



VALLEY VIEW AREA CHAMBER OF COMMERCE BOARD OF DIRECTORS CODE OF CONDUCT

Last updated 8/29/23

Membership on the Board of Directors of the Valley View Area Chamber of Commerce carries certain duties and responsibilities. This Code of Conduct outlines some of those duties and responsibilities.

CONFIDENTIALITY

Chamber Board members, in the course of their service to the Chamber, will at times come to know information that, if revealed to the public or even another Chamber member, could be embarrassing to a Chamber member, harmful to the interests of the Chamber, or even create legal liability for the Chamber. All information acquired by a Chamber Board member concerning Chamber personnel matters, financial matters, legal matters, member status issues, or any other item of Chamber business designated by the President or Chairman of the Board as being confidential in nature, therefore shall be held in the strictest of confidence and shall not be divulged to any outside party, including Chamber members, without prior authorization by the President or Chairman of the Board.

REPRESENTATION OF THE CHAMBER

Ordinarily, only the President may sign contracts, correspondence, and other documents on behalf of the Chamber as well as speak to the media or any public agency, governmental official, or community organization on behalf of the Chamber. Other Chamber Board members or Chamber members may only do so upon the express direction by the President or upon a resolution of the Executive Committee or Board of Directors. Under no circumstances shall any Board member or Chamber member endorse any product, service, community organization, political candidate or ballot initiative on behalf of the Chamber or use or permit the Chamber's letterhead or other insignia to be used for such purpose.

CONFLICTS OF INTEREST

Chamber Board members owe a high fiduciary duty to the Chamber. Therefore, no Chamber Board member shall maintain any business enterprise or other activity that directly conflicts with the interests of the Chamber, and no Chamber staff member shall solicit Chamber members for any reason that is not directly related to official Chamber business.

POLICY DEVELOPMENT

As a Board member, you are responsible for establishing all policy matters brought before you. The Board of Directors is the one and only source of policy decisions. Although your personal position or thoughts on an issue are important and can be helpful for the Board of Directors to hear all points of view, once the Board of Directors has taken an official position on a particular matter, you are requested to place your personal position aside for the good of the organization.

WHO MAKES POLICY? In nearly all cases, policy is recommended to the Board of Directors. Such recommendations are made by the Chamber's standing committees (e.g., Wine Walk Committee) concerning matters within their field of interest. The Chairman of the committee making the report to the Board is expected to make the main argument before the Board in support of his committee's recommendation. Where desirable, he may bring expert witnesses from the committee to assist the Board in the study of the issue. Arrangements for any guest to be invited to a Board meeting should be made well in advance with the President.

COMPUTERS, INTERNET ACCESS and E-MAIL

Chamber computers are to be used for business purposes only. All files and records stored on Chamber computers are the property of the Chamber. Use of Chamber computers for personal advertising or soliciting is not permitted, and copying of any Chamber files for personal use is strictly prohibited. Electronic mail messages are to be used for business purposes only and are considered Chamber property. Inappropriate, offensive, off-color or sexually related messages and Web browsing are prohibited. The Chamber maintains the right to access all data on the computer and E-mail systems at any time with or without prior notice.

GENERAL CONDUCT

1. Be familiar with and abide by the bylaws of the Valley View Area and Chamber of Commerce and this member code of conduct. The Bylaws serve as the governing document for all programs and will supersede all other documents.

2. Respect the reputation, profile and status of the Valley View Area Chamber of Commerce, both past and present, and represent the Chamber accordingly.
3. Respect the role of the Chamber Board of Directors. As a member, failure to adhere to the professional and personal obligations of the Valley View Area Chamber of Commerce, as outlined above, can result in the termination of your membership.
4. Refrain from publicly disparaging the business practices of fellow members and refrain from condoning or engaging in misrepresentation or unethical practices.
5. Conduct business and professional activities in a reputable manner to reflect honorably upon the business community and fellow Chamber members.
6. Understand, support and promote the Mission of the Valley View Area Chamber of Commerce and cooperate with fellow members in the application of this Code of Conduct.
7. Whenever reasonably possible, participate in the functions and activities of the Chamber, and promote the enhancement of business growth within Valley View and the surrounding area.
8. Observe the highest standards of ethics in rendering services and/or offering products for sale, based on the members' own knowledge and expertise.
9. Refrain from engaging in any practices prohibited by law or seeking unfair advantage over fellow members and conform to all laws established by Municipal, State and Federal governments for the control of said business, where applicable.
10. Present a true presentation in all advertising. Goods and services shall be advertised in accordance with all Municipal, State and Federal legislation.
11. Make every effort to be punctual at all meetings including being a half hour early for each monthly Chamber meeting.
12. While at Chamber meetings and functions, present yourself in a professional and pleasant manner and wear your Valley View Area Chamber of Commerce name tag. Network before and after member meetings and introduce yourself to someone new at each meeting as it is important to build and strengthen relationships to enhance the growth of the Chamber of Commerce.

13. Provide each other a 24 hour turn around on replying to emails if possible. If you are unavailable for a period of time (i.e., vacation), set up an auto reply as to when you will be back or who to contact while you are absent.
14. During general meetings, the Board of Directors should not drink alcohol. Once the meeting is adjourned, they are welcome to have an alcoholic beverage.

POLICY AGAINST HARASSMENT

The Chamber does not tolerate unlawful harassment of any of its staff members. Any form of harassment which violates federal, state or local law, including, but not limited to harassment related to an individual's race, religion, color, sex, sexual orientation, national origin, ancestry, citizenship status, marital status, pregnancy, age, medical condition, or physical or mental disability is a violation of this policy. For these purposes the term "harassment," includes slurs and any other offensive remarks, jokes, other verbal, graphic, or physical conduct.

Choose your words carefully. Always conduct yourself professionally. Be kind to others. Do not insult or put down others. In general, if someone asks you to stop something, then stop. When we disagree, try to understand why. Differences of opinion and disagreements are mostly unavoidable. What is important is that we resolve disagreements and differing views constructively. Harassment and exclusionary behavior aren't acceptable. This includes, but is not limited to:

- Threats of violence.
- Discriminatory jokes and language.
- Sharing sexually explicit or violent material via electronic devices or other means.
- Personal insults, especially those using racist or sexist terms.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behavior.

Note that this policy is a "zero-tolerance" policy. Any violation of this policy will be treated as a disciplinary matter.

Our differences can be our strengths. We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that we all make mistakes and blaming each other doesn't get us anywhere.

A Chamber Board member who feels that he or she is being harassed by a Board member should immediately notify the President of the Chamber or if necessary, another Executive Board member.

A Chamber member will not be penalized in any way for reporting a harassment problem. All complaints of harassment which are reported will be investigated as promptly as possible. All complaints of harassment which are reported will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation. Any such harassment should be reported immediately, and appropriate action will be taken. Harassment of Chamber members by Chamber Board members is also prohibited.

VIOLATION OF CODE OF CONDUCT

Violations of this Code of Conduct may result in disciplinary action, including the removal of a Board member from office.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Valley View Area Chamber of Commerce Code of Conduct for the Board of Directors, and that I am responsible for reading and following it.

BOARD OF DIRECTOR SIGNATURE

DATE

PRINTED NAME