

GATES-CHILI CHAMBER OF COMMERCE, INC. BY-LAWS

Article I. Name & Purpose

Section I. Name: The name of this organization shall be the Gates-Chili Chamber of Commerce (Hereafter “Chamber”).

Section II. Purpose: The purposes for which the Corporation is formed are to foster trade and commerce, or the interests of those carrying on such trade and commerce; to promote the general welfare and prosperity of the community in which such corporation is situate, and particularly the Towns of Gates and Chili, Monroe County, New York; to encourage the growth of business in those towns, and support and inform its members, to support, inform and assist the local business community, to encourage the reform of abuses involving business, professional or financial interests, and to secure freedom from unjust or unlawful exactions; to diffuse accurate and reliable information as to the standing of merchants and other matters; to procure uniformity and certainty in the customs and usages of trade and commerce; to settle and adjust differences between its members and others, and to promote a more enlarged and friendly communication and interaction among persons engaged in business, government, municipality and commerce; to advance the civic, commercial, industrial and agricultural interests of the territory where the corporation is situate; to provide such features, activities and events as will promote these purposes; and to stimulate public sentiment to these ends. [Amended 11-17-2009]

Section III. Non-Partisan: the Chamber in its activities shall be non-partisan and non-sectarian.

Article II. Membership and Dues

Section I. Membership: Any individual person, firm, corporation, partnership, association or trust in sympathy with the objects and purposes of the Chamber and who resides in or who is engaged in business, a profession or a community service in the Gates-Chili area shall be eligible for membership in the Chamber.

Section I. a. Definition of Membership:

Individual Membership shall be any person not representing a business, firm, corporation, partnership, association or trust. Member shall have their name listed in the Chamber’s Membership Directory only, except for elected public officials whose position will be listed, and may attend any Chamber event with one guest at member’s price. Member shall have all rights and privileges as described in Article II, Section III.

Business Membership shall include any individual, business, firm, corporation, partnership, association, institution or trust wishing to advertise their business. Members shall have their business name and contact person highlighted in the business directory with a hyperlink to their website, have their name and business included in all Chamber media ads, invite guests to Chamber events at membership prices, opportunity to host a Chamber meet and greet, opportunity to distribute business literature at Chamber events and an opportunity to include their business literature at any event the Chamber has a display table. Member shall have all rights and privileges as described in Article II, Section III [Added 11-15-2011]

Section II. Application for Membership: A person desiring to become a member of the Chamber shall submit an application accompanied by remittance of annual dues. Upon receipt of an application and the annual dues, a member is entitled to all the rights and privileges of membership in the Chamber.

Section III. Rights and Privileges of Members: Members of the Chamber shall have the right to attend all meetings of the Chamber, to engage in deliberations at such meetings, to petition the Board, and to participate in all programs and activities sponsored by the Chamber.

Section IV. Dues: Annual membership dues shall be payable on of the anniversary date of a member's initial membership. The amount of annual dues shall be as established from time to time by the Board. Any change in dues shall be effective at such time as the Board of Directors shall determine. **[Amended 11-17-2009]**

Section V. Termination of Membership: Membership in the Gates Chili Chamber shall be terminated

- (1) by resignation in writing, addressed to the Executive Committee
- (2) by lapse of any qualifications specified in Article II, Section 1; or
- (3) upon failure to pay membership dues for any year within four [4] months of the member's membership anniversary date. **[Amended 11-17-2009]**

Article III Meeting of Members

Section I. General Membership and Special Meetings: General Membership or Special Meetings of the Chamber shall be held at such time and place as may be determined by the Board of Directors or as may be called by the President, or the Executive Committee, or as may be called by the Secretary upon petition by ten (10) or more members of the Chamber. A meeting held as a result of a petition shall be called within two (2) weeks after the date the petition is presented.

Section II. Annual Meeting: The Annual Meeting of the Gates-Chili Chamber for the purpose of electing Directors and conducting such other business as may lawfully come before the Chamber, shall be held during the month of October or November each year at a time and place to be determined by the Board of Directors. Such annual meeting may be conducted as part of a regularly scheduled general membership meeting. **[Amended 11-17-2009]**

Section III. Quorum: Twenty percent [20%] of the members in good standing shall constitute a quorum for the transaction of business at any meeting of the Chamber. **[Amended 11-17-2009]**

Section IV. Voting: In matters that are decided by vote of the general membership, each member is entitled to one vote.

