

CODE OF CONDUCT
Adopted April 2006



General Behavior:

The Coalition of Historical Trekkers reserves the right to refuse membership privileges to any prospective member, or suspend or discharge any current member, who engages in any of the following actions:

- a. Threatens physical harm or engages in an illegal act of violence against any CoHT member at any time, or any other person engaged in a CoHT sanctioned activity.
- b. Acts of dishonesty against any CoHT member or the organization itself.
- c. Disclosure of confidential, privileged or proprietary information.
- d. Harassment
- e. Discrimination due to race, creed, gender, religion, handicap and/or nationality.
- f. Any action that subjects CoHT or fellow CoHT members to public scandal.

Fundraising:

All fundraising activities carried out by the CoHT shall be in compliance with policies adopted by the Executive Board. Such policies shall address the ethics and confidentiality of fundraising, appropriate recognition of donors and other related matters. Notwithstanding those policies, the following shall apply:

1. CoHT and our members shall respect the privacy of donors and safeguard the confidentiality of information that a donor would reasonably expect to be private.
2. CoHT and our members shall ensure that all materials and information used in fundraising are accurate and honest and promote trust in both the process and the CoHT.
3. CoHT and our members shall ensure that any restrictions placed on donations by a donor are strictly enforced and that appropriate accounting practices shall be established and monitored to ensure compliance with such restrictions.

Conduct of Representatives and Officers:

Representatives are entrusted to represent and actively engage the membership of the CoHT. Officers are members of the Board of Territorial Governors or members of the Executive Board, elected or appointed to manage and / or administer the affairs of CoHT.

1. Representatives and Officers understand and agree that loyalty to CoHT and its interests are of great importance and recognize that their commitment to fulfill the duties of officer may need to take precedence over individual and personal desires.

2. Representatives and Officers shall comply with applicable local, state and federal laws, and the Articles of Incorporation, Constitution and Rules of Order of the CoHT. Representatives and Officers also shall abide by this specific Code of Conduct and Ethics developed to guide their activities.

3. Conditions of Service:

- a. Representatives and Officers must be current CoHT members.
- b. Financial contributions by potential representatives or officers shall not be a consideration when they are being evaluated for nomination for an election or appointment.
- c. Each representative or officer shall disclose any current or potential conflicts of interest before starting his or her term of office, and shall report during his or her tenure the appearance or actual conflict of interest.
- d. No representative or officer shall participate in partisan political activity while acting on behalf of the CoHT or its Membership.
- e. No representative or officer shall enter into any agreement for the purchase of goods and services, nor permit the CoHT to enter into any such agreement that may provide any direct or indirect economic benefit to any member of the Board or his or her family.
- f. A representative or officer shall not make promises or commitments on behalf of the Board of Territorial Governors, the Executive Board or the Coalition of Historical Trekkers unless authorized to do so by action of the Executive Board, rules of order, CoHT constitution or CoHT articles of incorporation.

4. Specific duties of representatives and officers are described in CoHT's internal Rules of Order. In performing their duties, representatives and officers shall use the same degree of care, skill and caution under the circumstances then prevailing that a reasonable and prudent person, acting in like capacity and familiar with such matters, would use in the conduct of a like organization and with like aims.

5. Compensation, Gifts and Expenses:

- a. Representatives and officers shall serve without compensation.
- b. Representatives and officers shall not receive direct personal financial gain of any kind as a result of their position with CoHT.
- c. Expenses and equipment required for normal Representative or officer activities shall be the responsibility of each individual Representative or Officer without reimbursement from CoHT except such reimbursements established as policy by the Executive Board. Such expenses include, but are not limited to, computer, fax machine, telephone calls, Internet and email access, and office supplies other than those supplied directly by CoHT.

Consequences of Violations:

CoHT members, representatives and officers may be disciplined, discharged from office, or expelled from CoHT for violation of this code.

1. Violations of this code of conduct by individual members shall be referred to the Territorial Governor responsible for the region in which the alleged violation occurred. If either the accused member(s) or the Territorial Governor deems it appropriate, he or she may request the full Board of Territorial Governors convene to investigate and manage complaints of code of conduct violations lodged against an individual member or members.
2. In accordance with CoHT's rules of order, Territorial Governors have the authority to discipline and/or discharge State Chapter Representatives. If either the accused Representative or the Territorial Governor deems it appropriate to do so he or she may request the full Board of Territorial Governors convene to investigate and manage complaints of wrong doing lodged against a Representative.
3. In accordance with CoHT's rules of order, the Vice President has the authority to discipline and/or discharge Territorial Governors. If either the accused Governor or the Vice President deems it appropriate to do so he or she may request the full Executive Board convene to investigate and manage complaints of wrong doing lodged against a Territorial Governor.
4. The Board of Territorial Governors has the authority to discipline and/or discharge Executive Board Members. If either the accused Executive Board Member or any member of the Board of Territorial Governors deems it appropriate to do so a committee of at least 6 non-office holding members may be convened to investigate and manage complaints of wrong doing lodged against an Executive Board Member.