

Colorado Mountain Club Code of Conduct Policy

Adopted by Board of Directors July 17, 2010

Organizational ethics defined: Sets of formal and informal standards of conduct that people use to guide their behavior in a professional setting. These standards are partly based on core values such as honesty, respect, and trust, but they also can be learned directly from the actions of others. For example, what people see their organizational leaders, managers, and co-workers do on the job can influence their own views of what is acceptable or unacceptable behavior.

When interacting with one another at the Colorado Mountain Club, we should ask ourselves several important questions to determine if a specific action is proper:

- Am I adhering to the spirit, as well as the letter, of any law that may apply to my situation?
- Are my actions consistent with the overall principles set forth in this Code as well other CMC policies?
- Would I want my actions reported publicly?
- What would my family, friends, manager, or co-workers think of my actions?
- Will there be any direct or indirect negative consequences for the CMC?

Standards of Conduct

For anyone in a leadership position at the Colorado Mountain Club (paid, unpaid, elected, volunteer, trip, group, board, committee)

These standards are intended to encourage discussion of issues pertinent to the CMC in a civil manner.

The behavior expected of Club leaders as well as unacceptable behavior.

Affirmative Standards of Conduct

Serving in an appointed to or 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.

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 and volunteers; avoid cliquishness, and language or behavior that offends others.
- (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) Within the Club praise publicly; criticize privately and tactfully.
- (I) Respect the policies and procedures that have been established by and for members engaged in specific Club activities; when in doubt, ask.
- (J) Maintain confidentiality about all matters that are considered in closed door meetings.
- (K) Do not engage in conduct that would compromise, discredit, or diminish the integrity of yourself or the Colorado Mountain Club.
- (L) Respect the authority and operational decisions of the Executive Director and other members of the Management Team of the Club.
- (M) Respect and be sensitive to the considerable workload of the staff when making requests for assistance.
- (N) Presume positive intent in interactions with others; find out all the facts and circumstances; give others the benefit of the doubt first.
- (O) Remain respectful in dissent; promote healthy discussion; allow for all opinions to be aired.
- (P) Keep personal attacks, slurs, and insults out of the conversation. Aim to offer positive alternatives or suggestions for furtherance of overall Club goals.

Serious Misconduct

The following actions constitute serious 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 racial slurs or other derogatory language regarding gender, ethnic or national origin, religion, age, sexual orientation, or disability.
- (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.

Dealing With Disruptive Personal Behavior

- (A) The chair of the relevant Club entity has an obligation to deal quickly and decisively with violations of the affirmative standards of conduct. All disputes over personal behavior that may violate the affirmative standards of conduct 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.
- (B) Any actions that constitute serious misconduct will be immediately referred to the Executive Committee.
- (C) Formal actions to remove, suspend or bar members from leadership positions (except members of the Board of Directors) or participation in certain activities should only be undertaken when a member's personal behavior is clearly disruptive, repeatedly violates the affirmative standards of conduct, impairs the work of the Club, or constitutes serious misconduct.
- (D) Immediate Suspension

- 1) The Executive Director and Board President, or their acting designee, together have authority to immediately suspend a member from leadership positions (except members of the Board of Directors which can be done only at the board level) or from participation in specific Club activities for serious misconduct. Any Club member who believes that a member has engaged in serious misconduct can make a written request to the Club's Executive Committee 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.
- 2) Any action to immediately suspend a member for serious misconduct must be based on a fair assessment (clear documentation, multiple reports, and direct communication with the person involved) that creates strong reason to believe that serious misconduct occurred.
- 3) In cases of the immediate suspension of elected leaders, the Executive Committee can determine whether the suspension should be extended for a specific period of time, or made permanent. This must be initiated within three weeks of a suspension.

Resolving Disputes

- A) Policy Disputes.
 - i. When there is a dispute regarding interpretation, application or disregard for Club Bylaws, this Code of Conduct Policy, policies, guidelines or other governing procedures, leaders should seek clarification from the relevant staff entity, for referral or appeal if necessary to 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 Executive Committee, but shall not act in violation of the interpretation the leader has received.
- B) Decision-Making Disputes
 - i. All Club leaders involved in a contentious decision-making process are nevertheless expected to behave according to this Code of Conduct. This includes decisions regarding priorities for action, strategies and tactics, and the allocation of resources where differences of opinion can be heated.

All disputes among volunteers should be resolved at the most local level possible. If these disputes cannot be resolved locally, the State leadership is available to offer assistance and guidance.

Authority

Authority is delegated to the Board to develop and adapt, as needed, guidelines for resolving disputes over this Code of Conduct.

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.