

## POSITION POLICY

The Coopersville Area Chamber of Commerce has a broad-based membership representing business, industry, agriculture, education, government, organizations, and individuals. It is a goal of the Chamber to retain this diverse cross-section of members in order to best serve its mission of *“Enhancing the community by building better businesses.”*

In the event an issue emerges that could significantly impact the membership and appears to be clearly within the realm of the Chamber’s mission, the Board of Directors may consider developing a statement of its position.

- The issue must have the potential to affect a significant number of members.
- Any request to have the Board of Directors issue a public statement on behalf of the chamber body must be made in writing to the Chamber President or Executive Director. The request must fully detail the issue and state why the Chamber is being asked to endorse or comment on it.
- The Board must reach consensus on the issue in order to make a public statement.
- The Chamber does not publicly endorse candidates for elected office.

Adopted 05/04/2006  
Amended 12/08/2011

## ETHICS STATEMENT

1. Integrity — Fair, legal and ethical business practice is essential to maintaining our integrity. This is demonstrated in our ethical conduct and in our respect for the values cherished by the society of which we are a part.
2. People — Our employees, officers, directors, and members are the source from which our ideas, actions, and performance flow. The full potential of these individual people is best realized in an environment that breeds fairness, self-fulfillment, teamwork, and dedication to excellence.
3. Chamber Members — Our relationship with each member is entered into in the spirit of a long-term partnership and is predicated on making the member’s interest our interest. The Chamber must earn and sustain the respect, confidence, and loyalty of our members by serving them so they will benefit from their association with us. This will enhance the business climate of the areas which we serve.
4. Environment & Resources - Our commitment to the safe-keeping of the physical environment and our natural resources is founded on our appreciation of them as the basis for the existence of life.
5. Profitability — We are convinced that competitiveness, profitability, and ethical conduct go hand in hand. We recognize that long-term business growth is essential to the existence of a strong community and Chamber. How this growth is accomplished is influenced by the values of our members.
6. Confidentiality — The Chamber recognizes that much information it receives is confidential. Employees, Officers, and Directors of the Chamber will maintain that confidentiality. After proper investigation, breach of confidentiality as determined by a board-appointed committee may be considered cause for firing, removal or expulsion.

Adopted 05/04/2006  
Amended 12/08/2011

## **MEMBERSHIP DIRECTORY**

Listing in the membership directory is a privilege of membership. Upon receipt of membership dues payment, members joining prior to the finalization of the current year membership directory shall be listed under an appropriate business category at no additional charge. Members of good standing shall be listed in the online membership directory within 30 days of payment of membership dues. The printed Chamber Membership Directory shall be provided free of charge in limited quantities to any Chamber member upon request. Directories will be placed in relocation packets and be made available to residents and visitors to our area free of charge while supplies last.

Adopted 05/04/2006  
Amended 12/08/2011

## **MEMBERSHIP DUES PAYMENT**

A member is considered delinquent according to the Chamber's by-laws after which time privileges of membership are suspended.

Adopted 05/04/2006  
Amended 12/08/2011 and  
11/2/2016

## **MEMBERSHIP DUES PRO-RATION**

Dues are collected on an annual, calendar basis with payment due by the end of January after which membership benefits are suspended until full payment is received.

New members (those businesses who have never been members or who have not enjoyed membership privileges nor paid membership dues for two prior calendar years (exclusive of the current calendar year)) joining during the calendar year may pay on a discounted scale to be determined at the discretion of the Board of Directors. New members joining after October 1 of a year may, at the discretion of the Board of Directors be allowed membership for the remainder of such calendar year by payment at such time of full dues for the following year.

Adopted 05/04/2006  
Amended 11/2/2016

At the May 2011 Board of Directors meeting, it was motioned and approved to allow new members joining after July 1 to pay 50% of the current year annual dues payment.

## **MEMBERSHIP ADDRESS LABEL SALES**

Members may purchase mailing labels of our current membership list found in the online database at a charge of \$100.00. Members may receive the database electronically for a charge of \$10.00. Non-members may purchase either for \$1.00 per member name.

