

CNYD&CTA Addendum to Bylaws

CNYD&CTA Code of Ethics

(adopted June 9, 2025)

Board Members of CNYD&CTA are committed to observing the highest ethical standards in the performance of their duties. In representing CNYD&CTA, Board Members are expected to act with integrity, treat others respectfully, and operate in the best interest of CNYD&CTA. These principles also apply to any person undertaking any organizational or leadership role in CNYD&CTA.

Accordingly, all those administering, managing and/or representing CNYD&CTA should comply with the following:

1. Faithfully abide by the bylaws and policies of CNYD&CTA.
2. Apply fair and courteous treatment to all involved with CNYD&CTA.
3. Ensure all transactions are handled honestly and recorded accurately.
4. Avoid any conduct which appears to be improper or inappropriate.
5. Avoid conflicts of interest, both real and perceived.

CNYD&CTA Conflict of Interest Policy

(adopted xx/xx/2025)

A conflict of interest occurs when a Board Member, his/her family or friend(s) stand to derive a personal or financial benefit that could compromise the Board Member's judgement in performing their official duties on behalf of CNYD&CTA.

Compliance with the Association's Conflict of Interest Policy includes:

1. Avoiding any circumstance(s) that constitute a conflict of interest or could be perceived as a conflict of interest.
2. Disclosing a conflict of interest or possible conflict of interest to the Board to determine whether a conflict exists.
3. Requiring that any person with a conflict of interest to recuse themselves from any Board deliberation or vote on the matter giving rise to such conflict.
4. Prohibiting any person with a conflict from improperly influencing the deliberation or vote on the matter giving rise to such conflict.

Electronic Communications (Email, Text and Social Media) Guidelines

(adopted Junen 9, 2026)

Every organization needs good communications. Email, text and social media are vital tools for an association whose membership is widespread. Ill-advised communications can cause unintentional, widespread harm. Electronic communications guidelines help make communications with and among the membership effective and efficient without malice or misinterpretation if the following are followed.

1. Always be professional and courteous. Be mindful of the tone your communications may carry.
2. Consider your thoughts and purpose before sending: a) Would I say this to the person's face? b) Am I putting the receiver in an awkward position? c) How would I feel if I received this?
3. Do not send a communication you would not want forwarded, especially when referencing the organization. (Any electronic communication can become public, even if you wish it to be private.)
4. Emoticons or other virtual gestures are inappropriate for CNYD&CTA affairs.