



## IEO Board and Committee Chair Administrative Control Policy

**PURPOSE:** To inform IEO Board and Committee Chair Volunteers of the administrative and ethical manner in which the business of the IEO will be conducted by all. This policy should be read and interpreted in conjunction with the IEO bylaws and other IEO policies.

**APPLICABILITY:** This Administrative Control policy is applicable to all IEO Board Members and Committee Chairs. By acceptance of the Volunteer position with the IEO, the Volunteer agrees to acceptance of this policy.

The IEO considers any attempt to circumvent or otherwise manipulate the established systems of control as being unacceptable conduct and may result in termination of office or committee chair position. Volunteers are encouraged to consult with the President and/or the Governance Chair when performing an act they feel may be in violation of this policy.

1. Volunteers shall exercise honesty, objectivity, and diligence in the performance of their duties and responsibilities.
2. Volunteers are expected to follow the IEO bylaws, rules, policies and procedures encouraging fair competition, promoting education, and strengthening reputation.
3. Volunteers shall not engage in acts of harassment, discrimination or intimidation.
4. Acceptance of gifts valued in excess of \$25 in connection with the business of the IEO, either before or after a transaction or service is discussed or consummated, shall be disclosed to the President and the Governance Chair.
5. Volunteers shall disclose all potential conflicts of interest, including those in which they may have been inadvertently placed due to either business or personal relationships with other volunteers, competitors, service providers, trainers, or owners. Conflict of interest disclosures should follow the 'appearance of' rule and should be made to the President and the Governance Chair.
  - a. "Conflict" or "conflict of interest" is defined as the use by a Board Member or other Volunteer of this organization of the authority of their office for the private monetary benefit of themselves, a member of their immediate family or a business with which they or a member of their immediate family is associated. "Conflict" or "conflict of interest" does not include an action having a trivial economic impact or same benefit available to the general IEO membership.
  - b. Board Members and Committee Chairs shall refrain from voting on organization decisions that may affect the immediate or near term private monetary benefit of yourself, a member of your immediate family or a business with which you or a member of your immediate family is associated.
  - c. Upon disclosure of a stated conflict of interest the IEO Board would make a determination as to whether that interest was monetary or trivial. Based upon the stated interest, the IEO Board may vote to select a different provider and/or remove the Volunteer from the position. The IEO Board may utilize the USDF Code of Ethics and Conflict of Interest Policy to further clarify any potential conflict of interest.
6. Volunteers involved in procurement and negotiation related to facilities, judges, apparel, and any other IEO expenditure must disclose conflicts of interest at any time when they may occur.