Amended 02/14/2008  
Amended 12/08/2011

## **MEMBER BENEFIT PROGRAM GUIDELINES**

1. The program must offer a substantial benefit to Coopersville Area Chamber of Commerce members.
2. Only Chamber members (and their employees, if applicable) will be eligible to participate in the program.
3. The Chamber reserves the right to discontinue any program for any reason upon thirty (30) days written notice.
4. All companies and/or independent agents marketing a program to Chamber members shall themselves be members in good standing of the Coopersville Area Chamber of Commerce.
5. All member benefit programs must be approved by the Board of Directors of the Chamber.
6. If a member receiving the benefit should drop from member in good standing status (defined as payment of dues, Article III, Section 5) the benefit provider will be contacted and the benefit service canceled for that business.
7. Exceptions to the foregoing must be approved by a majority vote of the members present at a Board of Directors meeting of the Coopersville Area Chamber of Commerce.

Adopted 05/04/2006  
Amended 12/08/2011

## **EVENT RESERVATION POLICY**

Individuals who fail to attend a Chamber event for which they have submitted a reservation(s) will be billed for the published if cancellations are not received after the reservation due date.

Adopted 05/04/2006  
Amended 12/08/2011

## **FUNDING & SPONSORSHIP POLICY**

The Coopersville Area Chamber of Commerce has a broad-based membership representing business, industry, agriculture, education, government, organizations and individuals. It is a goal of the Chamber to retain this diverse cross-section of members in order to best serve its mission of *“Enhancing the community by building better businesses.”* Therefore, it is not the policy of the Coopersville Area Chamber of Commerce to make grants, fund, or otherwise sponsor programs, activities, individuals, or organizations in which the Chamber is not directly involved. Likewise, the Chamber will not be held responsible for grants, charges, fees or sponsorships that have not been budgeted or have not receive prior written approval.

Adopted 05/04/2006  
Amended 12/08/2011

## **NEWSLETTER INSERT & EMAIL BLAST POLICY**

All newsletter inserts or attachments shall be submitted to the Chamber or designated printer’s office ten (10) days before publication or electronic distribution. The Chamber will accept no more than three (3) inserts/attachments for any printed issue of the newsletter. Members in good standing and enrolled at an appropriate membership level are entitled to one insert in the newsletter OR one email blast at no charge per year, according to your value added membership investment. The members do, however, provide their own materials and/or information at their own expense. If a member wishes to insert/attach more

than one per year, if space is available, they may do so for a charge of \$100.00 insertion/postage fee based on current community standards. The Chamber reserves the right to reject materials and/or information deemed to be of inappropriate or objectionable content at the discretion of the Executive Director. Any attachment, advertisement, or insert that promotes a candidate for political office must clearly state the name of the member providing such material and clearly state that the material does not represent an official endorsement by the Chamber, staff or general membership.

Amended 02/14/2008  
Amended 12/08/2011

### **CONFLICT OF INTEREST POLICY**

The purpose of the conflict of interest policy is to protect the Coopersville Area Chamber of Commerce. The Chamber may not enter into a transaction or arrangement that might disproportionately benefit the private interest of a committee member, officer or director of the Chamber, their business, organization, or affiliation or might result in a possible excess benefit transaction. This policy will comply with and is intended to supplement, act in conjunction with, but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Adopted 05/04/2006  
Amended 12/08/2011

### **ERRORS AND OMISSIONS POLICY**

At all times the Chamber officers, staff and volunteers will make every effort to determine information published in official communications are accurate and timely. Should errors occur in official Chamber communications that are determined to be the result of actions by authorized Chamber officers, staff or volunteers, if at all possible the errors will be corrected in a timely manner regardless of whether a correction is requested or declined. If not discovered in a timely manner, a correction will be published in the next regularly scheduled communication of similar nature acknowledging the error emanated from Chamber sources so as to avoid a negative perception of the originating party.

Adopted 12/08/2011

### **DISCRIMINATION POLICY**

An indispensable part of the Coopersville Area Chamber of Commerce's commitment to responsible citizenship is our objective of fair and equal involvement regardless of race, color, religion, gender, age, creed, national origin, sexual orientation, familial status, veteran status, or disability. It is everyone's responsibility to ensure that non-discrimination and non-harassment is practiced at all levels of this organization at all times.

Adopted 5/04/2006