber Election Committee's last monthly meeting of the year (usually December). Nominations will be received and the candidate selected at this meeting by number of votes received from the ballot.
 - b. The Chamber web site should also contain an article asking for nominations.
 - c. The name of the person chosen will be announced up to 4 weeks before the Banquet. The spouse, family and co-workers will be encouraged by the staff to purchase tickets and attend the banquet.
2. Responsibilities:

- a. Last year's recipient is informed and asked to introduce and present the plaque to the current winner.
 - b. The reigning Citizen of the Year serves as Grand Marshal of the Christmas Parade.
3. Nomination Criteria:
- a. Must be a resident or work in Dardanelle for at least 3 years
 - b. Contributions over several years will be considered, but nominee should still be viable part of the community.
 - c. Nominee should have served in a leadership role and not just as part of a committee or group.

EQUIPMENT LENDING POLICY

This policy is developed to insure that the Dardanelle Chamber of Commerce shows support of members, civic and charitable organizations by lending available equipment while maintaining fiscal responsibility to these items.

1. Equipment will be available to lend only at such times that it is not scheduled to be used by Chamber staff or committees.
2. Equipment shall be picked up the day it is to be used and returned the day following final use.
3. Person/group borrowing equipment will be responsible for repairing or replacement of any damaged, broken, or lost equipment.
4. Person/group borrowing equipment will be required to sign Equipment Lending Form.

**DARDANELLE CHAMBER OF COMMERCE
EQUIPMENT LENDING FORM**

Equipment name and/or identification# _____

Date: _____

Date to be returned: _____

Person/group: _____

I understand that I will be responsible for the replacement of damaged, broken or lost equipment while in my possession.

Signature of responsible person

Witness Signature

Address

Telephone

**DARDANELLE CHAMBER OF COMMERCE
POLICY
FOR FILLING THE UNEXPIRED TERM
OF THE OFFICE OF PRESIDENT**

This policy is adopted to clarify the intent of the Bylaws governing the Dardanelle Chamber of Commerce.

In the event of a vacancy of the office of President of the Board of Directors, the First Vice President will be asked to assume that office. Should the First Vice President decline; the Second Vice President will be asked to assume that office. Should the Second Vice President decline; the Election Committee will be asked to submit to the Board of Directors a nomination for President.

GROUP DISCUSSION GUIDELINES

- 1. The Role of the Committee Chairman:**
 - a. Make sure there is clarity among the group and agreement on the task and goals.**
 - b. Facilitate discussion so that each person on the committee has time and opportunity to speak. Ask leading questions to help individuals express their ideas or opinions.**
 - c. Keep discussion focused on the issue or task of the committee.**
 - d. Summarize in writing the basic ideas or decisions of the committee. Read it back to the group to be sure you have captured the sense of the group.**

- 2. Role of each committee:**
 - a. Help each person feel at ease in expressing their ideas by accepting what they say without negative criticism. Different interpretations of the issue are valuable input.**
 - b. Participate – express your opinions even if different than those expressed by others.**
 - c. Stay on the issue or topic under discussion.**
 - d. Volunteer to perform tasks.**

**DARDANELLE CHAMBER OF COMMERCE
ORIENTATION QUESTIONNAIRE**

1. Why did you want to join the Dardanelle Chamber of Commerce?

- Recommended by a friend**
 - Was asked by a member**
 - Good for my business**
 - Social aspects to meet people**
 - Assume a leadership role**
 - To support the Dardanelle business community**
 - Other (please specify)**
-

2. How can the Dardanelle Chamber Commerce help you?

- Be informed of activities**
 - Support (please specify)**
-

Other (please specify)

3. What do you want to offer the Dardanelle Chamber of Commerce?

- Financial commitment to benefit community**
 - Serve on a committee (please specify area of interest)**
-

4. What characteristic(s) do you have to offer the Dardanelle Chamber of Commerce?

- _____ **Time**
- _____ **Leadership skills**
- _____ **Business expertise**
- _____ **Special knowledge area (please specify)**

- _____ **Other (please specify)**

AFFIRMATIVE ACTION PLAN

The Dardanelle Chamber of Commerce is an Equal Opportunity Employer. Its Affirmative Action guidelines are as follows:

- A. Recruit, hire, train and promote all individuals without regard to race, religion, creed, color, national origin, sex or age.
- B. Employment efforts are based upon obtaining the best-qualified applicants through non-discriminatory assessment or an individual's qualifications for position to be filled.
- C. Personnel procedures and practices with regard to training, promotion, compensation, demotion, layoff or termination are to be administered with due regard to job performance, experience and qualifications but without discrimination because of race, color, religion, sex, age or national origin.
- D. All recruitment advertising will clearly indicate Dardanelle Chamber of Commerce's status as an Equal Opportunity Employer.
- E. All activities of the Chamber of Commerce that involve the total membership or the general public will be available without regard to race, color, religion, sex, age or national origin.
- F. The President, under the direction of the Board of Directors, shall be responsible for implementing the policy and programs.

