



STCA STANDARD OPERATING PROCEDURES

OFFICERS AND DIRECTORS CODE OF CONDUCT AGREEMENT

In all matters affecting the STCA, I will:

1. Serve as an advocate for the Club and the Breed.
2. Contribute to a professional working environment and conduct business ethically and with integrity.
3. Represent in a positive manner and not bully, discriminate against or harass Club colleagues.
4. Serve as a steward of the Club's finances, using Club monies respectfully and conservatively.
5. Make decisions fairly, impartially and promptly – seek to understand while listening to all points of view.
6. Respect fellow Board members, and foster trust between members of this Board, regardless of difference of opinion and remain open to respectful discussion.
7. Turn off all cell phones during a meeting unless it is an emergency. Permission to have an active cell phone during meetings must be granted by the Board. Texting/reading/answering emails is not appropriate and violates the integrity of confidentiality.
8. Openly disclose any conflict of interest, recuse myself from any discussion that may benefit my family, friends or me and refrain from voting or attempting to influence issues in which I am conflicted.
9. Serve on committees of the Board when assigned and maintain regular contact with positions/committees assigned to me as Board Liaison.
10. Attend all and participate actively in requisite Board meetings and activities which include:
 - Four meetings: Winter, Rotating Specialty, pre STCA Annual and After Dinner Meetings in October, plus all monthly conference call meetings. Absences for any meeting must be excused by a vote of the Board. Excused absences are: illness, death in the family, or emergency. Absences due to extenuating circumstances will be considered on an individual basis.
 - Communicate regularly with other Board members via the electronic Board list.
 - Regular activities include being part of the Board Show Committee at National Sweepstakes/Montgomery Montgomery Show, and at Rotating Specialty Shows where Board members are expected to be

present and engaged in organization of the show's activities, including assigned duties.

11. Maintain the confidentiality of the private information of the organization and other board members. From time to time the Board, its committees and members may engage in confidential or matters of sensitive discussion, including judge selection. Any direct or indirect disclosure of information not yet published in the approved Board Meeting Minutes or without prior approval of the Board to do so could be counterproductive to the operations of the Club. I will continue to maintain this confidentiality beyond my term of office.

12. While the Board and volunteers are free to discuss actions adopted by the Board among themselves, disclosing or distributing any information concerning the discussion of such items prematurely is prohibited.

13. I will, upon completion of my term, pass on all Club monies, documents and materials and other property of the Board to my successor within the month following the expiration of my term.

Any Board member failing to uphold this Agreement is subject to removal by a majority of the sitting Board present and voting.

_____ Date: Name Printed

Name (signature) Board Position/Title

Revised Oct. 7, 2016