



Code of Conduct

*Version 1.3
March 5th, 2007*

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REVISION HISTORY

| Version | Date | Author | Revision Description |
|----------------|-------------|---------------|--|
| 0.8 | 16-Jan-07 | I. Hewitt | Initial Revision. Submitted for Review. |
| 1.0 | 8-Feb-07 | I. Hewitt | Add Mailing List Clause. Publish Doc. |
| 1.1 | 16-Feb-07 | I. Hewitt | Minor wording changes. Remove expulsion references, since it says that at the beginning. |
| 1.2 | 18-Feb-07 | I. Hewitt | Syntax corrections. |
| 1.3 | 05-Mar-07 | I. Hewitt | Change practices to practice in Sec 3.9. |
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APPROVAL RECORD

| Approver | Title | Date |
|-----------------|-----------------------|-------------|
| Bill Webster | <i>Co-Chairperson</i> | 06-Mar-07 |
| Doug Lively | <i>Co-Chairperson</i> | 06-Mar-07 |
| Ian Hewitt | <i>Co-Chairperson</i> | 05-Mar-07 |
| Mark Lang | <i>Secretary</i> | 06-Mar-07 |
| Jim Dellapenna | <i>Treasurer</i> | 06-Mar-07 |

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1. Purpose

The Code of Conduct governs the operations, business, and activities of the Raleigh Astronomy Club (RAC). It is designed to protect the integrity of RAC, promote a safe and comfortable environment for its members, and to insure all RAC business and activities are conducted in accordance with the laws governing non-profit corporations. Violations of these provisions can be grounds for expulsion, pending the decision of the Executive Committee and/or the membership.

2. Scope

This code applies to RAC officers and members conducting RAC business, meetings, and activities. It does not apply to any member or officer activity or concern outside of RAC.

3. Code of Conduct

These provisions cover the RAC code of conduct and apply while conducting RAC business, activities, or meetings (hereafter referred to as activities).

3.1. Legal Compliance

All RAC activities shall be conducted in accordance with federal, local, state, municipal, and other laws. This includes North Carolina and federal laws governing non-profit corporations.

3.2. Conflict of Interest

Any officer or officer candidate must publicly declare any potential conflict of interest before running for or assuming office. Any conflicts may be grounds for disqualification from office, with the Executive Committee making the determination.

3.3. Harassment

No member may repetitively harass another member or group of members in an unwanted way as to make the club environment uncomfortable to that member or groups of members.

3.4. Member and Public Safety

No member may endanger the safety of members or to the public (at a RAC activity).

3.5. Payments from Club Funds

Officers and members may not make illegal or improper payments from club funds to any individuals or companies. These include, but are not limited to, bribes, kickbacks, monies for products/services not rendered to the club, and any other inappropriate use of club funds.

3.6. Kickbacks/Bribes/Gifts

No officer or member may take a cash payment or excessive gift from an individual or company to secure a payment or contract to that individual or company from club funds. Small gifts or entertainment appropriate with common business practices are acceptable. In addition, no officer or member may take cash payments or excessive gifts in order to secure club participation in any other activity.

3.7. Donation Acknowledgement

No officer or club member shall fraudulently acknowledge any donation.

3.8. Disruptive Actions

Any member or officer who is disruptive during club activities is subject to expulsion.

3.9. Discrimination

The Raleigh Astronomy Club does not discriminate with respect age, sex, race, creed, or physical disability. No officer or club member will practice or encourage such discrimination.

3.10. Public Policy Statements

No member or officer is to make official RAC policy statements without the concurrence of the Executive Committee.

3.11. Voter Fraud and Intimidation

Any member or officer who falsifies votes or election returns is subject to expulsion. In addition, no officer or member may attempt to intimidate any members to vote in a way contrary to their desires.

3.12. Club Documents

All members and officers must follow the Raleigh Astronomy Club Document Retention policy. No member or officer shall destroy or alter any business document in an inappropriate or illegal way.

3.13. Club Mailing List

No member or officer may either misuse or disclose to an outside party (unless compelled by legal obligation) the information in the member directory published annually. This includes using the information for telemarketing of products or non-RAC business mailings.

4. Reporting Violations

RAC encourages all members to report any violations of the Code of conduct in accordance with the Raleigh Astronomy Club Whistleblower Policy.

5. Reference Documents

| No. | Document Title | Author |
|-----|-------------------------------|------------------------|
| 1. | RAC Whistleblower Policy | Raleigh Astronomy Club |
| 2. | RAC Document Retention Policy | Raleigh Astronomy Club |