Section V. Notices:

Notice of Chamber meetings shall be given to each member in person, by email or by fax or by mail, in accordance with Article VII, Section III, at least five (5) days in advance of the meeting, except that such notice shall be given at least ten (10) days in advance of the Annual Meeting or of a meeting at which changes in the By-Laws are to be considered. **[Amended 11-18-2014]**

Article IV. Board of Directors

Section I. Powers and Duties; Compensation: The Board of Directors (hereinafter "Board") shall be responsible for administration of the Chamber. Directors shall serve without compensation.

Section II. Classification of Board Members

Board members shall be classified as either "at-large", elected from current members in good standing, or "community representatives", representing the following organizations:

Town of Gates (recommended by the Town Board)

Town of Chili (recommended by the Town Board)

Churchville-Chili Central School District (recommended by the Superintendent)

Gates Chili Central School District (recommended by the Superintendent)

Robert Wesleyan College (recommended by President of the College)

Community representatives will be approved by the Board of Directors.

All members will have full voting rights on the Board. "Community representatives" will have any dues waived and will not be in a "Class", as designated in Article IV, Section V. Each "community representatives" begins their term in January. If a "community representative" is not able to continue in their role, they will be replaced by the recommending official or Board from their group with written notice given to the Board. They will serve at the pleasure of the selection official or Board of their group. **[Amended 11-18-2014]**

Section III. Number of Directors; Ex Officio Board Members

- (a) The number of at-large Directors shall be such number, not less than fifteen (15) nor more than eighteen (18), as shall be designated by resolution adopted by a majority of the entire Board prior to the election of at-large Directors at the Annual Meeting of members. In the absence of such resolution, the number of at-large Directors to be elected at such Annual Meeting shall be the number last fixed by the Board.
- (b) In addition, any person who shall have served a complete term as President of the Chamber, hereinafter known as the "Immediate Past President", and is no longer an at-large member, shall be a voting member of the Board until the current President's term is completed so long as he/she remains in good standing as a member of the Chamber.
- (c) The following shall serve as ex officio non-voting members of the Board:
- i. The Council Historian
 - ii. Each past President of the Chamber, as an advisor to the Board.
 - iii. Past Board members who have been designated, by action of the Board, as Board Member Emeritus. **[Added 11-17-2009]**
[Amended 11-18-2014]

Section IV. Election

- (a) Directors shall be elected at the Annual Meeting of Members.
- (b) The Nominating Committee, appointed as provided in Article VI, may name as many nominees to be voted on for Director as there are "at-large" vacancies on the Board to be filled. In the event that a vacancy to be filled is for an unexpired term, the Nominating Committee shall designate on the ballot the term to be served by each nominee.
- (c) At least ten (10) days prior to the Annual Meeting at which the election of at-large Directors shall be held, the Nominating Committee shall cause written notice of the names of the nominees to be given to each member eligible to vote at the Annual Meeting. As deemed appropriate by the committee, the Notice may also contain brief information concerning the background and credentials of the nominees. **[Amended 11-17-2009]**
- (d) The formal report of the Nominating Committee shall be presented at the Annual Meeting, and opportunity shall also be provided at such meeting for general Chamber membership to make nominations from the floor for at-large Directors. **[Amended 11-18-2014]**
- (e) In the event of a ballot election, the President of the Chamber shall appoint a committee of three (3) judges who are not nominees for election, to supervise the election at the Annual Meeting, in accordance with such election procedure as may be prescribed by the Board. **[Amended 11-17-2009]**
- (f) The nominees corresponding to the number of vacancies receiving the highest number of votes.

