

Member E-mail Communication Policy

Upon request from its members, the TNHCC will disseminate information about its members via one or more "blast e-mails" or other means of communication subject to compliance with guidelines adopted by the Board of Directors of the TNHCC from time to time. In no event shall any material provided by a TNHCC member for inclusion in any email or other communication that is to be sent out by the TNHCC contain information that is or appears to be profane, harassing, obscene, fraudulent, racially or ethnically offensive, defamatory, sexually explicit in nature, discriminatory or defamatory against any individual or group on any basis nor shall such material contain information that is religious, relates to or makes reference to any religion or religious belief or beliefs or that is or appears to be to be politically partisan in nature or for on behalf of a political party or any individual candidate for political office or that promotes or lobbies for the selection or election of any individual candidate for political office. The Chamber will not make spelling or grammar corrections to the information provided by its member for inclusion in any email by the TNHCC; the member will be responsible for any content, accuracy, spelling and grammar contained in any material provided to the Chamber. The Chamber reserves the right to refrain from disseminating any communication that it receives from a member that violates any guideline adopted by the Board of Directors of the TNHCC or that the Chamber determines in its sole discretion for any reason whatsoever should not be communicated to its members. The Chamber will not translate information into English or Spanish or any other language; the member must provide the information in English first. This communication tool of the TNHCC is for active Chamber members in good standing only. The Chamber is not liable for any content, accuracy, spelling and grammar contained in any material provided to the Chamber.

Member Participation Policy

The Events and Marketing Committee has the right to select active Chamber members who are in good standing to present information about their companies at Chamber events during the year. Such members will be selected based on one or more of the following factors:

- Good financial standing as a member with the TNHCC
- Support for the Chamber through corporate level memberships or sponsorships
- Involvement of the member or its employees as volunteers in committees
- Provision of services and time to the betterment of the Chamber and its members
- Not being engaged in activities that relate to any of the types of information that cannot be communicated by the Chamber pursuant to the Member E-mail Communication Policy such as religious or political activities

Featured Members Page Selection Policy

The TNHCC has the right to feature up to three active members who are in good standing for a period of up to three months on the Featured Members page on the TNHCC website. All members of the Chamber are eligible to be featured and will be selected on a random basis.

Procedure and Policy for Dissemination of Information to Chamber Members

Each Chamber member in good standing has the right to use the Chamber's online membership directory to generate an excel document that can be used as a distribution list that Chamber members can use to disseminate information to Chamber members regarding the member's events and promotions. Any information sent to Chamber members must meet the information requirements and parameters (including any guidelines and restrictions in this policy) that would apply to such information if the member had asked the Chamber to transmit such information.

In addition, each Chamber member in good standing may request that the Chamber disseminate information regarding the member's events and promotions subject to the following guidelines:

- Information must be sent to the Chamber via e-mail to: marketing@tnhcc.org
- Information **MUST** be received at least 3 weeks prior to the event date.
- Information **MUST** be in plain text format such as a WORD document or text that is sent via e-mail. Images such as PDF's or any other image formats of posters, ads or Power Points will not be disseminated to Chamber members.
- Any company logo or event **MUST** be in JPG format and sent separately from the Word document.
- Logos embedded in Word documents or in any other documents can not be used.
- Any information sent to the Chamber must meet the information requirements and parameters (including any guidelines and restrictions in this policy) that apply to such information.