



Membership Code of Conduct and Corrective Action

I. Objective - I will:

1. Follow club rules, By-Laws, policies, and regulations and abide by city, county or state laws or ordinances while representing PKO;
2. Treat club members, competing club members, and the general community with respect, courtesy, sportsmanship, consideration, honesty, fairness, and aloha; and
3. Respect the rights and property of others regardless of their gender, ability cultural background or religion and the club, showing respect for the canoes and equipment, the environment and the ocean.

II. Conduct - I understand:

1. My conduct has a direct effect upon the entire club;
2. I will be held accountable for my behavior;
3. I have the responsibility to report any violations to the Executive Board (President, Vice President and Treasurer); and
4. The following behaviors will not be tolerated, including but are not limited to:
 - a. Any physical, written or verbal abuse of others to include but is not limited to the use of aggressive or threatening behavior, profanity, vulgar language, racial slurs, or demeaning comments, emails, texts message, social media;
 - b. Sexual harassment towards other;
 - c. Being intoxicated or under the influence of any drugs or alcohol while in a canoe;
 - d. Theft, misuse of club equipment and or funds; and
 - e. Violation of club rules, policies or By-Laws.

III. Procedure for Breach of the Code of Conduct - I understand:

1. Incidences of breach of conduct or any violation of policies may be subject to corrective action to include but not limited to:
 - a. Documented verbal corrective action from the club;
 - b. Written corrective action letter from the club;
 - c. Fines;
 - d. Immediate dismissal from practices and or a race; and
 - e. Grounds for dismissal from the club and may result in forfeiture of membership due in accordance with the Membership Policy – Dues Policy 2 Refunds, Non-Medical Refunds.
2. Any corrective action, dismissal from practice or races shall be determined by the Executive Board; and

3. Any dismissal from PKO shall be discussed and voted upon by a quorum of the PKO membership in accordance with Article XI, Conduct and Discipline, Section 1, Membership Conduct and Section 2, Illegal Drugs.

IV. Procedure for Corrective Action Process:

1. If any member believes a breach of this code of conduct has occurred, they must within one (1) week of the occurrence, advise the Executive Board verbally or in writing of the alleged breach providing any evidence or name/s of witnesses to the incident;
2. The Executive Board shall provide written acknowledgement to the reporting member following receipt of the incident;
3. A disciplinary meeting will be convened at the earliest opportunity to review the particulars of the incident;
4. If deemed necessary by the Executive Board, shall send a letter to the individual/s of the alleged misconduct;
5. The individual will be provided in writing within one (1) week of receipt of the Notice and allow for the individual/s to provide their comments;
6. Failure of the individual/s to respond within one (1) week, will result in a recorded corrective action;
7. If a response is provided, the Executive Board shall review the written response within one (1) week of receipt and decide whether to accept the explanation and does not result in a recorded incident;
8. The reporting member and individual/s involved shall be advised in writing within one (1) week of the Executive Board's decision;
9. Based on the severity of the incident the Executive Board has the option to dismiss or suspend their membership temporarily until the issue has been resolved;
10. A member who accrued three corrective actions within one year may result in dismissal of their membership and any membership dues will be forfeited.

I acknowledge that, having signed this form and have kept a copy for my records, I have agreed to adhere to these rules at all practices, races, fundraisers, and other club events and disciplinary action that may apply.

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Print Name

Signature

Date