Dear CITA Member Organizations, Board of Directors, and Past Presidents:

Enclosed are proposed CITA bylaws changes developed by the Ad Hoc Bylaws Committee. These will be presented at the annual meeting on October 29th for consideration by you.

CITA President Mark Rutherford, Ad Hoc Bylaws Committee Chair Linda Goad and available members of the Ad Hoc Committee will make themselves available to discuss and answer questions about the proposed changes to the CITA Bylaws. A conference call will be held on Tuesday October 18 at 4:30 pm. The call in number is 1-800-791-2345, Code 65244. We hope you can participate in the conference call for your input is invaluable to the success of CITA.

We want to share some history about the Ad Hoc Bylaws Committee and the process engaged by the Ad-Hoc Committee to develop its proposed changes. Linda Goad was appointed to Chair the Ad-Hoc Committee regarding the CITA Bylaws in May. Committee members are Ginger Gilles, Katy Graham, Ilia Macdonald, David Morton, Jenny Reifeis, Shannon Rezek and Renee Washington. They are outstanding volunteers!!

CITA President, Mark Rutherford requested that the Committee consider reviewing the following topics in its review of the CITA Bylaws:

. Reduce the number of Board members;

. Change the Nominating Committee so that Officers and incumbents up for re-election are not precluded from it (it is appropriate to limit the number of Officers and incumbents allowed on the Nominating Committee);

. Change the manner of the appointment of the Chair of the Nominating Committee and do not require that it be the Past President;

. Once elected as a third Vice President, have all Vice Presidents automatically move up the ladder to President, except cause

. Consider making either the Chair, Management Committee or Board responsible for filling all committee slots and chair positions (so it is not ambiguous as it is now).

Next the Committee created survey questions and conducted it through Survey Monkey. The survey was sent to more than 200 people including Member Organizations, Past Presidents and Board members from 2004 to date, Executive Directors throughout the Midwest Section, and Bob Harris who conducted our Board training last January. In some cases, telephone conversations took place. Survey results equated to over 20% participation. We must commend the Ad-Hoc Committee on being extremely thorough and diligent!! Thank you.

Finally, the Committee met several times. The Committee presented the recommendations to the Management Committee on September 1st. On September 11th, based on feedback from the Management Committee, the Committee met once again to make additional revisions. Then the Bylaw proposals were presented to the Board of Director at its September meeting. Based on the Board’s feedback, the Ad-Hoc Committee met again and made additional changes to the proposal changes.
If you have questions or want to discuss the proposed recommendations prior to the conference call, please contact either one of us.

Best,

Mark Rutherford
President
Central Indiana Tennis Association, Inc.
317/686-4773

Linda W Goad
Chair, Ad Hoc Bylaws Committee
317/502-4531
I. Proposed by CITA Bylaw Ad Hoc Committee, 
Linda Goad, Chair

Amend Central Indiana Tennis Association Bylaws

Under Article I – Name and Territory

Section 2. Territory: The territory of CITA shall consist of the **following 61 counties in Indiana**: Bartholomew, Boone, Brown, Clark, Clay, Clinton, Crawford, Daviess, Dearborn, Decatur, Delaware, Dubois, Fayette, Floyd, Fountain, Franklin, Gibson, Greene, Hamilton, Hancock, Harrison, Hendricks, Henry, Jackson, Jefferson, Jennings, Johnson, Knox, Lawrence, Madison, Marion, Martin, Monroe, Montgomery, Morgan, Ohio, Orange, Owen, Parke, Perry, Pike, Posey, Putnam, Randolph, Ripley, Rush, Scott, Shelby, Spencer, Sullivan, Switzerland, Tippecanoe, Tipton, Union, Vanderburgh, Vermillion, Vigo, Warren, Warrick, Washington, and Wayne counties of Warren, Tippecanoe, Clinton, Madison, Delaware and Randolph, and all counties south of the foregoing, or **The territory shall also include** such additional or less territory as may be from time to time assigned by the USTA/Midwest.