Section V. Term

- (a) Except as otherwise provided by these By-Laws, at-large Directors shall serve for a term of three (3) years with approximately one-third (1/3) of the Directors constituting the entire Board elected each year. For convenience, all of the at-large Directors whose terms expire in the same year may be referred to as "Class of [Year]." **[Amended 11-17-2009][Amended 11-18-2014]**
- (b) Each Director shall take office at the next regular Board meeting following his/her election and shall hold office until his/her successor is elected and qualified, unless his/her Directorship be thereafter vacated by resignation, death, or otherwise. Absence from three (3) consecutive meetings by an at-large Director shall be construed as a resignation from the Board; provided, however, that the Board may, for good cause shown, excuse such absence. **[Amended 11-18-2014]**

Section VI. Vacancies [Amended 11-17-2009][Amended 11-18-2014]

(a) In the case of any vacancy among the at-large members of the Board of Directors elected by the members, the President shall appoint a successor, subject to approval by the Board of Directors; such appointment shall specify the Class to which the successor is being appointed. Directors, so appointed shall serve as Director for the un-expired term of his/her predecessor.

(b) Vacancies created by the adoption of a resolution by the Board of Directors, increasing the number of at-large Board members pursuant to Section II of this Article, shall be filled at the next Annual Meeting of the Chamber. The Nominating Committee shall designate the Class in to which such new at-large Director shall be placed, so as to comply with the provisions of Section IV, Paragraph (a), of this Article..

Section VI. Meetings and Place of Meetings:

(a) Regular meetings of the Board shall be held at such a time and place within the Gates-Chili area as the Directors may from time to time determine. Special meetings of the Board may be held at any time upon the call of the President or at the call of the Secretary upon the petition of at least three (3) Directors.

(b) Any one or more members of the Board or any committee thereof who is not physically present at a meeting of the Board or a committee may participate by means of a conference telephone or by electronic video screen communication. Participation by such means shall constitute presence in person at a meeting as long as all persons participating in a meeting can hear each other at the same time and each director can participate in all matters before the Board, including, without limitation, the ability to propose, object to, and vote upon a specific action to be taken by the Board or committee. [Amended 11-18-2014]

Section VII. Notice of Meetings:

Notice of the place, day and hour of Regular Monthly Meetings may be given to each Director at the beginning of each year, at least ten (10) days prior to the first meeting of the year. Notice of the place day and hour of any Special Meeting shall be given to each Director at least ten (10) days before the meeting. Notices shall be given in accordance with Article VII, Section III. No notice of any adjourned meeting of the Board need be given other than by announcement at the meeting. [Amended 11-18-2014]

Section IX. Quorum: One-third (1/3) of the full membership of the Board shall constitute a quorum for the transaction of business at each meeting of the Board, but if at any meeting there be less than a quorum present, a majority of those present may adjourn the meeting without notice other than by announcement at the meeting, until a quorum shall attend. At any such adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally called.

Section X. Annual Report: the Board of Directors shall annually, within three (3) months of the close of the fiscal year, through the President, make a full report to Chamber membership of the activities of the Chamber for the previous year. [Amended 11-17-2009][Section III through X Renumbered 11-18-2014]

Article V. Officers

Section I. Officers Designated: The elected officers of the Chamber shall consist of a President, a Vice-President, a Secretary and a Treasurer, all of whom shall be elected by the Board of Directors from the membership of the Board.

Section II. Election Term: Chamber officers shall be elected at the first meeting of the Board of Directors following the Annual Meeting and shall hold their offices from the next succeeding regular Board meeting following their election until their successors have been elected and qualified. In the case of death, removal, resignation or disability of an elected officer, the President shall have the power to fill the vacancy for the

unexpired term, subject to the approval of the Board of Directors. No person shall be elected to the same office for more than two (2) consecutive full terms, except for the offices of Secretary and Treasurer.

Section III. President: the President shall be the Chief Executive Officer of the Chamber and shall preside at all meetings of the Chamber and of the Board of Directors. He/she shall be responsible generally for the management of the affairs of the Chamber, subject to the approval of the Board of Directors and shall make such suggestions or proposals to the board as may, in his/her opinion, tend to promote the prosperity and welfare of the Chamber and the Gates-Chili community and increase the usefulness of the Chamber. The President shall also perform such other duties as are necessarily incident to the office and as may be assigned from time to time by the Board.

