TAAS Code of Conduct

26 September 2018
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1. PREAMBLE

The Albuquerque Astronomical Society (TAAS) is a volunteer, non-profit, membership organization that promotes amateur astronomy for its members and the general public. TAAS's activities take place in many different settings, ranging from indoor lecture halls to outdoor venues, observatories, and private properties. TAAS's membership is intended to be inclusive, and is open to people of all ages, backgrounds, races, genders, ethnicities, religions, and abilities. TAAS's outreach to the public is also totally inclusive.

TAAS's communications with its members and the public include virtually all forms of media. TAAS recognizes and intends that these forms of communications may be read, seen, or heard by anyone.

Many of TAAS's activities take place in locations that are dark and far from urban amenities. TAAS is committed to insuring the safety and security of anyone attending or participating in its activities, consistent with respectful social behavior and with the physical environment of its activities.

TAAS is a 501(c)(3) non-profit organization with registered articles of incorporation. TAAS acts officially through its Board of Directors in accordance with published Bylaws. The Bylaws define the roles and duties of the directors and officers and provide rules and instructions for the administration of TAAS.

2. PURPOSE

The purpose of this Code of Conduct ("Code") is to promote a safe and comfortable environment for TAAS's members and for the public at TAAS's events, preserve the integrity of TAAS, and to ensure all TAAS business and activities are conducted in accordance with the laws governing non-profit corporations.

The Code defines the principles and values under which TAAS's members are expected to act when participating in or promoting TAAS activities and sets specific rules to guide TAAS members. The Code also helps identify relevant issues in the event of conflicts of interest.

The Code establishes guidelines for reporting and acting on apparent violations of the Code. Violation of these provisions can be grounds for corrective action up to and including expulsion from the society.
3. SCOPE

The Code applies to members engaged in any activities or events sponsored or endorsed by TAAS, whether solely or in conjunction with other organizations. The Code applies to any TAAS member at any event sponsored or endorsed by TAAS, for the duration of the event and for a reasonable time necessary to the preparation for and termination of the event.

4. CODE OF CONDUCT

These provisions comprise the TAAS code of conduct and apply while conducting TAAS business, activities, or meetings (hereafter referred to as activities).

4.1. Legal Compliance

All TAAS activities shall be conducted in accordance with federal, local, state, municipal, and other applicable laws. This includes New Mexico and federal laws governing non-profit corporations.

4.2. Conflict of Interest

Any officer or officer candidate must publicly declare any potential conflict of interest before running for or assuming office. An example of a conflict of interest is when an officer has a direct or indirect financial interest in a business with which TAAS does or may have a transaction or arrangement. Any conflicts may be grounds for disqualification from office, with the Board of Directors making the determination.

4.3. Harassment

No member may harass another member or group of members in such a way as to make the society environment uncomfortable to that member or group of members. TAAS desires that its members and all participants in its activities are able to enjoy an environment that is free from discrimination or abuse. TAAS is committed to making its meetings and events productive and enjoyable for everyone, regardless of race, ethnicity, national origin, religion or creed, age, body size/shape, disability, sex, gender identity, or sexual orientation. TAAS will not tolerate harassment in any form during TAAS activities.
Further, no member may in any way harass or intimidate another member or group of members through any form of communication medium, including mail, phone, email, forums, TAAS_Talk, or any other communication medium that TAAS members or the astronomy community use to communicate.

Any member who is unreasonably offensive to others or is disruptive during society activities is subject to corrective action up to and including expulsion.

4.4. **Member and Public Safety**

No member may endanger the safety of members or the public at a TAAS activity or event.

4.5. **Payments from Society Funds**

Officers and members may not make illegal or improper payments from society funds to any individuals or companies. These include, but are not limited to, bribes, kickbacks, monies for products/services not rendered to the society or any other inappropriate use of funds.

4.6. **Kickbacks/Bribes/Gifts**

No officer or member may take a cash payment or excessive gift from an individual or company to secure a payment or contract to that individual or company from society funds. Small gifts or entertainment in accordance with common business practices are acceptable. In addition, no officer or member may take cash payments or excessive gifts in order to secure society participation in any other activity.

4.7. **Donation Acknowledgement**

No officer or society member shall fraudulently acknowledge any donation.

4.8. **Discrimination**

TAAS does not discriminate with respect to race, ethnicity, national origin, religion or creed, age, body size/shape, disability, sex, gender identity, or sexual orientation. No officer or society member will practice or encourage such discrimination.

4.9. **Public Policy Statements**

No member or officer is to make official TAAS policy statements without the concurrence of the Board of Directors.
4.10. Voter Fraud and Intimidation

Any member or officer who falsifies votes or election returns is subject to corrective action up to and including expulsion. In addition, no officer or member may attempt to intimidate any members to vote in a way contrary to their desires.

4.11. Society Membership List

No member or officer may either misuse or disclose to an outside party (unless compelled by legal obligation) the information in the membership list. This includes using the information for telemarketing of products or non-TAAS business mailings.

5. REPORTING VIOLATIONS

TAAS members will report any perceived violations of the Code to a member of the Board of Directors. The reporting member may request that the report be confidential, pending the Board's investigation.

The Board of Directors will investigate any reported perceived violations of the Code. If the Board of Directors finds that a member has violated the Code, the Board may take such action as it deems appropriate, including but not limited to expelling the offending member from TAAS. If the Board of Directors finds that a member has violated the Code, but does not deem expulsion appropriate, the Board may, in its discretion, maintain confidence with regard to its findings and corrective measures.
**VERSION HISTORY**

<table>
<thead>
<tr>
<th>Version</th>
<th>Effective Date</th>
<th>Description of Change</th>
</tr>
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<tbody>
<tr>
<td>1.0</td>
<td>09/26/2018</td>
<td>Initial document approved by the Board of Directors.</td>
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