

2023-2024 Academy Spouses' Club

Code of Conduct

The Academy Spouses' Club (ASC) is a private organization on the United States Air Force Academy with the following mission:

- Have Fun
- Make Friends
- Give Back
- The ASC strives to foster strong bonds between military connected spouses and raise funds to support the Pike's Peak/local military community

All members of the ASC shall be bound by this Code of Conduct.

Members have a right to:

- Be treated fairly, equally and with respect by the Association, its Board and other members.
- Socialise in an environment free from all forms of harassment and discrimination.
- Privacy and confidentiality concerning records, documentation and any other communication containing a member's personal information, unless consent is otherwise provided.
- Voice their opinions, requirements and suggestions to the Board.

Members must:

- Treat other members, guests, staff of venues and other patrons (where an ASC function is being held) fairly, equally, and with respect and courtesy.
- Behave responsibly and ensure they conduct themselves in a manner which will not injure the reputation of the ASC, its events, organizers or participants.
- Not physically or verbally harass others including by electronic means
- Not make any statement on behalf of the ASC or act to represent ASC in any official capacity through any public medium, including digital social media, unless authorized to do so by the ASC
- Report any inappropriate behavior of a member of the Board of the ASC for action and follow up.
- Abide by the ASC Code of Conduct and uphold the Constitution, Bylaws and Code of Conduct of the ASC.
- Pay any fees in relation to an event or offering which that member has committed to, regardless of whether the member attends the event or not.

Breaches of this Code of Conduct

- 1) Upon receipt of a complaint by a Member to any Governing Board Member or Activity Leader, the complaint will be immediately referred to the President to determine if it is a violation of the Club Constitution, Bylaws or Code of Conduct.
- 2) If the President determines it is a violation of the ASC Constitution, Bylaws or Code of Conduct, the President will then refer the complaint to the Executive Board
- 3) The Executive Board will discuss the complaint to determine whether a letter of reprimand will be issued. The Member against whom the complaint has been lodged will discuss the complaint in person with at least two (2) Executive Board members within 14 days of the Executive Board's decision to reprimand with the hopes of clarifying and resolving the issue(s) without further action. If determined, only documentation of the meeting will be sent to and kept by the Membership Chair.

- 4) The Executive Board will issue a letter of reprimand to the Member within 48 hours of completion of the in-person meeting with the Executive Board if the matter is not resolved.
- 5) Automatic termination of Membership will occur after two letters of reprimand are issued in a fiscal year (June 1-May 31) or the Member has received a total of 5 letters of reprimand during their tenure of Membership.
- 6) All complaints that result in a letter of reprimand must be given to the Secretary and entered into the minutes of the Governing Board.
- 7) Minutes of these meetings for rules violations and subsequent actions must be placed in the General Meeting minutes. These records must be kept in the permanent ASC files and a copy in the President's notebook.
- 8) No membership fees shall be refunded.

Member Name

Member Signature

Date