

# **DARDANELLE CHAMBER OF COMMERCE**

## **By-Laws February 2018**

### **Article 1 Name and Object**

#### **Section One**

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

#### **Section Two**

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

#### **Section Three**

The Dardanelle Area 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, business, association, corporation, partnership, or estate shall be eligible for membership in the Dardanelle Area 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 Area 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 member who is delinquent 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 Area Chamber of Commerce while suspended.

### **Section Six**

Any member whose investment is currently paid may resign from the Dardanelle Area 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 delinquent in payment of his Dardanelle Area 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 Area 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 Chairman 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 Chairman may, with the consent of the Board of Directors, appoint up to five (5) Dardanelle Area 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 Chairman 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**

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

### **Section Ten**

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 Chairman shall preside at all meetings of the Dardanelle Area 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/she shall be an ex-officio member of all committees.

### **Section Two**

The Vice I shall act in the absence of the Chairman. In the absence of both the Chairman and the Vice I, Vice II, Vice III and Vice IV a member of the Board of Directors shall be chosen to act temporarily. The Vice I shall also direct whatever phase of the Dardanelle Chamber of Commerce's operations that may be assigned to him/her by the Chairman.

### **Section Three**

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

### **Section Four**

The Executive Committee shall consist of the Chairman, Vice I, Treasurer, immediate Past Chairman, and other members of the organization to be appointed by the Chairman 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 Executive Director who shall be the Executive Vice Director of the Dardanelle Area Chamber of Commerce. The Executive Vice Director shall be charged with the general supervision, and management of the office and business affairs of the Dardanelle Area 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 Area Chamber of Commerce, the Board of Directors, and the Executive Committee. He/she 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 Director, the Board of Directors may elect to utilize the services of a part-time Executive Director. 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 Chairman, 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 Chairman and/or a designated Vice-Chairman 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/she 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 Chairman 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 Chairman 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 Chairman 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. Seven 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, and 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 Dardanelle Area 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 & PROCEDURES**

## **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 Chairman or Orientation Committee Chair.
- B. Chamber objectives
  - By-laws
  - Program of work
  - Committee Structure
- C. Overview of Chamber activities and accomplishments
- D. Orientation Questionnaire.

## **MEMBERSHIP LIST AND DIRECTORY**

Membership lists 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 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**

No other person, business, organization or entity shall be authorized to use or represent the Dardanelle Area Chamber of Commerce without written permission by the Board of Directors, in the collecting of funds may not use the name of the Dardanelle Area 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.

### **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 and amount of dues.
5. Type welcome letter and mail.
6. 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
  - ? 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 Chairman, the Chairman of the Committee or the Executive Director as the need arises.

#### **The Executive Director will**

1. Confer with committee chair and Chairman to select meeting date.
2. Discuss agenda with chairman prior to meeting.
3. List agenda.
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. Keep detailed minutes of the committee meeting, type up as soon after the meeting as possible, and file one copy in the minute book, noting any items that should be followed up on.
7. Always read minutes prior to talking to the chairman for the next meeting to see what should have been accomplished. The Executive Director should contact committee members that were assigned a task to ensure the task was done and if Executive Director can assist in getting it accomplished.
8. Will send out notifications a week in advance, unless an emergency meeting is called.
9. When contacting 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 Chairman informed of actions and activities.

### **PROCEDURES FOR COMMITTEES**

1. Committees are named as determined by the program of work.
2. Chairman designates committee chairman.

- 3 Chairman, 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 before the Banquet. The recipient and family living in the home, will receive meal tickets. Other family and co-workers will be encouraged 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 the Dardanelle Area 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 pick-up and returned to be organized with the Executive Director.
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**  
**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. Define 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.

**AFFIRMATIVE ACTION PLAN**

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

1. Recruit, hire, train and promote all individuals without regard to race, religion, creed, color, national origin, sex or age.
2. Employment efforts are based upon obtaining the best-qualified applicants through non-discriminatory assessment or an individual's qualifications for position to be filled.
3. 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.

4. All recruitment advertising will clearly indicate Dardanelle Area Chamber of Commerce's status as an Equal Opportunity Employer.
5. 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.
6. The Chairman, under the direction of the Board of Directors, shall be responsible for implementing the policy and programs.

**JOB DESCRIPTION**  
**&**  
**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 Area Chamber of Commerce is not guaranteed and can be terminated by either party for any reason at any time.

**RESIGNATION**

Employees are requested to give written notice of their resignation to the Chairman 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. LACK OF NOTIFICATION-an employee absent from work who does not notify the Chairman or I Vice Chairman (in the absence of the Chairman) 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 Chairman 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.

Event	Comp Time
Banquet	4 hours
Cheese Festival	8 hours
Yell Fest	16 hours
Chocolate Festival	4 hours
Mt Nebo Chicken Fry	16 hours
Mt Nebo Pageant	8 hours
Networking/Movie Nights	4 hours each
Christmas Lighting	4 hours
Christmas Parade	4 hours

### **SICK LEAVE**

When employees are ill or have an accident, they should notify the Chairman or I Vice Chairman (in the absence of the Chairman) of the Board of Directors as soon as possible 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.

Upon Retirement Unused sick leave to be paid upon retirement date.

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 Chairman 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 Chairman.

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

Upon retirement, unused vacation days to be paid upon retirement date.

VACATION TIME CAN NOT ACCUMULATE FROM YEAR TO YEAR.

Should a holiday that is observed by the Dardanelle Area 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 DACC are:

New Year's Day

Martin Luther King Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day & following Friday

Christmas Eve & Christmas 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.

Workmen's Compensation insurance is not available at this time.

### **JURY DUTY AND MILITARY LEAVE**

The Dardanelle Area 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 Chairman 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 DACC 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 DACC 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, full time employees shall 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. Refusal or Failure to perform the work in the manner assigned. This will not be tolerated and employee may be terminated at any time 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.

### **MEMBERSHIP AFFILIATIONS**

The DACC will pay the cost of professional association dues and membership that are considered essential to the continued development of its employees. The Executive Director 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 to the Chairman as soon as possible. The Chairman will in turn report the incident to the Board of Directors.

### **AUTOMOBILE AND TRAVEL EXPENSE**

All travel expenses incurred by DACC 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 Board of Directors on travel reports.