

CODE OF CONDUCT
California Dressage Society
Officers and Appointed Officials of the Chapters Executive Board

The Officers and Officials of the Chapters' Executive Board are responsible for the organizations' local governance. "Officers and Officials" represent CDS at all levels, locally, statewide or nationally, and it is the responsibility of each Officer/Official to uphold the highest degree of professionalism and ethical conduct. In order to ensure that CDS functions effectively; continues to serve our members; meets our mission; and that our society continues to prosper, our actions must always reflect credit and integrity, promote unity, and maintain the outstanding reputation CDS has in all levels of the horse industry. To that end, these guidelines are provided to describe and outline general expectations. While these guidelines are NOT all encompassing and can not address every possible situation, they provide a framework and set a general standard against which each person can measure his or her actions. Officers/Officials must act in a manner that reflects and embraces the present level of integrity, prestige and excellence which has been the cornerstone of our organization for the past 40 years and will continue to be in the future.

Officers and Officials Responsibilities:

- Promote membership and volunteerism in CDS.
- Enhance CDS's public image.
- Attend scheduled board meetings.
- Be prepared to actively participate in discussions, having read supporting materials provided before the meetings.
- Respond to electronic and regular correspondence promptly.
- Encourage and respect input of all members or guests.
- Promote unity and confidence.
- Recognize the President of CDS is sole spokesperson for the organization.
- Keep sensitive matters confidential (to be decided by a vote of the majority of the Board or as directed by the Chair).
- The Chapter should manage financial affairs such that there is a separation of duties whereby the person conducting the expenditures is not the same person that reconciles the Bank Accounts and Statements. This provides a cross check over bank access and spending
- Keep the organization fiscally sound and operating within acceptable practices of nonprofit corporations.
- Will not obligate CDS to any contracts, agreements for services or financial commitments without consent of the whole board or in an emergency situation the written permission of the Chair.
- Will not use their position to independently promote, endorse or support any cause, individual or event or act in such a way that the action is or appears that is it a conflict of interest.

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- Ensure that CDS's name shall not be lent to any cause, individual or event without a vote of the majority of the Board.
- Not use the CDS roster, letterhead, logo, or other materials in any form (i.e. postal mail, electronic mail, fax, etc) for any commercial or personal promotion, or to correspond with any agency, organization, or individual that could be construed as speaking for the organization without permission of the Board.
- Comply with the longstanding CDS policy not to publicly participate in or support campaigns for state board or chapter officers. This includes NOT publicly promoting or endorsing any member running for election at any level within the organization, either for the state board or chapter officers. Directors are free to PRIVATELY support a candidate, sign an intent to run petition or take other actions to support an individual, provided there is NO perception or interpretation that the Directors' choice comes from a position of authority or an endorsement from a person of influence.

I have read and understand the provisions as outlined above. I agree to comply with these guidelines. If I have any doubt as to whether my action(s) will violate any of these policies, I agree to take prudent action and determine what my options are in a particular situation. Appropriate actions include but are not limited to discussing the proposed action with other Executive Board Members, officials, state level Directors, or the President of CDS, in advance, reviewing CDS Bylaws and Standing Rules, or contacting the Central Office Manager for advice.

Chapter Name _____

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date

Signature Date