JOB DESCRIPTION

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EMPLOYMENT BENEFITS

DISMISSAL

The Board of Directors may terminate employees for reasons where work has not proven satisfactory, i.e., repeated absence from work, negligence of assigned duties, or other acts that may be detrimental to the Chamber.

General disclaimer: Employment with Dardanelle Chamber of Commerce is not guaranteed and can be terminated by either party for any reason at any time.

RESIGNATION

An employee considering resignation should discuss the situation with his/her supervisor before making a final decision. Employees are requested to give written notice of their resignation to the President which will report to the Board of Directors. Two weeks' notice is expected from all resigning employees.

ATTENDANCE AND PUNCTUALITY

Each employee plays an important role in getting a day's work done. Absenteeism and tardiness, even for good reasons, is disruptive to our daily operations and interferes with our ability to serve the community, therefore, every employee is expected to be at work on time each day. Regular attendance is an essential part of each employee's job function with the Chamber.

1. Employee attendance records will be kept by the President and this policy will be administered evenly to all employees.
2. An absence occurrence is defined as an absence from the job uninterrupted by a return to work.
3. The following is the corrective discipline required for occurrences in excess of standards:
 - a. An employee who has six occurrences in a 12 month period will receive a verbal counseling informing him/her of the consequences of continued occurrences.

- b. An employee who has eight occurrences in a 12 month period will receive a written warning informing him/her of the consequences of continued occurrences.
 - c. Termination will result if an employment has more than ten occurrences in any 12 month period.
4. **LACK OF NOTIFICATION**-an employee absent from work who does not notify the President or Vice President (in the absence of the President) may be terminated as a no-call/no show. If at any time you will be late to work you will need to call the President and report why you are late and your estimated arrival time.

HOURS OF WORK AND LUNCH PERIODS

Regular office hours are from 8:00a.m. to 5p.m., Monday through Friday. Each employee will be allowed one hour daily for lunch. This is to be taken from 12:00-1:00 except when there is a meeting held for Chamber business then the lunch hour may be taken from 11:00-12:00 or 1:00-2:00. If lunch is not taken it cannot be utilized at the end of the day. Attendance at meetings, functions and deadlines will occasionally necessitate work outside normal office hours.

COMPENSATION TIME

If required by chamber activities to work on the weekends or holidays, employees shall be given compensatory time off. Comp. time must be taken within the year and cannot be carried over. Comp. time must be turned in on your weekly time sheet and you must let the President know what days you will not be in the office. Comp. time is given as follows.

YELL FEST 2 DAYS

CHICKEN FRY 2 DAYS

SICK LEAVE

When employees are ill or have an accident, they should notify the President or Vice President (in the absence of the President) of the Board of Directors one (1) hour before Scheduled work time explaining the reason for absence and expected date of return. A cell phone is provided and you are expected to call for any reason that you will not be in the office. All regular full time employees will be allowed 6 sick days per year to accumulate at the rate of ½ day per month. The sick time will start accumulating on the first day of work but cannot be used until employee has worked 90 day probation period.

Unused sick leave will not be paid upon termination and cannot be carried over from year to year.

Illness of a child or immediate family member will be treated as employee illness.

Second consecutive sick day requires a doctor's statement when returning to work.

Employees with no accrued sick or annual leave may be granted reasonable leave without pay upon approval of the President of the Board of Directors.

BEREAVEMENT DAYS

Full time employees will be eligible for bereavement days after the employee completes 90 days of employment. Up to three days pay for regularly scheduled work days missed due to the death of an immediate family member (see list of family members below) will be made per year. Additional days of leave may be granted **without pay** with the approval of the President. **Proper notice must be given to the President.**

Immediate family members include the following:

Up to 24 hrs: Spouse, Mother, Father, Children, Stepchildren, Brother or Sister.

Up to 16 hrs: Grandmother, Grandfather, Mother-in-law, Father-in-law.

Up to 8 hrs: Great Grandmother, Great Grandfather.

VACATION

Vacations may be taken at any time during the year, but must be pre-arranged with the Board of Director's to avoid conflict with the scheduled and other work of the Chamber that may require the presence of the staff member. Vacation cannot be taken 30 days prior to any event. No more than one employee may be on vacation at the same time. In the event of a conflict, preference will be given in the order request were turned in.

VACATION ELIGIBILITY SCHEDULE

One week- after the completion of one year full time employment

Two weeks- after the completion of two years full time employment

VACATION TIME CAN NOT ACCUMULATE FROM YEAR TO YEAR.

