

## **Code of Conduct – Canmore Illusions Gymnastics Club**

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Members of the Canmore Illusions Gymnastics Club (the “Society”) Board of Directors (the “Board”) need to demonstrate ethical and professional conduct to maintain the confidence of the Society’s membership and the community. This Code of Conduct sets out the commitments to which each Board Member is expected to adhere.

**1. Board Members must be loyal to the interest of the Society and its membership over and above any:**

- Loyalty to other advocacy or interest groups.
- Membership on other boards.
- Personal interest as a parent of a child registered in, enrolled in or waiting to be registered in or enrolled in a Society program.

**2. Board Members are trustees of the Society and the Membership – and of the community’s confidence. Board Members may not engage in activities that are in conflict with the interests of the Society or that may negatively impact the reputation of the Society. Members must:**

- Act in the best interests of the Society and avoid situations where their personal interests or relationships interfere with acting in good faith on behalf of the Society.
- A Board Member may be in a conflict of interest if he or she can benefit financially, economically, personally or materially from an activity of the Society or the Board.
- Declare any potential conflict of interest to the Board or the Board Chair.
- Refrain from discussion and voting when it is determined that a conflict of interest exists.
- Avoid self dealing or any conduct of private business or personal services between the Board Member and the Society - exceptions can occur only when there is an open, competitive opportunity and equal access to information amongst all potential service providers.
- Board Members must not use their positions to obtain employment with the Society for themselves or their family Members. If a Board Member is considered for employment, he or she must temporarily withdraw from deliberation, voting and access to applicable Society information.

**3. Board Members must not exert any individual authority over the Society except as stated in the Societies' by-laws and policies.**

- Individual Board Members do not have any authority to speak for the Society when they interact with staff, the public, the press or other entities unless granted this authority by the Board.
- A Board Member must not make any judgments on or review of staff performance except if the performance is assessed by the Board or the Society's policies to be of concern and deserving of sanction.

**4. Board Members must deal with outside entities or individuals, with clients and staff and each other using fair play, ethics and straightforward communication.**

- Board Members are encouraged to give positive recognition to others who contribute to the success of the Society and its activities.
- Treat staff and fellow Board Members with respect and listen to their points of view.
- Participate in Board meetings and keep informed about developments and issues relevant to Board operations.

**5. Board Members must maintain the confidentiality of the Society and of Board meetings.**

- Respect confidentiality of information received in the course of Board meetings and activities.
- Board Members must maintain the highest standards of confidentiality regarding confidential information obtained directly or indirectly through their involvement with the Society. This includes information about volunteers, Board Members, funders, donors, partners, employees, contractors, and job applicants.
- Board Members must avoid inadvertent disclosure of confidential information through casual or public discussion, which may be overheard or misinterpreted.

**6. Board Members must comply with and conduct the business of the Society in accordance with the law and with the Society and Board policies, by-laws and resolutions of the Membership.**

- Board Members will cause the Society to conduct business and operations in accordance with applicable legislation, including the Income Tax Act (Canada), Alberta Societies Act, Employment Standards Code of Alberta, Privacy legislation and Human Rights legislation.
- Board Members shall not discriminate by reason of race, religious belief, colour, gender, mental or physical disability, marital status, ancestry, age, place of origin, family status, source of income or sexual orientation.
- Harassment, being any unwelcome conduct, comment, gesture, contact, or intimidating and offensive behaviour likely to cause offence or humiliation, will not be tolerated and may result in disciplinary measures up to and including removal from the Board.

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**ACKNOWLEDGEMENT**

**I have read this Code of Conduct and agree to abide by the obligations contained herein including but not limited to my duty to avoid and declare any conflict of interest and to maintain the confidentiality of confidential information of the Board and the Society.**

**Beyond volunteer hour credit, I understand and agree that I will not receive remuneration of any type for the performance of my duties for the Board and the Society.**

**I understand that I may be removed from the Board by a majority (51%) vote of the Board if I:**

- 1. fail to abide by the Code of Conduct;**
- 2. fail to adhere to the Society's By-laws including but not limited to those reasons set out in Article 5.5 of the Bylaws; or**
- 3. engage in any conduct or activity that may bring the reputation of the Society or the Board into disrepute.**

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_