Rationale: The purpose is to clarify the specific counties within the territory of the Central Indiana Tennis Association by listing each one of them.

Effective Date: October 30, 2011

Mgmt. Committee Comment: Recommends approval.

Board Comment: Recommends approval.
II. Proposed by CITA Bylaw Ad Hoc Committee, Linda Goad, Chair

Amend Central Indiana Tennis Association Bylaws

Under Article I – Name and Territory

Section 4. Mission Statement: The mission of CITA is to promote and develop the growth of tennis.

Rationale: The purpose is to include the mission statement in the bylaws.

Effective Date: October 30, 2011

Mgmt. Committee Comment: Recommends approval.

Board Comment: Recommends approval.
III. Proposed by CITA Bylaw Ad Hoc Committee,
    Linda Goad, Chair

Amend Central Indiana Tennis Association Bylaws

Under Article IV – Board of Directors, Management Committee and Nominating Committee

Section 1. Board of Directors: There shall be a Board of Directors ("Board"), which shall consist of the six (6) Officers identified in Article V, Section 1 and holding office in accordance with Article VI, Section 1, and fifteen (15) Directors at Large holding office in accordance with Article VI, Section 2. The powers of the Board shall be limited to establishing the policies of CITA, approving the annual budget and any amendments thereto, considering appeals of acts or decisions of the Management Committee, approving amendments to these By-Laws, expelling a member, removing an elected official from office, and performing such other duties specifically designated in these by-laws for the Board to perform. Each Director will serve a two-year term with an option to serve a second term.

Rationale: The purpose of the first two changes is to decrease the number of Officers and Directors to a more manageable number of people. The purpose of the additional information in Option #2 is to ensure at least minimal geographic diversity among the Directors. It is also recommended that Standing Rules be created as needed in this regard.

Effective Date: October 30, 2011

Mgmt. Committee Recommends approving a smaller number of Officers and Directors, with the final recommended number to be determined by the Board.

Board Comment: Recommends approval.
Proposed by CITA Bylaw Ad Hoc Committee,
Linda Goad, Chair

Amend Central Indiana Tennis Association Bylaws

Under Article IV – Board of Directors, Management Committee and Nominating Committee

Section 2. Management Committee: The business and affairs of CITA shall be managed and conducted by and under the authority of the Management Committee of the Board, which shall consist of the six (6) Officers and three (3) other Directors selected by the Board. The term of the members of the Management Committee shall be two (2) years or until the member’s term as an Officer or Director expires, whichever comes first. A member of the Management Committee may serve an additional consecutive two (2) year term on this committee as long as his/her position changes. The treasurer may serve more than two consecutive terms. Except for those powers given to the Board, the Management Committee shall have the power to manage the affairs of CITA and perform such other duties as necessary in the interest CITA. Any action taken by the Management Committee shall be communicated in writing to each member of the Board within thirty (30) days. An appeal of an act of decision of the Management Committee may be considered at a meeting of the Board, provided notice of such an appeal is set forth in the notice of the meeting.

Rationale: The purpose of the first change (first two changes in Option #2) is to mirror the number of Officers based on Amendment III and to decrease the number Directors serving on the Management Committee based on the recommendation in Amendment III to reduce the overall number of Directors. The purpose of the added information is to clarify the term of the members of the Management Committee.

Effective Date: October 30, 2011

Mgmt. Committee Comment: Recommends approving a smaller number of Officers and Directors to serve on the Management Committee, with the final recommended number to be determined by the Board.

Recommends that the term of the Management Committee members be approved.