Should a holiday that is observed by the Chamber of Commerce occur during an employee's vacation, it is not charged against the employee's vacation time.

PAID HOLIDAYS

The holidays regularly observed by the Chamber of Commerce are:

New Year's Day

Memorial Day

Labor Day

Thanksgiving Day

Christmas Day

Independence Day

These are the only paid Holidays. If there are days the employee would like to take that are not listed he/she may request to use Vacation time or Comp. time
Designated holidays falling on Saturday or Sunday will be observed as determined by local custom.

INSURANCE

Insurance is not available at this time.

JURY DUTY AND MILITARY LEAVE

The Chamber of Commerce supports your responsibility to perform your civic duty. If you are summoned for jury duty, you will receive regular pay for the time taken from your scheduled work up to a maximum of five workdays per year. You must provide certification of the jury duty to the President for the records.

Military reserve will be paid the difference between regular pay and the amount received while in training.

PERFORMANCE AND CONDUCT POLICY

One of the necessities in any industry is the establishing of a basic understanding of what is expected of each employee in regard to performance, quality adherence to policies and conduct. The following are work rules under which the Chamber of Commerce will operate. These work rules may be changes, added to or deleted as necessary. The misuse, abuse or non-adherence to any of these or other generally accepted rules of conduct will be sufficient reason for disciplinary action that may include termination. The sequence of their presentation has no significance as to their relative importance.

CONDUCT

Employees will conduct themselves in a professional manner while on the premise. You are to refrain from using profane, abusive or threatening language, engaging in horseplay, fighting or threatening bodily injury.

PERSONAL CALLS

Work should not be interrupted either to make or accept personal calls except in emergencies.

All personal calls will be kept to a minimum.

DAMAGE

Be respectful of the Chamber's and other employees' property. Do not engage in the willful defacing, damaging or destruction of company property.

GAMBLING

No gambling of any kind will be permitted on the premises.

ALCOHOL AND DRUGS

The Chamber of Commerce is a drug free workplace. Employees are prohibited from working while under the influence of alcohol and/or drugs and the use of such substances on Chamber premises are prohibited.

If an employee of the Chamber is suspected of working under the influence of alcohol or drugs, he/she may be requested to undergo drug screening. Refusal shall constitute grounds for disciplinary action and/or termination.

SMOKING

The Chamber of Commerce is a smoke-free environment.

HOUSEKEEPING

Each employee has the obligation of keeping the work area, entrances, halls, restrooms and kitchen neat and clean. Housekeeping, quality and safety go hand in hand.

OUTSIDE EMPLOYMENT

Regular attendance and efficient job performance are often affected by outside employment.

Therefore, employees may not hold outside employment that: 1) encroaches on the time and attention which should be devoted to job duties and responsibilities of the Chamber; 2) adversely affects the quality of the employee's job performance; 3) implies sponsorship or support by the Chamber of the outside employment; or 4) adversely affects the good name and reputation of the Chamber.

INSUBORDINATION

Do all the work assigned to you and follow instructions. Refusal or Failure to perform the work in the manner assigned or to comply with the standards of quality, production, and safety is regarded as insubordination. This will not be tolerated and employee may be terminated at anytime with the Board of Directors approval.

OUTSIDE ACTIVITIES

The Chamber encourages its employees to take an active interest in the community and charitable affairs. However, outside activities should not unfavorably affect job performance, efficiency, release of confidential information, or our reputation and image in the community. You are, therefore requested to check with the President to see that outside activities are consistent with these requirements.

MEMBERSHIP AFFILIATIONS

The Chamber of Commerce will pay the cost of professional association dues and membership that are considered essential to the continued development of its employees. The Executive Vice President will make selections and have them approved by the Board of Directors.

ACCIDENT/WORKERS COMPENSATION

Should an employee receive injuries during performance of his/her duties, it must be reported and signed within 24 hours by the President and a Drug Screen test must be obtained. The President will in turn report the incident to the Board of Directors. This will be filed with Worker's Compensation.

Employees are protected under provisions of workers' compensation that provides medical and hospital care and partial compensation for lost time due to an accident or occupational disease during the course of employment.

The Chamber pays the premium for the insurance requirement for this protection.

AUTOMOBILE AND TRAVEL EXPENSE

All travel expenses incurred by Chamber of Commerce employees in the performance of job functions are to be reimbursed by the organization at a rate approved by the Board of Directors.

The amount of 25.00 per worked week is to be paid each Friday.

In addition, such other expenses as overnight lodging, meals and entertainment incurred by authorized employees is also reimbursed. All cost disbursements must be duly recorded and approved by the President on travel reports.