



GIG HARBOR HIGH SCHOOL SPORT BOOSTERS  
PO BOX 1335  
GIG HARBOR, WA 98335

## **CODE OF CONDUCT**

### **PREAMBLE**

The Gig Harbor High School (GHHS) Sport Boosters asserts that its members play a vital role in ensuring the continuation of the sports boosters' club supported activities and as such is responsible for guaranteeing that it conforms to the highest standards of business practice, ethical conduct, and organizational support.

Annually, the board and booster members (hereafter referred to as "Leadership") will sign a Code of Conduct. The Code of Conduct will guide the behavior of the Leadership; as together, the Leadership pursues the overall best interest of Gig Harbor High School Sport Boosters (hereafter referred to as "GHSSB").

### **THE GHHS SPORTS BOOSTERS CODE OF CONDUCT**

In accordance with the ideals set forth in the Preamble, the GHHS Sport Boosters herewith sets forth the following Code of Conduct, and states the violation of any provision hereof by a member may constitute grounds for suspension of membership or expulsion from the club, the following Code of Ethics are in effect:

## **LEADERSHIP DUTIES**

The three duties of a non-profit board member as prescribed by the Internal Revenue Service and which the Leadership of GHSSB will be beholden to are:

1. **The Duty of Care:** Decision making that an ordinarily prudent person would exercise in a like position and under similar circumstances. The duty of care assumes that Leadership members prepare for meetings by reading reports and documents in advance of the meeting; arriving with questions for discussion and clarity; acting on behalf of the whole organization's best interest.

2. **The Duty of Loyalty:** undivided allegiance when making decisions affecting the organization (avoid conflicts of interest), and discretion with regards to issues discussed within the confines of the board and any resulting decisions. Leadership members will become familiar with the conflict-of-interest form. Leadership members will declare conflicts of interest when the conflict arises, recusing oneself from discussion, debate, and decision-making. Leadership members will keep confidential all discussion and other information not meant to be publicly disseminated to further avoid generating any conflict of interest.

3. **The Duty of Obedience:** To act in a manner that is consistent with the organization's mission. The Leadership makes decisions that are in line with the stated mission, vision, and core values. Dissention is welcome in the meeting room. However, once the majority of the Leadership reaches a decision, then all Leadership members will publicly support the will of the organization.

Additionally, the GHSSB membership expects that all Leadership members will:

Abide in all respects by the GHHSSB Parent/Guardian Code of Conduct and all other rules and regulations of GHHSSB.

- Conduct the business affairs of GHHSSB, the designated roles assigned to each board member, in good faith and with honesty, integrity, due diligence, and competence.

- Refrain from disclosing all confidential information. GHHSSB expects nondisclosure of confidential information for a reasonable length of time of not less than 2 years even after a member leaves the Leadership team.

- Respect the privacy of our members. If privileged access to GHHSSB member information, athlete data, or GHHSSB business information is required to perform a function, members of the Leadership will only access such information that is required for their job function. Leadership shall not access information unnecessarily nor share information without the express need to do so as determined by the organization.

- Exercise proper judgment in their dealings with Gig Harbor High School (GHHS) staff, suppliers, the media, and the general public.

- Respond to the needs of the members in a responsible, respectful, and professional manner.

- Lead by example in serving the needs of GHHSSB and its members and also in representing the interests and ideals of GHHSSB at large.

- Ensure that their membership always remains in good standing.

- Obey all applicable federal, state and local laws and regulations and will provide full cooperation when requested to do so by those institutions and their persons set in authority as are required to uphold the law.

- As a member of the GHHSSB Leadership, prioritize the interests of GHHSSB over your individual family or athlete.

To these ends, GHHS Sport Boosters members will strive to uphold our responsibilities and obligations to the best of our abilities.

**Accepted and incorporated into the day-to-day operations of the GHHS Sports Boosters** on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the following GHHS Sports Boosters Board of Directors.

Signature: \_\_\_\_\_  
(President)

Signature: \_\_\_\_\_  
(Vice-President)

Signature: \_\_\_\_\_  
(Secretary)

Signature: \_\_\_\_\_  
(Treasurer)