

SR. 2.2.6: Standards of Conduct

(a) Affirmative Standards of Conduct

(i) Serving in an appointed to elected position of leadership is a privilege that can be lost either by ignoring the duty of loyalty expected of all Club leaders or by violating the following affirmative standards of conduct.

(ii) Club leaders have an obligation to meet the following affirmative standards of conduct, and to hold other leaders accountable to them as well, in all Club interactions with others, including in person, in writing, on email, or on the phone.

(A) Communicate and work together with common courtesy and collegial respect; disagree without being disagreeable.

(B) Create a welcoming environment for new members, visitors, guests, staff and volunteers. Avoid cliquishness, behavior that fosters an “insider” vs. “outsider” culture and language or behavior that offends others. Seek to welcome and engage people who reflect the diversity of the community.

(C) Always represent the Club and its mission in a positive and professional manner; keep disagreements within the Club.

(D) Accurately present the Club’s policies and positions when communicating on behalf of the Club; don’t use a Club leadership role or title to advance personal views that are not the Club’s position.

(E) Respect your obligation to the Club’s members; use member lists and information about members for Club purposes only.

(F) Use Club resources wisely and in keeping with the fiduciary responsibility of all leaders.

(G) Foster an open democratic decision-making process; respect decisions once they are made.

(H) When speaking of other Club leaders praise publicly, criticize privately and tactfully.

(I) Seek to resolve differences with other Club leaders, avoid fractionalism and behavior that exacerbates or prolongs conflict.

(J) Respect the policies and procedures that have been established by and for members engaged in specific Club activities; when in doubt, ask.

(b) Misconduct. The following actions constitute misconduct:

(A) Physical or sexual assault or violent threats toward others.

(B) Embezzling or misdirecting Club funds, membership lists or other assets for activities not authorized by the responsible entity.

(C) Use of slurs, epithets, threats, intimidations, negative stereotyping or other derogatory language regarding gender, race, ethnic or national origin, color, ancestry, medical condition, religion, age, sexual orientation, or physical or mental disability. Actions or behavior that denigrates, threatens, shows hostility

or aversion towards, or seeks to exclude an individual or group from participation because of these characteristics.

(D) Fraud, libel, defamation or illegal activity of any kind in the conduct of Club business.

(E) Illegal or unethical professional conduct outside the Club if that misconduct could significantly damage the Club, its staff, its members or its assets.

(F) Harassment, threats or any action directed toward Club employees that violate Club employment policies or are covered by law.

(c) Dealing with Disruptive Personal Behavior

(i) The chair of the relevant Club entity has an obligation to deal quickly and decisively with violations of the affirmative standards of conduct or actions constituting misconduct. All disputes over personal behavior that may violate the affirmative standards of conduct or may constitute misconduct should be resolved at the most local level, and informally whenever possible. Disputes over personal behavior may also warrant the removal, suspension or barring the member from leadership positions or participation in certain activities.

(ii) Formal actions under Standing Rule 5.10.2 can be taken to remove, suspend or bar members from leadership positions (except members of the Board of Directors) or participation in certain activities.

(iii) Immediate Suspension

A. The Executive Director, Board President, and the Chair of the Board Volunteer Leadership Advisory Committee, or their acting designee, together have authority to immediately suspend a member from leadership positions (except members of the Board of Directors) or from participation in specific Club activities for misconduct. Any Club member who believes that a member has engaged in misconduct can make a written request to the Club's Executive Office for the immediate suspension of that member from a leadership position (excepting members of the Board of Directors) or from participation in specific Club activities.

B. Any action to immediately suspend a member for misconduct must be based on a fair assessment (clear documentation, multiple reports, direct communication with those involved) that creates strong reason to believe that misconduct occurred.

C. In cases of the immediate suspension of elected leaders, the process for Termination of Membership or Suspension of Member Privileges (Standing Rule 5.10.2), or the process for resolving conflicts between volunteers and staff must be used to determine whether the suspension should be reversed, extended for a specific period of time, or made permanent. One of these processes must be initiated within three weeks of a suspension.

(d) Resolving Disputes

(i) Policy Disputes. When there is a dispute regarding interpretation, application or disregard for Club Bylaws, these Standing Rules, policies, guidelines or other governing procedures, leaders should seek clarification from the relevant staff entity, for referral or appeal if necessary to the appropriate Board Advisory Committee or the Executive Committee. No leader should act in violation of a policy interpretation that has been provided by the appropriate staff entity. If the leader believes the interpretation is incorrect, he or she should appeal or seek clarification from the appropriate Board Advisory Committee or the Executive Committee, but shall not act in violation of the interpretation the leader has received.

(ii) Decision-Making Disputes

(A) All Club leaders involved in a contentious decision-making process are nevertheless expected to behave according to these Standards of Conduct. This includes decisions regarding priorities for action, strategies and tactics, and the allocation of resources where differences of opinion can be heated.

(B) All disputes among volunteers should be resolved at the most local level possible. If these disputes cannot be resolved locally, the Office of Volunteer and Activist Services shall provide assistance in resolving disputes.

(e) Authority is delegated to the Board Volunteer Leadership Advisory Committee to develop and adapt, as needed, guidelines for resolving disputes over these Standards of Conduct.

(f) Board Discretion. These procedures shall not deprive the Board, at any point in the process, from taking such actions as it may deem necessary or advisable for the best interests of the Club.

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