**SCR CODE OF ETHICS**

The Board, and vicariously each Board member is ethically responsible for the proper functioning of the board. In establishing policy for and on behalf of Space Coast Runners’ members, each member is a custodian in trust of the assets of the club. The members recognize the need for competent and committed elected Board members to serve their organization and have put their trust in each member’s sincerity and abilities.

Therefore, as a Board member of Space Coast Runners, this acknowledgement and commitment establishes that each Board member will observe a high standard of ethics and conduct by devoting best efforts, skills and resources in the interest of *Space Coast Runners* and its members. Duties as Board member will be conducted in such a manner that members’ confidence and trust in the integrity, objectivity and impartiality of *Space Coast Runners* are conserved and enhanced. To do otherwise would be a breach of the trust and can result in Board member dismissal.

**Ethical Guidelines**

Upon acceptance to the Board of Directors and annually, each Board member will review the following ethical guidelines and sign the statement of commitment.

***General***

1. I will always hold the betterment of the membership of the organization as my priority, including during all participation in discussions and voting matters.
2. I recognize that I am obligated to act in a manner which will bear the closest public scrutiny.
3. It is my responsibility to contribute to the Board of Directors any suggestions of ways to improve the organization’s policies, standards, practices or ethics.
4. I will not abuse my position as a Board member by suggesting to any organization employee that I am entitled to or expect any special treatment beyond regular members of Space Coast Runners.
5. I will declare any conflict of interest, be it real, potential, or apparent, which is not immediately obvious with regard to any matter being discussed in my presence during a meeting.
6. I understand that the following activities are considered by Space Coast Runners to be conflicts of interest, and that conflicts of interest are not limited to the following situations:

* where a Board member makes a decision or commits an act motivated by other or additional considerations than “the best interests of the organization”.
* where  a Board member, in  any  circumstance  as related to the  organization,  puts  his/her  personal interests ahead of the best interests of Space Coast Runners.

***Information***

1. I will not knowingly take advantage of or benefit from information that is obtained in the course of my official duties and responsibilities as a Board member, and that is not generally available to membership.
2. I will protect Space Coast Runners’ information closely and will not release or share confidential information without the permission, preferably in writing, of the person who provided it.
3. I will maintain confidentiality of all information which the Board deems ought to be kept confidential.

***Initial \_\_\_\_\_\_\_\_\_***

***Resources***

1. I will be mindful of resources which are in my trust on behalf of Space Coast Runners, and will help establish policies which ensure the maximization of secure and protected resources.
2. I expect to be reimbursed for legitimate expenses incurred by myself for the sake of the organization. I will keep all such expenses reasonable and justifiable and will discuss expenses which may be in question with the President and Treasurer.

***Representing the Organization***

12. As part of my duties as a Board member, I represent the organization informally and formally to other associations, societies, government officials, and business representatives. I recognize that it is important that I represent the organization in such a way as to leave others with a positive impression of the organization. In my duties I will preserve and enhance the good reputation of the organization and will avoid behavior which might damage its image.

***Interpretation***

13. The president of the organization shall ensure that the practice of this policy will be fair, just, and equitable in all situations of interpretation and application.

***Enforcement***

14. The President is ultimately responsible for immediate interpretation, application and enforcement of the board members’ code of ethics policy. All complaints concerning a possible code of ethics violation shall be made in writing to or by the president with a copy provided to the complainant.

The President shall make an initial determination of the issue and shall attempt initial resolution of the problem with the complainer and the complainant.

If this initial attempt at resolution is not successful, the president shall appoint a tribunal composed of three board members to investigate the complaint. The tribunal is required to investigate as required and submit a written report to the president within 30 days. The president will render his/her decision within ten days of receiving the tribunal’s report.

***Delegation and Penalties***

15. Should the President be the subject of a written complaint, the Vice President shall perform the duties normally assigned to the President in this matter.

16. Penalties imposed for breach of the code of ethics may include, but are not limited to, the following:

* Excluding the Board Member from portions of all future meetings and discussions which relate to the stated conflict of interest, and/or
* censure of the Board member, in private, in public, or both, and/or
* removal of the Board member by a resolution passed by a vote of two-thirds of the members voting at a special or general meeting of the Board, provided that notice of such a proposed resolution is given with the notice calling the meeting.

I have read and I accept the Space Coast Runners’ Code of Ethics for Board Members

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Date

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