Section IV. Vice President: In the absence or incapacity of the President, or if the office of President be vacant, the Vice President shall have all the powers and perform all the duties of the President. The Vice President shall be responsible generally for the scheduling of programs to be presented at general membership meetings and the orientation of new Directors, subject to approval by the Board, and shall perform such other duties as may be assigned by the Board or the President. The Vice President shall be generally responsible for the development and maintenance of Chamber membership and the preparation and coordination of an annual calendar of Chamber activities, subject to approval by the Board, and shall perform such other duties as may be assigned by the Board or the President.

Section V. Treasurer: The treasurer shall keep and maintain the records of the Chamber and shall be responsible for all funds collected at Chamber functions. The Treasurer shall present an annual budget for the Chamber to the Board and shall also perform all other duties customarily incident to the office of Treasurer and such other duties as may from time to time be assigned by the Board.

Section VI. Secretary: It shall be the duty of the secretary to keep the minutes of all meetings of the Board, to see that all notices required to be given by these By-Laws are duly given and served, and to keep a current list of the Chamber's Directors, officers and members and their business and/or residence addresses. The Secretary shall also perform such other duties as may be assigned from time to time by the Board.

Section VII. Historian: In addition to the officers required by these By-Laws to be elected each year, the Board may appoint a Chamber Historian, who shall serve at the pleasure of the Board. The Historian shall be generally responsible for the development and maintenance of such information and records relating to the history and ongoing activities of the Chamber as he/she or the Board may deem advisable, and shall perform such other duties as may be assigned from time to time by the Board.

Article VI. Committees

Section I. Executive Committee: There shall be an Executive Committee composed of the elected officers of the Chamber, the immediate Past-President of the Chamber and the chairs of the Program Committee and the Membership Committee. The Executive Committee shall and may exercise between meetings of the Board all of the powers of the Board in the management of the business and affairs of the Chamber, subject to final approval by the Board, and shall, each year, develop and present to the Board at its November meeting for approval a budget and recommendations for any revisions to the Chamber's strategic plan of Action for the ensuing year. [Amended 11-20-2012]

Section II. Nominating Committee: A nominating committee composed of at least five (5) members of the Chamber shall be appointed by the President no later than June 30 of each year. The Chairperson of the Nominating Committee shall be the Immediate Past President of the Chamber and, of the remaining members of the Committee, not more than two (2) shall be incumbent Directors.

Section III. Other Committees: The Board may designate from among its members and the members of Chamber such other committees as it may deem shall assist the Board in preparation and implementation of the policies of the Board and shall have such powers as may be lawfully delegated to such committees. The President shall appoint all committee chairpersons and may delegate to the chairpersons the authority to appoint all committee members, subject to approval by the Board. Unless otherwise provided, appointments to Committees shall be for the calendar year and until successors are duly appointed.

Article VII. Miscellaneous Provisions

Section I. Fiscal Year: The fiscal year of the Chamber shall be the calendar year.

Section II. Polices:

(a) The Policies of the Chamber shall be determined by its Board of Directors. No major policy decision of the Chamber shall be made public until after it has been approve by a majority of the Board members present at a Board meeting,

(b) These By-Laws, and any amendments thereto, may be adopted by two-thirds (2/3) vote of the members present at a regular or annual meeting of the Chamber provided that notice of the proposed By-Laws or any change shall have been given to each member not less than ten (10) days prior to such meeting in accordance with the provisions of Article VII, Section III. **[Amended 11-18-2014]**

Section III. Notice:

Any Notice to be given to members or Directors as required by these Bylaws shall be given personally, by mail, or by facsimile telecommunications (“fax”) or by electronic mail (“e-mail”), to each member entitled to vote. If the notice is given personally, by first class mail or by fax or by e-mail, it shall be given not less than ten nor more than fifty days before the date of the meeting; if mailed by any other class of mail, it shall be given not less than thirty nor more than sixty days before such date. If mailed, such notice is given when deposited in the United States mail, with postage thereon prepaid, directed to the member at his address as it appears on the record of members, or, if he shall have filed with the secretary of the corporation a written request that notices to him be mailed to some other address, then directed to him at such other address. If sent by fax or mailed electronically, such notice is given when directed to the member's fax number or e-mail address as it appears on the record of members, or, to such fax number or other e-mail address as filed with the secretary of the corporation. Notwithstanding the foregoing, such notice shall not be deemed to have been given electronically [1] if the corporation is unable to deliver two consecutive notices to the member by fax or e-mail; or [2] the corporation otherwise becomes aware that notice cannot be delivered to the member by fax or e-mail. The membership records of the Chamber shall show the post office address, telephone number, fax number and e-mail address set out in the member’s application for membership, or as otherwise directed by the member in writing. **[Amended 11-18-2014]**