Board Comment: Recommends approval.
V. Proposed by CITA Bylaw Ad Hoc Committee, Linda Goad, Chair

Amend Central Indiana Tennis Association Bylaws

Under Article IV – Board of Directors, Management Committee and Nominating Committee

Section 3. Nominating Committee: A Nominating Committee for CITA shall be convened each year. The Nominating Committee shall consist of the most recent past President able to serve as its chairman and the ten (10) Directors at Large whose terms do not expire that year. They shall meet during the year at the call of the President sufficiently in advance of the annual and the five (5) Director at Large positions becoming vacant. Nothing herein shall be construed as prohibiting the Nominating Committee from proposing that one or more of its own members be recommended or slated for a position as Officer. **One (1) chair and five (5) committee members who will be appointed by the Management Committee and approved by the Board of Directors.** Two (2) committee members will not be members of the current/seated Board of Directors and the three (3) remaining committee members will be current Board members. The chair and committee members of the Nominating Committee will be composed of a balance of experience, wisdom and diversity and will have served as a past CITA Board member, past officer and/or committee member and have an interest in tennis. The Nominating Committee shall be appointed and approved at the Annual Meeting by the sitting Board of Directors. Neither the chair nor committee members of the Nominating Committee may be slated as an Officer or Director while serving on the Nominating Committee. **The chair of the Nominating Committee is to serve as an objective facilitator with no voting power.** Other nominations may be made by any member entitled to vote at a membership meeting as long as the nominations are submitted in writing at the CITA office no less than fifteen (15) days prior to the meeting at which the election is to be conducted. **The CITA Executive Director and employees shall remain neutral in the Nominating process.**

Rationale: The purpose is to create a committee composed of a balance of experience, wisdom, and diversity. The strikethrough text in the second to last sentence eliminates a repeated phrase.

Effective Date: October 30, 2011

Mgmt. Committee Comment: Recommends approval.

Board Comment: Recommends approval.
VI. Proposed by CITA Bylaw Ad Hoc Committee,
Linda Goad, Chair

Amend Central Indiana Tennis Association Bylaws

Under Article V, Section 1 – Officers

(A) The Officers of CITA shall be as follows: President, First Vice President, Second Vice President, Third Vice President, Secretary, and Treasurer. The Officers shall be elected at the annual membership meeting of CITA.

Rationale: The purpose is to reduce the number of Vice Presidents as part of the overall reduction of the total number of Board members.

Effective Date: October 30, 2011

Mgmt. Committee Comment: Recommend approving a smaller number of Officers with the final recommended number to be determined by the Board.

Board Comment: Recommends approval.
VII. Proposed by CITA Bylaw Ad Hoc Committee,  
    Linda Goad, Chair  

Amend Central Indiana Tennis Association Bylaws

Under Article V, Section 1 – Officers

    (B) The President shall be the Chief Executive Officer. The President's duties shall include, but shall not be limited to, presiding at all membership meetings and all meetings of the Management Committee and the Board of Directors, appointing, with the approval of the Management Committee, the chairs of all Standing Committees by January 31, appointing the chairs of all other Special Committees, and being responsible that all Officers and Committee Chairmen perform their duties.

Rationale: The purpose is to give the President and Management Committee until January 31 to determine the Chairs of the Standing Committees. This ties to Amendment XXI.

Effective Date: October 30, 2011

Mgmt. Committee Comment: Recommends approval.

Board Comment: Recommends approval.
VIII. Proposed by CITA Bylaw Ad Hoc Committee,  
Linda Goad, Chair  

Amend Central Indiana Tennis Association Bylaws  

(C) The Vice Presidents shall assist the President in performing the duties of that Office. In the absence of the President, the Vice Presidents shall, in proper order, assume the duties of the Office of President.

Rationale: If Amendment VI, Option #1 passes, this change will be necessary to make the reference to “Vice Presidents” singular in the first sentence.

Effective Date: October 30, 2011

Mgmt. Committee: Recommends approval should Amendment VI reduce the number of Vice Presidents to one.

Board Comment: Recommends approval.
IX. Proposed by CITA Bylaw Ad Hoc Committee, Linda Goad, Chair

Amend Central Indiana Tennis Association Bylaws

Under Article V – Officers, Executive Director and District Delegate

Section 2. Executive Director: CITA shall have an Executive Director who shall be the Chief Operating Officer. The Executive Director, subject to the direction and evaluation of the Management Committee and fully accountable to it, shall manage the day-to-day operational programs, policies, and procedures and shall be responsible for the functioning of the office CITA. The Management Committee shall maintain a written job description for the Executive Director. The Executive Director shall be appointed by, shall serve at the pleasure of, and shall be compensated at a rate fixed by the Management Committee. The Executive Director shall be an advisory member of all committees, with the exception of the Nominating Committee, shall be responsible for executing all Board of Directors and Management Committee decisions, and shall perform such additional duties as may be requested by the Board of Directors or Management Committee. The Executive Director and staff shall remain neutral in the Nominating and Voting processes.

