



Cypress-Fairbanks Swim Club

Code of Conduct for Board of Directors

1. Board Members should:

- a. Treat all Board members, parents, swimmers, and staff with courtesy and respect.
- b. Remain objective in decisions and act in the best interest of Cypress-Fairbanks Swim Club (CFSC).
- c. Acknowledge prior or current relevant personal or business relationships before sharing an opinion on any issue under discussion.
- d. Prepare for meetings by reading all reports and relevant documents before the meeting.
- e. When necessary, research specific issues and questions with Board members and staff prior to meetings.
- f. Make every attempt to alert Board members and staff about issues and requests prior to a meeting at which such issue may be discussed.
- g. Attend regularly scheduled Board meetings in person or by teleconference (if available) unless good cause exists for not attending.

2. Board Members should not:

- a. Solicit or accept, directly or indirectly, any gifts, gratuity, favor, entertainment, loan or any other thing of monetary value from a person who or an entity that is seeking to obtain contractual or other business or financial relations with CFSC.
- b. Accept a gift or favor made with the intent of influencing decisions or actions on any CFSC matter.
- c. Receive any compensation from CFSC for acting as a Board member other than the reimbursement of expenses on behalf of CFSC.
- d. Use any confidential and/or personal information concerning a Board member, parent, swimmer, or staff of CFSC received in order to conduct the business of the Board or CFSC for private gain, including but not limited to, financial or political gain.
- e. Discuss or share confidential Board business via social media or with any third party unless expressly authorized to do so by the Board.
- f. Communicate with third parties including media and vendors, regarding confidential CFSC business unless authorized to do so by the Board.

- g. Use foul or vulgar language or become aggressive toward one another, parents, swimmers, and staff or any person at any time while serving as a representative of CFSC.
- h. If authorized to communicate with third parties, misrepresent a personal opinion as a majority opinion of the Board and communicate such to third parties.
- i. Disclose any confidential or privileged information concerning a Board member, parent, swimmer, staff or vendor in order to conduct the business of CFSC.
- j. Reveal confidential information provided by vendors or share information with those bidding for CFSC contracts unless specifically authorized to do so by the full Board.
- k. Make promises or enter into agreements on behalf of CFSC with a contractor or vendor otherwise unless authorized to do so by the full Board.
- l. Advocate or support any action or activity that violates a law, a provision in the CFSC's governing documents, or any local, county, state or federal law.
- m. Use CFSC resources for personal or political gain.
- n. Act in the interest of a specific parent or swimmer unless that interest is representative of CFSC and only then if the Board member does not have a personal or business relationship with that specific parent or swimmer and acts with the approval of the full Board.
- o. Vote on any issue which the Board member has, or previously had, a business or personal relationship without first disclosing such interest to the full Board.
- p. Purport to represent or speak for the CFSC with any third party unless expressly authorized to do so by the Board.