

# **Churchland Soccer League, Inc. (hereby referred to as CSL)**

## **DEFINITIONS**

### **1. Policy**

A policy is a basic principle by which the Board guides the affairs and organization of CSL.

### **2. Procedure**

A procedure shall be established in writing or may be communicated to Board members at a meeting whereby it shall be recorded in the minutes, the practice or action by which a member is expected to conduct themselves or handle a matter, as an established method or manner by which the Bylaws, and Policies of CSL are implemented. Miscommunication can lead to serious outcome(s), and even legal, consequences. Acting in such a manner may result in a Board member being relieved of their position.

**a. Purpose and Accountability:** The Board is accountable to the membership for the organization's performance through all of its activities. The purpose of the Board, working solely on behalf of the membership, is to assure that CSL achieves its strategic objectives through the organizations stated Mission, Vision and Values and as a directive as an Educational Non-Profit and as further stated in the by-laws and any motions, policies or procedures passed.

**b. Governing Style:** The Board will govern with an emphasis on:

- (1) Outward vision,
- (2) Encouragement of viewpoints, while maintaining CSL's Mission, Vision and Practices, in a respectful exchange through monthly Board meetings,
- (3) Strategic leadership in implementation, physical application and administrative detail,
- (4) Clear distinction of Board, Staff, and Employee roles,
- (5) Collective rather than individual decisions, incorporating what the future will become pulling from knowledge and experiences of the past and present;
- (7) Proactive rather than reactive;
- (8) Open, efficient, and productive meetings, conducted with Robert's Rules of Order;
- (9) Acknowledge that Special and Emergency meetings may be called from time to time and confidentiality is expected at all times.

### **c. Code of Ethics and Conduct**

To ensure the confidence of the organization as a soccer club, it's Board, Staff, Employees, Volunteers and members and the reputation of CSL among the public, and to fulfill the Board's role of ethical behavior with confidentiality, loyalty, respect, trust stewardship and leadership to the fellow Board members, members, and the organization as a whole, and all affiliated organization to which we are accountable, CSL expects all members of the CSL Board and all Staff, employees and members to conduct themselves according to the highest ethical, professional, and moral principles. Each Board member and candidate for any Board office, staff position, employment, volunteer or membership, shall annually acknowledge, by signature, that he/she has read, understands, and accepts personal responsibility to adhere to the standards of conduct stated in this policy. Board members, Staff, Employees and All Members of CSL are expressly required not to make defamatory statements and not to infringe or

authorize any infringement of copyright or any other legal right by email or other methods of communications. Any such communication is contrary to CSL policy and outside the scope of the membership of the individual concerned. CSL will not accept any liability in respect of such communication, and the member responsible will be personally liable for any damages or other liability arising. Members who receive such a communication must notify CSL immediately. CSL does not encourage, support, tolerate, nor be held accountable for any public display of derogatory, defamatory, discriminatory, slanderous, liable, etc... statements via any form of electronic communication of members or any other parties. Any statements by any members found to defame CSL or any of its members may be grounds for immediate termination of membership by vote of the Board of Directors.

Each Board member, Staff, Employee and Member; shall, to his/her utmost ability:

- Personally comply with all applicable laws and regulations, as well as CSL Bylaws, Policies, and Procedures;
- Never knowingly allow CSL to violate any applicable laws and regulations;
- Act with integrity, honesty, and trustworthiness and not engage in unethical practices, deceive others, or misrepresent CSL in any business dealings;
- Treat others equitably, fairly, and with respect and not engage in any form of discrimination or harassment;
- Be loyal to CSL and its mission, above any loyalty to a particular individual or group of individuals;
- Demonstrate care for clubs and club members and the communities they serve, including the highest regard for the safety, health, and welfare of the public;
- Make responsible decisions for the future of the organization, as a member of the collective rather than acting as individual decision without the authority or consent of the Board, ensuring CSL resources are prudently managed and expended;
- Practice transparency and accountability to members, and the public;
- Not use the name of CSL or their Board position for personal benefit or advantage;
- Help create a cooperative and productive working environment at Board meetings and other CSL functions;
- Respect and protect privileged or confidential information, including the private information of members and donors, and support the final decisions of the Board;
- Fulfill the duties of office to which they are elected and not attempt to exercise individual authority outside the purview of his/her office;
- Interact with Staff in a professional and respectful manner, following agreed channels of communication and authority;
- Not engage in any conduct that would tarnish the good reputation of CSL or undermine the public's or affiliated organization's trust of CSL, its Board, staff, employees or members.

Alleged violations of these standards of conduct shall be reported to the Executive body which consists of the President and Vice President and another designated Officer (as indicated by the President), who shall inform the remaining Board members. If the Executive Committee determines that further investigation is warranted, the process shall be conducted in the same manner as violations of conduct unbecoming. If a Vote of Confidence is so moved to remove an Officer such person(s) shall have the right to resign if agreed upon by the remaining Board, or may appeal such decision. After the process is completed, any Board member found to have violated these standards of

conduct shall be subject to disciplinary action as determined by the Board, up to and including suspension of duties or removal from office.

#### **d. Cost of Governance**

The Board will invest in its governance capacity, including skills, methods, and supports to assure governing with excellence, ethical and moral conduct. Maintaining confidentiality, loyalty and trust in all fiduciary and fiscal responsibilities.

### **4. Finance**

**a. Accounting Records and Procedures:** Accounting records will be maintained and accounting procedures will be followed in accordance with generally accepted accounting principles; and per the by-laws and any governing policies/practices.

**b. Budgetary Controls:** CSL will control its finances through an adequate budget system, and financial matters will be conducted on sound, conservative principles. The annual budgets for operations and capital expenditures shall be approved by the CSL Board.

**c. Reserves:** Adequate operating and special reserves will be maintained to assure the financial soundness of CSL.

**5. Fund-Raising Activities:** No individual, group, team, staff, Board member or employee shall be permitted to conduct fund-raising activities at or in conjunction with CSL, which does not support the mission of Soccer related educational purposes, as described in the non-profit status of CSL. All fundraising and/or sponsorship must have prior approval of the CSL Board of Directors.

### **6. Sponsorships**

The primary purpose of sponsorship agreements will include contracts of general public interest of CSL in promoting community awareness in the interest of Soccer and sports related Education and promoting the purposes and objectives of CSL. All advertising must meet the standards established by the CSL Board.

### **7. Language**

**a. Printed Materials:** English shall be the official language of CSL for literature, printed materials, and communications to all. The CSL Board may approve the use of other languages, and any such decision is determined by Board discussion, and vote, which shall be recorded in CSL minutes and kept by the CSL President and Secretary.

**b. Board Meetings:** The meetings of CSL Board and any Committees shall be conducted in English.

### **8. Equal Employment Opportunity**

No employee or applicant will be discriminated against because of race, color, creed, sex, age, religion, physical handicap, or national origin.