Rationale: The purpose is to include information about the Executive Director’s job description, role in regard to the Nominating Committee and Process, and role in regard to the voting process in the bylaws.

Effective Date: October 30, 2011

Mgmt. Committee Comment: Recommends approval.

Board Comment: Recommends approval.
X. Proposed by CITA Bylaw Ad Hoc Committee, Linda Goad, Chair

Amend Central Indiana Tennis Association Bylaws

Under Article VI – Terms of Office

Section 1. Officers: The Officers shall be elected at the Annual Membership Meeting of CITA, shall begin their term on January 1 of the calendar year following the election, and shall hold office for a term of one (1) year, two (2) years, and until their successor is elected and qualified. The maximum number of consecutive terms an Officer may serve in a particular office shall be two (2) terms. An Officer, except the Treasurer, is ineligible to serve two (2) consecutive terms in the same position. The Treasurer may serve two (2) or more consecutive terms. While in office, no Officer may serve as a Director.

Rationale: The purpose is to increase the terms of office for an Officer from one to two years. It also reduces the number of consecutive terms for which an Officer is eligible and clarifies that the term of an Officer begins January 1 following the election.

Effective Date: October 30, 2011

Mgmt. Committee Comment: Recommends approval.

Board Comment: Recommends approval.
XI. Proposed by CITA Bylaw Ad Hoc Committee, 
Linda Goad, Chair 

Amend Central Indiana Tennis Association Bylaws 

Under Article VI – Terms of Office 

Section 2. Directors: Directors at Large shall be elected at the Annual Membership Meeting and shall begin their term on January 1 of the calendar year following the election. Directors at Large shall serve for a term of three (3) two (2) years, and until their successor is elected and qualified. The maximum number of consecutive terms a Director may serve shall be two (2) terms. Service to complete an unexpired term of a Director as a result of a vacancy shall not be considered to be within the two (2) consecutive term limitation. There shall be no limit of the number of two (2) successive terms a Director may serve, so long as there is a lapse of one (1) year between each period of holding office. The roles and responsibilities of the Directors shall be defined in the Standing Rules developed in accordance with Article XII, but shall include serving as liaisons to each Standing Committee.

Rationale: The purpose is to reduce the number of years for which a Director will serve a term and require that Directors will be liaisons to Standing Committees. It also clarifies that the term of a Director begins January 1 following the election.

Effective Date: October 30, 2011 

Mgmt. Committee Comment: Recommends approval.

Board Comment: To be determined.
XII. Proposed by CITA Bylaw Ad Hoc Committee,
    Linda Goad, Chair

Amend Central Indiana Tennis Association Bylaws

Under Article VI – Terms of Office

    Section 3. Vacancies: In the event of the resignation, incapacity or death of the President,
the order of succession shall be to the Vice Presidents in the order of their rank (First, Second, the
Third). In the event a vacancy occurs in an officer position other than the President or among the
Directors at Large, the Management Committee shall fill such vacancy by appointment of a suitable
replacement, determined by a majority vote of the member of the Management Committee the in
office, to serve until the next annual Membership Meeting. The Management Committee shall fill a
vacancy as soon as practicable, but must act to fill any vacancy within 120 days after the vacancy occurs.
If there are vacancies among the members of the Management Committee sufficient enough to prevent
the Management Committee from constituting a quorum in accordance with Article VII, Section 3 (C),
the inability to constitute a quorum shall not prevent the remaining members of the Management
Committee from taking action to fill vacancies in accordance with the provisions of this Section.

Rationale: This ties to Amendment VI.

Effective Date: October 30, 2011

Mgmt. Committee
Comment: Recommends approval.

