

Rocky Mountain Chapter BMW CCA
Chapter Code of Conduct
December 2019 V1.0
Author: RMC Board of Directors

By a majority vote on December 15th, 2019 the Rocky Mountain Chapter BMW CCA Board of Directors agrees to make following Chapter Code of Conduct official policy. Changes to this policy must be made by a majority vote of the Board of Directors.

Abstract:

The Code of Conduct is a set of standards for Chapter members' interactions, statements, behavior, or ethics during any Chapter official business, Chapter events, public comments, or private interactions that may reflect on the Chapter in any way.

Purpose:

The Chapter's national organization, BMW CCA, Bylaws state "the purpose of the Club is to enhance the BMW ownership experience for members by providing publications, services, support, information, and activities that promote camaraderie and encourage social awareness and individual responsibility." The Rocky Mountain Chapter members cannot achieve these goals strictly through a shared interest in the BMW brand, but can only do so by collaboratively working together. To do so means members must conduct themselves in a way that serves one another. The Code of Conduct sets out to establish responsible standards of behavior amongst club members.

Adhering to The Code of Conduct:

The Board of Directors agrees that all members are required to abide by the Chapter Code of Conduct policy. Conduct outside of the stated code is against the Chapter's objectives and not within the best interest of the Chapter. A member of the Chapter who violates the Code of Conduct is subject to removal from the Chapter or BMW CCA in accordance with the BMW CCA Bylaws, BMW CCA Operations Manual, and Chapter Bylaws. Determination of a Code of Conduct violation(s) will be made by a Board of Directors majority vote.

Code of Conduct:

The Code of Conduct requires respectful and ethical behavior by all Chapter members. The following is meant to serve as examples of this behavior; it is by no means a complete list. The Board of Directors maintains final discretion over the type of conduct deemed inappropriate by members.

Behavior towards other members must be in a respectful manner:

- All members will conduct themselves with willingness to cooperate for the overall good of the club and in service to other members.
- All members will treat each other with common courtesy, fairness, and respect.
- Personal confrontation, either verbal, visual, physical or via electronic media will not be tolerated.

- Personal criticism or defamation of one individual by another will not be tolerated. This includes but is not limited to initiation or participation in gossip, rumor, or unconstructive discussion that could impugn the character of others.
- Discrimination or speech deemed to be discriminatory based upon race, color, national origin, sex, marital status or sexual orientation, age, disability, religious beliefs, veteran status, genetic information, or any other lawfully protected category by any member of the BMW Car Club of America is prohibited.
- Any hate speech or sexual harassment is strictly prohibited.

Members must act in the best interest of the Chapter:

- Members are prohibited from unilateral actions where a conflict or perceived conflict of personal or financial interest(s) influences a decision contrary to the objectives or best interests of the Chapter as determined by the Board of Directors.
- Members are prohibited from making unapproved statements, promises, contractual agreements, negotiations, or transactions on behalf of the Chapter without prior consent of the Board of Directors or their designee.
- Refrain from public or private comments that harm the Chapter's public reputation, unnecessarily stirs discontent within the Chapter, are considered libel or slander, or undermine the execution of Board of Director's objectives or decisions deemed to be in the best interest of the Chapter.

Board of Directors, Event Chairs, Committee Members, and Volunteers must:

- Carry out their responsibilities and conduct themselves in accordance with the BMW CCA Bylaws, BMW CCA Operations Manual, and Chapter Bylaws.
- Act in the best interests of, and fulfill their fiduciary obligation to the Rocky Mountain Chapter BMW CCA and its members as a whole. Be responsible first and foremost to the welfare of the Chapter; and therefore will not work to advance personal agendas.
- Act in a manner that brings credibility and general goodwill to the Chapter.
- Promote collaboration, respect, and partnership among all members of the leadership team by maintaining open and inclusive communication, and an effective partnership with all.
- Be "solution focused," offering criticism only in a constructive manner, and not engaging in activities that could delay or impede the process of work, because of differences in opinion.
- Dedicate sufficient time, energy, and attention to ensure the diligent performance of his or her assigned duties and effective participation in meetings and discussions.
- Exhibit high standards by acting honestly, fairly, ethically and with integrity in all situations.

- Conduct themselves in a professional, calm, courteous and respectful manner in both verbal and written communications avoiding the use of foul, profane or offensive language.
- Act in a manner that consistently enhances and maintains the reputation and efficacy of the Chapter leadership team, maintaining solidarity with fellow leaders in support of any decision that has been made in good faith. We will support each Chapter leadership decision, regardless of personal position on the issue, pledging to “disagree and commit” if need be. In public, we will sustain through word and deed any leadership team decisions, avoiding the appearance of splintered or fractured governance of the Chapter.
- Disclose potential conflicts-of-interest regarding matters that come before the Executive Committee, avoid even the perception of impropriety. Avoid inappropriate obligations or entanglements; not solicit, provide, or accept favors, gifts, or special benefits in his/her role as a Chapter leader if such actions might obligate or appear to obligate that individual or the Chapter in any way.
- Respect confidentiality of information relating to the affairs of the Chapter and its members, acquired in the course of their service as leaders, except when authorized or legally required to disclose such information.

Process of Compliance:

- Any member who feels another has violated the Code of Conduct may contact the Board of Directors with confidence that their submission will be confidential if they so request. In the event of a violation by a member of the Board of Directors, a member may report the violation directly to an Elected Committee member (President, Vice President, Treasurer, or Secretary). Contact information for the Board of Directors and Elected Committee can be found on the Chapter website.
- The Board of Directors will discuss the violation at the next possible meeting or escalate a meeting time if deemed necessary.
- Based on the severity of the violation, the Board of Directors will:
 - Discuss the violation with the offender for the purpose of bringing them into compliance.
 - Escalate the situation to BMW CCA’s national office if the violation is a repeat offence or considered gross misconduct.
 - Consider removing the member from the club in accordance with the BMW CCA Bylaws, BMW CCA Operations Manual, and Chapter Bylaws.
- Elected Committee members and appointed Board members will confirm annually that they pledge to fully comply with this official Code of Conduct, as part of their acceptance of responsibilities associated with their elected or appointed office with the Chapter. Acceptance will occur at the first Board of Directors meeting or the first Board of Directors meeting where a new member of the Board of Directors is present. Refusal to accept will be noted in meeting minutes.