

The Rappahannock Area YMCA Swim Team, Inc. (RAYS)



Board Member Code of Conduct

The Rappahannock Area YMCA Swim Team, Inc. (RAYS) has put together a Code of Conduct for our executive board members consisting of President, Vice-President, Secretary, Treasurer, Team Manager, Meet Director, and Social Committee Chairperson. This policy is a commitment of the board members to act in an honest manner with one another and that our decisions are in the best interest of RAYS.

EXECUTIVE BOARD MEMBER'S CODE of CONDUCT:

- **RESPECT:** We will treat everyone with dignity, by being open to one another and by valuing one another. We accomplish this through:
 - Honoring each other's time by arriving on time, by being prepared, and by remaining present throughout the entire meeting.
 - Speaking only when we have something new to add to the discussion and by refraining from side bar conversations.
 - Listening respectfully to other people's opinions, thoughts, and feelings, even if we disagree, both verbally and non-verbally (e.g. refraining from eye rolling, sighs, and sarcasm).
 - Speaking respectfully to others, both during and outside of meetings (e.g. refraining from shouting, derogatory comments, and interrupting).

- **INTEGRITY:** We will embrace and practice a high standard of personal ethics. We demonstrate this through:
 - Maintaining confidentiality on all Board matters including not holding board discussions in the stands at practice or meets.
 - Standing behind the decisions of the Board no matter what our personal opinions may be.
 - Honoring the ideals and principles of our Founders and the Board members who have served before us.

- **COMMUNICATION:** We will create an environment that allows for and encourages an open and honest exchange of ideas, thoughts, and feelings. We accomplish this through:
 - Listening actively, openly, and objectively.
 - Voicing our opinions in the meeting, rather than later.
 - Voting honestly based on objective assessment, putting interests of the organization above personal interests.
 - Following the Robert's Rules of Order.

- **ACCOUNTABILITY:** We will be accountable to our members and use the power and responsibility entrusted to us in a wise manner. We demonstrate this through:
 - Making decisions that are supported by data and input from key stakeholders.
 - Staying strategic in our Board discussions.
 - Being fiscally responsible.
 - Fulfilling our job and committee duties and follow up regularly upon delegated duties.

- **COURAGE:** We will accept necessary strategic changes and act on them, even when change is uncomfortable or unpopular. We accomplish this through:
 - Focusing on what is right, not on who is right.
 - Learning from the past but not being tied to it.
 - Caring enough to confront issues and ideas (not people) early and directly.

- **PARTICIPATION:** We will show our support for RAYS by participating in important events. We accomplish this through:
 - Attending and participating in at least 75% of all Board meetings and providing materials and/or written reports to the Board in the event that we cannot attend.
 - Providing advanced notice in the event that we cannot attend a Board meeting or event.
 - Actively participating in all fundraising events and activities organized by the board.
 - Motivating All Members to participate in fundraising events and/or activities.

Any complaints or grievance against a board member for violating this code of conduct will be brought to the attention Executive Director and/or Executive Board in writing. A committee of three (3) members shall be appointed by the President to consider any grievances. The committee will consider and make a ruling within three (3) weeks after receiving the grievance as provided in Article 4 Paragraph C of the RAYS By-Laws.