Board Comment: Recommends approval.
XIII. Proposed by CITA Bylaw Ad Hoc Committee,  
Linda Goad, Chair  

Amend Central Indiana Tennis Association Bylaws  

Under Article VI – Terms of Office  

Section 7. Removal from Office: On the recommendation of the Management Committee, the Board, by affirmative vote of two-thirds (2/3) of its whole membership, may remove from office for cause an Officer or Director. Cause shall include, but shall not be limited to, the failure of the Officer or Director elected to the Management Committee to attend three (3) consecutive Management Committee meetings or failure of the member of the Board of Directors to attend at least 50% of the scheduled board meetings during the calendar year of the group (Board or Management Committee) of which the Officer and Director is a member.  

Rationale: The purpose is to clarify the number of meetings that constitute cause for removing and Officer or Director from office.  

Effective Date: October 30, 2011  

Mgmt. Committee Comment: Recommends approval.  

Board Comment: Recommends approval.
Amend Central Indiana Tennis Association Bylaws
Under Article VII – Meetings

Section 1. Procedure: Robert’s Rules of Order Newly Revised Current Issue shall be the authority for all rules of order and all parliamentary rules not herein mentioned in all cases in which they are not inconsistent with the Bylaws or Standing Rules of CITA.

Rationale: The purpose is to clarify the use of Robert’s Rules of Order.

Effective Date: October 30, 2011

Mgmt. Committee Comment: Recommends approval.

Board Comment: Recommends approval.
 XV. Proposed by CITA Bylaw Ad Hoc Committee, Linda Goad, Chair

Amend Central Indiana Tennis Association Bylaws

Under Article VII; Section 2 – Membership Meetings

(A) **Annual Meeting.** The Annual Meeting of CITA shall be held each year *in October or November* at the call of the Board of Directors. The date of the Annual Meeting shall be prior to the annual meeting of the membership of USTA/Midwest.

**Rationale:** The purpose is to clarify when the annual meeting will be held.

**Effective Date:** October 30, 2011

**Mgmt. Committee Comment:** Recommends approval.

**Board Comment:** Recommends approval.
Amend Central Indiana Tennis Association Bylaws

Under Article VII, Section 2 – Membership Meetings

(D) **Quorum:** At any meeting of the membership of CITA the presence, either in person or by proxy, of either the representatives of twenty-five percent (25%) of the Member Organizations, or representatives of ten percent (10%) of the Member Organizations and Past Presidents of CITA together with ten (10) seven (7) Members of the Board, shall constitute a quorum for the transaction of business, and a majority vote of those present and eligible to vote shall constitute the action of CITA. A Member of the Board and Past Presidents may also be a representative of a Member Organization(s), and shall be counted in each capacity for the determination of a quorum and eligibility to vote. A holder of a proxy or proxies may only hold a proxy or proxies for one person who, in any combination of the foregoing, may cast a vote as the duly appointed representative of a Member Organization or more than one Member Organization, a Member of the Board of Directors, or as a CITA Past President. A member of the corporation may participate in the meeting by or through the use of any means of communication by which all members participating may simultaneously hear each other during the meeting.

Rationale: The purpose is to include Past Presidents as part of the quorum, change the number of Board members required for a quorum since the size of the Board would be reduced if Amendment III is approved, clarify the number of proxies an individual may hold and vote on behalf of a voting member, and allows for participation via telephone conference, video conference, etc.

**Effective Date:** October 30, 2011

**Mgmt. Committee Comment:** Recommends approval.

**Board Comment:** To be determined.
XVII. Proposed by Management Committee,
Mark Rutherford, President

Amend Central Indiana Tennis Association Bylaws

Under Article VII, Section 3 – Board of Directors and Management Committee

(C) Quorum. At any meeting of the Board of Directors, a quorum shall consist of a majority of the full Board. A quorum of six (6) shall be necessary at any meeting of the Management Committee. A member of the Board or Management Committee may participate in the meeting by or through the use of any means of communication by which all members participating may simultaneously hear each other during the meeting.

