

Code of Conduct for Lake Washington Ham Club a Washington Nonprofit Corporation

Effective Date: 3 February 2025

Introduction

The Lake Washington Ham Club (hereinafter referred to as "LWHC" or "the Club") is committed to maintaining a safe, inclusive, and respectful environment for all members, volunteers, staff, and guests. This Code of Conduct establishes guidelines for behavior that aligns with the values of the Club and ensures that all individuals are treated with dignity and respect. By participating in any activity or event organized by LWHC, you agree to adhere to the principles outlined in this Code of Conduct.

Structure

The club is organized as a non-membership organization under the rules and conditions specified in Washington law (RCW 24.03A). The leadership of the Club is vested in the LWHC Board of Directors. Excluding the members of the Board of Directors, all other members of LWHC are non-statutory.

Core Values

The Club values the following principles and expects all members and participants to act in accordance with them:

- **Respect:** Treat all individuals with respect, courtesy, and fairness. Be considerate of diverse perspectives and experiences.
- **Integrity:** Engage in honest, transparent, and ethical conduct in all dealings with other members, the public, and the LWHC Board of Directors.
- **Inclusion:** Foster an inclusive environment that welcomes people of all backgrounds, identities, and abilities. Set an example to encourage new and non-hams to join the Club.
- **Accountability:** Take responsibility for your actions and their impact on others. Address concerns or conflicts constructively and professionally.
- **Collaboration:** Work together in a cooperative manner to further the mission and goals of the Club.

Expected Behavior

LWHC Community Members and participants are expected to:

- Be courteous and respectful in all communications and interactions.
- Follow the laws and regulations of the state of Washington and local ordinances.
- Refrain from discriminatory behavior, harassment, or any actions that could create an unsafe or uncomfortable environment for others.
- Abide by the Club's policies and procedures, as outlined in official documentation or communicated by Club leadership.
- Be respectful of the time, efforts, and resources of others.
- Participate in Club activities in a manner that reflects positively on the organization and its mission.

Unacceptable Behavior

The following behaviors are prohibited and will not be tolerated by the Club:

- **Harassment:** Any unwelcome or offensive behavior, including verbal, physical, or online harassment, based on race, color, sex, gender, gender identity or expression, sexual orientation, religion, national origin, disability, age, or any other protected characteristic.
- **Discrimination:** Any unfair treatment of individuals or groups based on the characteristics mentioned above.
- **Violence or Threats of Violence:** Any form of physical violence or the threat of harm towards others.
- **Disruptive Behavior:** Actions that disturb the peaceful and productive functioning of Club meetings or events.
- **Dishonesty:** Lying, falsifying information, or misrepresentation of facts related to the Club's activities, finances, or relationships.

Reporting Violations

If you believe that a violation of this Code of Conduct has occurred, you are encouraged to report the matter in a timely and confidential manner. Reports should be submitted to the Club's Membership Officer via the following channels:

- **Email:** membership@lakewashingtonhamclub.org

All complaints will be investigated fairly, and appropriate action will be taken to address any violations.

Disciplinary Actions

Violations of this Code of Conduct may result in disciplinary action, including but not limited to:

- A verbal or written warning
- Temporary suspension from Club activities or events
- Permanent expulsion from the Club

Disciplinary actions will be determined on a case-by-case basis and will consider the severity and nature of the violation.

Amendments and Review

This Code of Conduct is a living document and may be reviewed and amended periodically. Any changes will be communicated to all Community Members, and the updated version will be made available on the Club's website or distributed to members as appropriate.

Acknowledgement

By participating in the activities of the Club, all members, volunteers, and guests agree to comply with this Code of Conduct. Participation is a privilege, and adherence to this Code ensures that the Club remains a safe, welcoming, and productive environment for everyone.

For any questions or concerns regarding this Code of Conduct, please contact any of the Club's Board of Directors.

Thank you for your cooperation in maintaining a positive and respectful community.

Lake Washington Ham Club Board of Directors

<https://lakewashingtonhamclub.org>

This document was last updated on February 8, 2025.