Section IV. Indemnification of Directors and Officers: To the full extent authorized by law, the Chamber shall indemnify any person made or threatened to be made a party in any action or proceeding, whether civil or criminal, by reason of the fact that the person, his or her testator or intestate is or was a director or officer of the Chamber or served in any capacity at the request of the Chamber in any other corporation, partnership, joint venture, trust, employee benefit plan or other enterprise. The foregoing shall not obligate the Chamber to purchase directors' and officers' liability insurance, but should applicable law permit, the Chamber may purchase such insurance if authorized and approved by the Board of Directors. **[Added 11-17-2009]**

Approved December 13, 2005 and revisions approved November 17, 2009, November 15, 2011, November 20, 2012 and November 18, 2014 by Chamber membership at the annual meeting.

Miscellaneous Rules, Regulation and Policies of the Chamber



Privacy Policy Gates~Chili Chamber of Commerce, Inc.

The Gates Chili Chamber of Commerce will not use or disclose to a third party any information collected from a member without written authorization from the member. Only a member's company name, business type and website information will be included on the Chamber Website Business Directory. Provided email addresses will be only utilized by the Chamber for meeting and event notifications. Members reserve the right to opt out of the use of any information via written communication to the Executive Committee.

Gates~Chili Chamber of Commerce

Expenditure of Chamber Monies and Contractual Obligations for Goods and Services

Whereas: the Gates~Chili Chamber of Commerce Board of Directors has the fiduciary responsibility to oversee and manage the Chamber's finances,

And whereas: there are situations that arise that require the immediate attention of the Board of Directors and because of the nature of the situation not able to be placed on the Chamber's monthly agenda for consideration,

And whereas: from time to time it may become necessary for the Executive Committee to expend monies or incur obligations on behalf of the Board of Directors, including but not limited to entering into a written contract for goods or services.

And whereas: the President and members of the Executive Committee are responsible for the day-to-day management of the Chamber's affairs and the performance of such duties as are necessarily incident to their respective office,

Now therefore be it resolved: that the President of the Chamber, or other elected officer of the corporation, with the express written approval of a majority of the Executive Committee, which may be communicated in e-mail, is authorized to expend money to cover any unforeseen expense that may arise and is in the best interest of the Chamber. Such expenditure shall not exceed \$500.00. The President, on behalf of the Executive Committee, shall report the nature of the situation and the reason for the expenditure of money at the next regularly scheduled meeting of the Board of Directors.

And be it further resolved: that the President of the Chamber, an elected officer of the corporation, or the Chairperson of the Program Committee (with regard to program accommodations and services), is hereby authorized to enter into and sign on behalf of the Chamber any contract which obligates the Chamber to expend money for goods or services up to \$2,000.00 without the express consent of the Board of Directors but with the express written approval of a majority of the Executive Committee, which may be communicated by e-mail. Contractual obligations for goods and services shall be only for authorized, approved or scheduled chamber events or activities for which the Board of Directors had prior knowledge.

And be it further resolved: that any contractual obligation in excess of \$2,000.00 shall require prior approval from the Board of Directors, by board resolution, as put forth by the President on behalf of the Executive Committee.

This resolution was adopted by the Board of Directors on March 12, 2013. Moved by Barb Bamford, second by Gary Domenico Motion unanimously approved by all members present.

CHAMBER BEREAVEMENT POLICY

WHEREAS: from time to time the Chamber Board of Directors may experience the passing of a current or former board member, or the passing of a member of his or her immediate family,
AND WHEREAS: the Board of Directors may wish to express their sympathy to said board member or his or her family,
AND WHEREAS: immediate family shall be defined as, spouse, child, parent or sibling
AND WHEREAS: the Board of Directors would like to establish a formal policy to express their sympathy to said member or to said member's family,
NOW THEREFORE BE IT RESOLVED: that the Executive Committee on behalf of the Board of Directors shall be authorized to extend the board's sympathy, in keeping with the families wishes, by sending flowers or by making a monetary donation on behalf of the Board of Directors,
AND BE IT FURTHER RESOLVED: that the monetary amount shall be at the discretion of the Executive Committee and that the President or Secretary be authorized to act on behalf of the Board of Directors,
AND BE IT FURTHER RESOLVED: that any exception or addition to this policy shall be with the approval of the Board of Directors.

