

# EYES OF HAWAII PHOTOGRAPHY CLUB CODE OF CONDUCT

## INTRODUCTION

The Eyes of Hawaii Photography Club was founded in 2005 to help individuals pursue their interest in photography and related subjects. It is a not-for-profit 501(c)7 organization under the tax code and needs to preserve its status as such. Consequently, there are certain types of conduct that its members need to maintain. Building trust, respect and integrity into all that the organization does is the responsibility of every member.

When uncertain about the “right thing to do,” members should ask themselves the following questions:

1. *Safety - Would anyone’s, life, health or safety be potentially compromised by my action or inaction?*
2. *Legal - Would any national, state, or local law, rule or regulation be broken by my action or inaction?*
3. *Policy - Would my action or inaction violate any Club policy or approved practice?*
4. *Pride - Would I (or the Club) be embarrassed if the full details of my actions or failure to act were made known to fellow Club members, friends, family or to the public?*
5. *Appearance - Might my intended action or inaction appear to be inappropriate, dishonest, or reflect poorly on the Club in any way?*
6. *Courtesy - Might my intended action violate someone's desire to remain private and create hostility toward the Club, or within the Club?*

## BEHAVIOR

Members should conduct themselves in ways that build community respect for the Club. Any behavior that compromises community respect is unacceptable. Examples of such behavior include, but are not limited to:

1. *Consumption of alcoholic beverages at regular Club meetings.*
2. *Failure to comply with all applicable state, county and host facility rules during Club functions.*
3. *Distribution of any controlled substance or illegal drug during Club functions.*

4. *Dishonest acts, including stealing, lying, falsifying documents or taking property for unauthorized use.*
5. *Misusing Club funds, including submitting false expense reports or purchasing items for personal use.*
6. *Displaying violent behavior or threatening violence at Club meetings or functions. Joking about violence or potential violence is not acceptable behavior.*
7. *Unauthorized possession of firearms or other weapons at Club meetings or functions.*
8. *Using, other than on an incidental and occasional basis, Club resources for non-Club-related purposes, unless approved by the membership.*
9. *Carelessness regarding Club property and equipment and failing to prevent waste, loss, misuse or theft.*
10. *Using the Club's name, directly or indirectly, to endorse products or services or solicit products and services without the approval of the membership.*
11. *Establishing web sites or postings using the Club's name without the approval of the membership. All websites that use the Club's name shall have two or more administrators and be open/ viewable to all members. Web sites and postings using the Club's name must be free of commercial links and ties to any business.*
12. *Inappropriate remarks during Club functions, or Club endorsed projects, including disparaging or other remarks of racial, sexual, or other derogatory nature.*

## INFORMATION

In order to protect the privacy of other club members, members must manage the information for which they are responsible with care, precision and discretion. Accurate and reliable records are of critical importance to the Club in meeting legal, financial and management obligations. Members must ensure the accuracy of all Club accounts, reports, bills, invoices, records and correspondence for which they are responsible.

It is Club policy to make full, fair, accurate, timely and understandable disclosures in compliance with all applicable laws and regulations. No entry should be made on the books and records of the Club that hides or disguises the true nature of any transaction. At no time may unrecorded funds or assets of the Club be established or maintained.

## SECURITY

All members have a duty to protect the Club's assets and ensure their efficient and proper use. All Club assets must be used only as authorized by the membership.

## SOLICITATIONS AND CONTRIBUTIONS

Proposed solicitations and contributions must receive prior authorization by the Executive Committee. Members may not engage in political activities during Club meetings or functions.

## CONFLICTS OF INTEREST

Club members are expected to dedicate their best efforts to the Club's business and to make decisions based on the Club's best interests, independent of outside influences. Commercial ties and links are not permitted unless prior approval has been received from the Executive Committee and the product or services are a benefit to all members.

## COMPLIANCE

While all Club members are individually responsible for putting this Code of Conduct to work, they need not go it alone. If you are in doubt about the best course of action in a particular situation, you should seek guidance from members of the Club's executive committee. Disregard of these guidelines can result in warnings and possible expulsion from the Club. Offenses should be brought to the attention of the executive committee for review and possible referral to the membership.

## PROCESS

The process for a review and punishment would be as follows:

1. Upon learning of the alleged infraction to club rules, the President shall call the executive committee together or may convene a special committee composed of members of the club or a combination of both.
2. If the President is accused of an infraction to club rules, the Vice-President shall convene a committee composed of the executive committee or may convene a special committee composed of member of the club or a combination of both except for the President. If the President and Vice-President are accused of infractions to club rules, the Treasurer shall convene a special committee composed of club members. Executive Committee members may serve on the committee if they are not accused of the infraction.
3. If the findings of fact determine that the allegations are true, the person or persons shall be called to a hearing of the committee to present his/her/their side of the story.
4. The Committee shall then decide on the course of action to follow. Courses of action may include suspension or expulsion from the club or any other type of censure that the committee deems appropriate.