

Kelowna Riding Club Board Members' Code of Conduct

This Code of Conduct complements the club's Conflict of Interest Policy and sets expectations for board behavior. It must be signed annually by board members and will be kept on file, with signing status noted in the December meeting minutes.

This policy is valid for one year and must be re-signed for each additional term on the Board of Directors (BoD).

Annual Signing Requirement

- New Directors must sign the Code of Conduct within 14 days following their election to the board.
- Returning Directors must sign the Code of Conduct prior to the first meeting of the newly elected board.
- Directors who fail to meet these requirements will be deemed as not executing their duties as a director and will immediately forfeit their position on the Board of Directors.

Purpose

The Board of Directors is dedicated to fostering teamwork, effective decision-making, and adherence to the club's bylaws and policies. To achieve this, board members commit to the following principles:

Commitments

Member Representation

- Represent the interests of all club members and stakeholders impartially and equitably.

Active Participation

- Contribute constructively by balancing roles as both advisors and learners in discussions and decision-making.

Integrity

- Avoid influencing fellow board members outside of formal meetings.

- Once board decisions are made, commit to supporting and upholding them publicly.

Unified Communication

- Present a single voice externally and maintain the confidentiality of board discussions.

Conflict of Interest

- Disclose any personal or professional interests related to board matters.
- Refrain from participating in discussions or decisions related to conflicts of interest.
- Avoid gifts, favors, or services that could imply undue influence.
- Manage personal affairs to ensure no personal benefit arises from non-public information.

Fair Treatment

- Ensure no preferential treatment is given to family, friends, or associates in board decisions.

Respect and Boundaries

- Refrain from directing staff unless explicitly assigned a supervisory role by the board.
- Adhere to formal executive evaluations and organizational procedures.

Adherence to Club Bylaws and Policies

- Directors must fully comply with all club bylaws and policies.
- Any violations of bylaws or policies will be subject to review by the board to determine severity and appropriate action.

Attendance Requirement

- Board members who miss more than two meetings without valid reasons (as outlined below) will be deemed to have forfeited their position.
- Affected members will receive a written notification and must address their absences at the next meeting if they do not wish to forfeit their position. The board will decide whether the member may continue their position or if a replacement is necessary.

Valid Reasons for Absences:

- Personal illness or medical emergency.
- Urgent family obligations (e.g., a death in the family or childcare emergencies).
- Work-related commitments that are unavoidable.
- Pre-approved leave or other unforeseen emergencies (e.g., severe weather, accidents).

Policy Violation and Review Process

Failure to Comply with Bylaws and Policies

- Any failure to comply with club bylaws or policies will be reviewed by the board to determine the severity of the violation.
- While under review, the director will be suspended from all duties to ensure impartiality and the integrity of the process.
- Following the review, the board will assess the situation:
 - Minor Violations may result in a warning or remedial actions.
 - Severe Violations may result in the permanent removal of the director from the board.

This Code of Conduct ensures the accountability, transparency, and effective functioning of the Kelowna Riding Club's Board of Directors, aligning with the British Columbia Societies Act and fostering trust and confidence among its members and stakeholders.

Acknowledgment: I, _____, have read and agree to this Code of Conduct for my term as a board member.

Date: _____ **Signature:**
