



POLICY

Code of Conduct

Approved at WLCA Board Meeting, JANUARY 30, 2023

This policy applies to all volunteers including but not limited to board members and committee members.

If a volunteer exhibits concerning conduct, the Board of Directors shall hold a closed meeting to determine whether the conduct of a volunteer is concerning enough to merit a warning. If the volunteer is a current board member, that individual will not be present at the board meeting during which the conduct is to be examined.

If a majority of board members at that meeting determine in their sole discretion the need for a warning letter to be sent (a "Letter of Concern"), the board shall draft the Letter of Concern describing the problem, directing the volunteer to cease and desist the concerning conduct within a specific time period, and cautioning that future conduct of similar concern may result in the consequences listed below.

The Letter of Concern shall be delivered to the volunteer privately with a copy maintained in the official records of WLCA.

If a majority of the board does not agree on the need for the sending of the Letter of Concern, the matter will be considered to be closed.

If the volunteer continues to display similarly concerning conduct after the prescribed time period, the Board of Directors shall hold a second closed meeting to determine further action. If the volunteer is a current board member, that individual will not be present at the board meeting during which the conduct is to be examined.

If a majority of board members at that meeting in their sole discretion conclude that conduct of similar concern was continuing, a majority of board members shall determine appropriate action up to and including the consequences listed below.

The decision shall be communicated in writing to be delivered to the volunteer privately with a copy of the writing maintained in the official records of WLCA.

If a majority of the board does not agree on the action, the matter will be considered to be closed.

Consequences

1. Consequences for committee members
 - a. Removal from committee
2. Consequences for committee chairs
 - a. Demotion to committee vice-chair or member; and/or
 - b. Removal from committee
3. Consequences for board members
 - a. Demotion from officer to director-at-large; and/or
 - b. Removal of committee chairpersonship; and/or
 - c. Open censure of board member at next open board meeting