This resolution was adopted by the Board of Directors on October 14, 2014.
Moved by Jordon Brown, second by Carla Vazquez. Motion unanimously approved by all members present.
This Bereavement Policy shall be attached to the Chamber's By-Laws as an addendum.

GATES CHILI CHAMBER OF COMMERCE
CONFLICT OF INTEREST POLICY

Board member conflict of interests:

Board members have a duty to subordinate personal interests to the welfare of the Gates Chili Chamber of Commerce and those we serve. Conflicting interests can be financial, personal relationships, status or power.

Board members and employees are prohibited from receiving gifts, fees, loans, or favors over \$75 from suppliers, contractors, consultants, or financial agencies, which obligate or induce the Board member or employee to compromise responsibilities to negotiate, inspect or audit, purchase or award contracts, with the best interest of the Gates Chili Chamber of Commerce in mind.

Board members and employees are prohibited from knowingly disclosing information about the Gates Chili Chamber of Commerce to those who do not have a need to know or whose interest may be adverse to the, Gates Chili Chamber of Commerce either inside or outside the Gates Chili Chamber of Commerce. Nor may Board members or employees in any way use such information to the detriment of the Gates Chili Chamber of Commerce.

Board members or employees may not have a significant financial interest in any property which the Gates Chili Chamber of Commerce purchases or leases, or a direct or indirect interest in a supplier, contractor, consultant or other entity with which the Gates Chili Chamber of Commerce does business, except when approved by the Board upon full disclosure as provided below.

Since it is not possible to write a policy that covers all potential conflicts, Board members and employees are expected to be alert for and avoid situations which might be construed as conflicts of interests.

Any possible conflict of interests on the part of any Board member should be disclosed to the other Board members and made a matter of record, either through an annual procedure or when the interest becomes a matter of Board action.

Any Board member having a conflict of interests or possible conflict of interests should not vote or use his/her personal influence on the matter, and he/she should not be counted as part of a quorum for the meeting. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting and the quorum situation.

These restrictions should not be construed as preventing the Board member from briefly stating his/her position in the matter, nor from answering pertinent questions of other Board members, since his or her knowledge could be of assistance to the deliberations.

All Board members will be required to complete the "Conflict of Interest Statement". This Policy will be reviewed by the Board every three years and given to each Board member annually for signature during the first regular business meeting.

Adopted by the Gates Chili Board of Directors on June 9, 2015

**THE GATES CHILI CHAMBER OF COMMERCE
ETHICS POLICY**

It is the policy of The Gates Chili Chamber of Commerce, a Not-for-Profit 501 c(6) corporation hereafter referred to as the GC Chamber; (GC Chamber) that its officers and board members uphold the highest standards of ethical, professional behavior. To that end, these officers and board members shall dedicate themselves to carrying out the mission of this organization and shall:

- 1) Act in such a manner as to uphold and enhance personal and professional honor, integrity and the dignity of the organization.
- 2) Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin.
- 3) Collaborate with and support other professionals in carrying out the GC Chamber's mission.
- 4) Build professional reputations on the merit of services and refrain from competing unfairly with others.
- 5) Recognize that the chief function the GC Chamber is to serve the best interests of its membership.
- 6) Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
- 7) Respect the structure and responsibilities of the officers and board of directors, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board of directors.
- 8) Keep the membership informed about issues affecting it.
- 9) Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
- 10) Exercise whatever discretionary authority they have under the law to carry out the mission of the organization.
- 11) Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.

12) Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities in order to inspire confidence and trust in such activities.

13) Avoid any interest or activity that is in conflict with the conduct of their official duties.

15) Respect and protect privileged information to which they have access in the course of their official duties.

16) Strive for personal and professional excellence and encourage the professional developments of others.

Adopted by the Gates Chili Chamber of Commerce Board of Directors on July 14, 2015