

**PALM BEACH GARDENS YOUTH ATHLETIC ASSOCIATION
CODE OF CONDUCT FOR
PBGYAA EXECUTIVE BOARD, DIVISION BOARDS & COMMITTEE MEMBERS**

The PBGYAA Executive Board of Officers of has adopted the following Code of Conduct policy for its Board Members and all Divisional Board Members. This policy is intended to provide guidance with ethical issues and a mechanism for addressing unethical conduct.

A. BOARD RESPONSIBILITIES

The general duties for all Officers is to uphold the PBGYAA By-Laws, to preserve PBGYAA's status as a 501(C)(3) organization, to preserve PBGYAA's financial resources, insure PBGYAA's assets against loss, and keep the facilities utilized by the PBGYAA in a state of good repair. To fulfill that responsibility, Officers must:

- regularly attend Executive Board meetings and their respective Divisional Meetings,
- review material provided in preparation for Executive Board meetings and their respective Divisional Meetings,
- review the Association's overall financial reports and the financial reports of their respective Divisions,
- make reasonable inquiry before making decisions,
- respond to Member inquiries, and
- work collaboratively with the other Divisions and the overall PBGYAA to address the needs of the Association.

B. PROFESSIONAL CONDUCT

PBGYAA Executive Board Members and all Divisional Members must conduct all dealings with vendors and employees with honesty and fairness, and safeguard information that belongs to the Association.

1. Private Gain. Self-dealing occurs when Officers make decisions that materially benefit themselves or their relatives at the expense of the Association. "Relatives" include a person's spouse, significant other, parents, siblings, children, mothers and fathers-in-law, sons and daughters-in-law, brothers and sisters-in-law and anyone who shares the person's residence. Benefits include money, privileges, special benefits, gifts or other item of value. Accordingly, Officer of either Board may not solicit or receive any compensation from the Association for serving on the Executive Board or any Division Board, and no Officer may:

- make promises to vendors unless with prior approval from the Board,
- solicit or receive any gift, gratuity, favor, entertainment, loan, or any other thing of value for themselves or their relatives from a person or company who is seeking a business or financial relationship with the Association,

- seek preferential treatment for themselves or their relatives, or harass, threaten or attempt through any means to control or instill fear in any Member, Officer, Manager or agent of the Association through use of such person's service as an Officer or Committee Member,
- use Association property, services, equipment or business for the gain or benefit of themselves or their relatives, except as is provided for all Members of the Association,
- take any action that would threaten the status of the Association as a tax exempt 501(c)(3) organization.

Officers must avoid any conflict of interest or self dealing, or the appearance of a conflict of interest or self dealing. Officers may not serve as a volunteer on any Committee that will or may result in financial gain to them or their relatives.

2. Confidential Information. Officers are responsible for protecting the Association's confidential information. As such they may not use confidential information for the benefit of themselves or their relatives. Except when disclosure is duly authorized or legally mandated, no Officer or Committee Member may disclose confidential information.

3. Accuracy of Information. Officers may not knowingly misrepresent facts. All Association data, records and reports must be accurate and truthful and prepared in a proper manner. All monies of the Association must be turned over timely to the Treasurer for appropriate handling.

4. Professional Behavior. Officers are obligated to act with proper decorum. Although they may disagree with the opinions of others on the Board or Committee, they must act with respect and dignity and not make personal attacks on others. Accordingly, Officers must focus on issues, not personalities and conduct themselves with courtesy toward each other and toward employees, managing agents, vendors and Members of the Association. Officers shall act in accordance with Board decisions and shall not act unilaterally or contrary to the Board's decisions.

C. WHEN CONFLICTS ARISE

Situations may arise that are not expressly covered by this policy or where the proper course of action is unclear. Officers should immediately raise such situations with the Board. If appropriate, the Board will seek guidance from the Association's legal counsel.

1. Disclosure & Recusal. Officers must immediately disclose the existence of any conflict of interest, whether their own or others. Officers must withdraw from participation in decisions in which they have a material interest.

2. Violations of Policy. Officers who violate the Association's ethic's policy are deemed to be acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to immediate disciplinary action, including, but not limited to:

- censure,
- removal from Committees,
- removal as an officer of the Board,

- request for resignation from the Board,
- recall by the Membership, and
- legal proceedings.

The Board shall endeavor to meet with the Officer/Committee Member in executive session prior to imposing disciplinary action against that person.

D. ACKNOWLEDGMENT

Upon being appointed or elected to the Board of Directors, or any Divisional Board of Directors, each Board Member shall sign the following:

I acknowledge that I have received and read the Association's Code of Conduct Policy set forth above and have had the opportunity to ask questions about the policy. I understand my obligations as an Officer and/or Committee Member under this policy and will act in accordance with my obligations.

Signature: _____

Date: _____

Print name: _____

APPROVED BY THE BOARD: September __. 2016