



## Board and Booster Club Code of Conduct

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Annually, board and booster members (hereafter referred to as “Leadership”) will sign a Code of Conduct. The Code of Conduct will guide the behavior of the Leadership, as together the Leadership pursues the overall best interest of SMAC.

### **Leadership Duties**

*The three duties of a non-profit board member as prescribed by the Internal Revenue Service and which the Leadership of SMAC will be beholden to are:*

- 1. The Duty of Care:** decision making that an ordinarily prudent person would exercise in a like position and under similar circumstances. The duty of care assumes that Leadership members prepare for meetings by reading reports and documents in advance of the meeting; arriving with questions for discussion and clarity; acting on behalf of the whole organization’s best interest.
- 2. The Duty of Loyalty:** undivided allegiance when making decisions affecting the organization (avoid conflicts of interest), and discretion with regards to issues discussed within the confines of the board and any resulting decisions. Leadership members will sign annually a conflict of interest form. Leadership members will declare conflicts of interest when the conflict arises, recusing oneself from discussion, debate and decision-making. Leadership members will keep confidential all discussion and other information not meant to be publicly disseminated to further avoid generating any conflict of interest.
- 3. The Duty of Obedience:** to act in a manner that is consistent with the organization’s mission. The Leadership makes decisions that are in line with the stated mission, vision and core values. Dissention is welcome in the meeting room. However, once a majority of the Leadership reaches a decision, then all Leadership members will publicly support the will of the organization.

*Additionally, the Seattle Metropolitan Aquatic Club (SMAC) membership expects that all Leadership members will:*

1. Abide in all respects by the SMAC Parent/Guardian Code of Conduct and all other rules and regulations of SMAC, Pacific Northwest Swimming, and USA Swimming;

2. Conduct the business affairs of SMAC, in particular the designated roles assigned to each board member, in good faith and with honesty, integrity, due diligence, and competence;
3. Refrain from disclosing any and all confidential information. SMAC expects nondisclosure of confidential information for a reasonable length of time of not less than 2 years even after a member leaves the Leadership team;
4. Respect the privacy of our members. If privileged access to SMAC member information, athlete data, or SMAC business information is required to perform a function, members of the Leadership will only access such information that is required for their job function. Leadership shall not access information unnecessarily nor share information without the express need to do so as determined by the organization;
5. Exercise proper judgment in their dealings with SMAC staff, suppliers, the media, and the general public;
6. Respond to the needs of the members in a responsible, respectful, and professional manner;
7. Lead by example in serving the needs of SMAC and its members and also in representing the interests and ideals of USA Swimming at large;
8. Abide by SMAC's Conflict of Interest Policy;
9. Ensure that their membership remains in good standing at all times;
10. Obey all applicable federal, state and local laws and regulations and will provide full cooperation when requested to do so by those institutions and their persons set in authority as are required to uphold the law; and
11. Represent SMAC to and participate in as appropriate Pacific Northwest Swimming and USA Swimming.
12. As a member of the SMAC Leadership, prioritize the interests of SMAC over your individual family or swimmer.

I understand and acknowledge that my service on the Seattle Metropolitan Aquatic Club Leadership team is at the will and pleasure of the membership. Failure to uphold the above guidelines can result in my suspension or removal by the board and/or the membership.

\_\_\_\_\_ Signed    Date