

# **BRIDGEWATER AND AREA CHAMBER OF COMMERCE POLICIES**

## **PRIVACY POLICY**

The Bridgewater and Area Chamber of Commerce will treat the information about you and your business with respect. We will list your business name and contact information on our member page unless you specifically request us in writing not to do so.

## **POLICY #1: SOCIAL MEDIA GUIDELINES**

### **Chamber Facebook Page**

1. The Chamber Social Media platform will be utilized to support the Chamber Membership's initiatives, i.e. Special events and promotions that can either be sent to the Chamber by the members or shared from their pages on the Chamber site.
2. The Chamber will also share newsworthy messages that impact our area or indicate areas of growth in our economy on the South Shore. This could include funding announcements, etc.
3. The Chamber page will also be utilized to market and promote Chamber related events. This could include Chamber After Hours, Chamber Board Meetings, special events and promotions.
4. The Chamber site will also allow for the sharing of government announcements whether it is on a Municipal, Provincial or Federal level.

Anything outside of what is listed will be with the permission of the Chamber President.

*Approved by the Board of Directors on September 8, 2017*

## **POLICY #2: CHAMBER MARKETING FORMAT**

### **Chamber Web Presence**

In an effort to stem the flow of emails to our membership, the office is proposing a new way to continue to help promote our members by offering them an additional portal for promotion and networking.

Currently on our website we have on the front page, Latest BACC News. The recommendation is that this be changed to Chamber Members News and allow our membership to send us information on newsworthy things happening in their business. This could include:

1. Special events
2. Promotions of Offers. In the past, these have been circulated to our membership through emails.

### 3. Announcing new Chamber members

This would still allow them to use the Chamber to assist them in the promotion and growth of their businesses. By the members sending us information, the time to post is minimal and still shows them that we want to help out in a more effective way.

*Approved by the Board of Directors on September 8, 2017*

## **POLICY #3: CRITERIA FOR SPECIAL MEMBERSHIPS**

On a go forward basis, if a business or organization is deemed to be able to offer the Bridgewater Area Chamber of Commerce special or unique products or services, then it shall be on approval from the Board that a complimentary membership be granted to these organizations.

These instances will be decided on an individual basis to determine if they meet the criteria that is either unique or having the regular fee charged is either prohibitive to the business or organization, or due to regulations would not permit the funding to join the Chamber.

It would also fall on the Chamber Board to determine if these businesses or organizations would have the same voting rights as our regular members.

*Approved by the Board of Directors on September 8, 2017*

## **POLICY #4: MEMBERSHIP FEE POLICY**

Each member will pay membership fees in full on date of renewal annually, which has been determined to be June of each year. If a member is delinquent in paying on renewal date, but subsequently pays at a later date, existing members will still be required to pay membership fee in full based on the present rate that has been established by the Board.

For new members that join throughout the membership year of June - June, the fee payable will be prorated for the number of months remaining in the membership year, i.e. Join in November, the member pays for the 6 months remaining.

All members upon renewal are required to pay the full amount at the next renewal period.

*Approved by the Board of Directors on September 27, 2017*

## **POLICY #5: "CHAMBER CHAT" POLICY**

In an effort to encourage more membership opportunities and participation within the Bridgewater and Area Chamber of Commerce, the Chamber shall make available from time to time, the opportunity for Chamber Members to make a presentation - of up to five minutes - to the Board of Directors and/or the full Membership, at specified meetings.

Members may speak about their business, including but not limited to, issues of history, vision, products or promotions.

Members will be asked to make written application to the Chamber to make a presentation at a meeting, stating who will be making the presentation, what equipment may be required at the meeting, what it is they wish to speak about and the amount of time requested. As well, whether they wish to present to the Board of Directors or at a Full Membership Meeting.

Application request may be made on the Chamber's website under 'Contacts' by submitting an email with "CHAMBER CHAT" in the subject line.

Requests will be maintained in the Chamber office and will be randomly drawn by the Executive Director, if there are more than one request at any given time.

The President, in consultation with the Executive Director, will make the decision at which meetings presentations may be made based on the meeting place and agenda time constraints.

The policy will not affect the selection or requests from other speakers the Board may wish to receive from time to time.

*Approved by the Board of Directors on October 2, 2017*

## **POLICY #6: PROXY**

This is to certify that the undersigned, a voting member of the Bridgewater and Area Chamber of Commerce, has designated \_\_\_\_\_ as their representative to cast all votes and express all approvals or disapprovals that said member may be entitled to cast or express at the meeting of The Bridgewater and Area Chamber of Commerce, to be held on \_\_\_\_\_, and any lawfully adjourned meetings thereof, and for all purposes provided by the Articles of the Society, the By-Laws and the meeting call of the Bridgewater and Area Chamber of Commerce.

In no event shall this proxy be valid for a period longer than \_\_\_\_\_ days after the first meeting for which it is given.

This proxy shall be revocable, at any time, at the request of the undersigned voting member organization.

Name \_\_\_\_\_  
(please print)

Organization \_\_\_\_\_  
(please print)

Date \_\_\_\_\_ Signature \_\_\_\_\_

Approved by the Board of Directors \_\_\_\_\_ / \_\_\_\_\_

## **POLICY #7: ELECTION OF DIRECTORS/OFFICERS POLICY**

At each Annual General Meeting of the society, the Nominating committee, as appointed by the existing Board of Directors, will present a slate of Nominees to the Membership for the Vacant Positions of:

- President
- Vice-President
- Second Vice-President
- Secretary
- Treasurer
- Up to five Directors

Each vacant position will also call for Nominations for the Floor before voting. Each position will be voted on individually.

*Approved by the Board of Directors on October 3, 2017*

## **POLICY #8: DONATIONS, CONTRIBUTIONS OR BURSARIES POLICY**

The Chamber will entertain written requests of Donations, Contributions or Bursaries for consideration by the Board of Directors.

The Board will make decisions based on perceived value of the request on present and/or future contributions to the advancement of the Business Community as well as a benefit to the Community in general.

The Board will limit their approvals based on the budgeted amount as set forth at the first meeting of the Board of Directors after the Annual General Meeting each year.

*Approved by the Board of Directors on October 17, 2017*