Rationale: The purpose is to reduce the number of Management Committee members necessary for a quorum since, if Amendment III is approved, the number of Management Committee members would be reduced. It also allows for participation via telephone conference, video conference, etc. during Board or Management Committee meetings.

Effective Date: October 30, 2011

Mgmt. Committee Comment: Recommends approval.

Board Comment: Recommends approval.
XVIII. Proposed by Management Committee,  
Mark Rutherford, President  

Amend Central Indiana Tennis Association Bylaws  
Under Article VII, Section 3 – Board of Directors and Management Committee  

(D) Voting. No Member of the Board or Management Committee shall be permitted to vote in person proxy.  

Rationale: The purpose is to correct a grammatical error.  

Effective Date: October 30, 2011  

Mgmt. Committee Comment: Recommends approval.  

Board Comment: Recommends approval.
XIX. Proposed by CITA Bylaw Ad Hoc Committee, 
    Linda Goad, Chair

Amend Central Indiana Tennis Association Bylaws

Under Article VIII, Section 1 – Standing Committees

(A) The Standing Committees of CITA are:

a. Grievance  
b. Nominating  
c. Adult and League Tennis  
d. Junior Tennis  
e. Diversity and Inclusion  
f. Officials  
g. Marketing  
h. Community Programming  
i. Strategic Planning  
j. Past Presidents

Rationale: The purpose is to list all of the Standing Committees.

Effective Date: October 30, 2011

Mgmt. Committee 
    Comment: Recommends approval.

Board Comment: Recommends approval.
XX. Proposed by CITA Bylaw Ad Hoc Committee, Linda Goad, Chair

Amend Central Indiana Tennis Association Bylaws

Under Article VIII, Section 1 – Standing Committees

(AB) The Management Committee may establish any number of additional standing committees to service the operational needs of CITA. In establishing such standing committee(s), the Management Committee shall determine the purpose and scope of the committee (structure, organization, powers, duties and responsibilities) if not self-evident in the name of the committee, and shall prescribe any special rules or procedures necessary for the functioning of the committee as it determines is appropriate. There shall in all events be a Grievance Committee to determine disputes concerning the enforcement of the policies, rules and regulations under which CITA operates.

Rationale: The purpose is to allow for creation of Standing Committees in addition to those in Amendment XIX and to renumber this section due to the addition of Amendment XIX.

Effective Date: October 30, 2011

Mgmt. Committee Comment: Recommends approval.

Board Comment: Recommends approval.
XXI. Proposed by CITA Bylaw Ad Hoc Committee, Linda Goad, Chair

Amend Central Indiana Tennis Association Bylaws

Under Article VIII, Section 1 – Standing Committees

(BC) The President, as soon after taking office as practicable, by January 31 of each year, shall with the advice and consent of the Management Committee, appoint the chairperson(s) for each standing committee. The chairs of all standing committees shall serve at the pleasure of the President. The chairperson of each standing committee shall select the other members to serve on the committee.

Rationale: The purpose is to give the President and Management Committee until January 31 to determine the Chairs of the Standing Committees.

Effective Date: October 30, 2011

Mgmt. Committee Comment: Recommends approval.

Board Comment: Recommends approval.
XXII. Proposed by CITA Bylaw Ad Hoc Committee, 
Linda Goad, Chair

Amend Central Indiana Tennis Association Bylaws

Article XII- Standing Rules

The Board of Directors may from time to time establish Standing Rules which shall govern the details of the administration of the organization. Standing Rules may be suspended for the duration of a session, amended, or rescinded by a two thirds vote of the Board without previous notice, or by a majority vote of the Board with such notice.

Rationale: The purpose is to allow for the creation of Standing Rules.

Effective Date: October 30, 2011

Mgmt. Committee Comment: Recommends approval.

Board Comment: To be determined.
Amend Central Indiana Tennis Association Bylaws

**Article XIII- Conflict of Interest and Disclosure Policy**

*CITA is fully committed to its obligations to eliminate Conflicts of Interest in all areas where it has control. The following summarizes the material terms of the Conflicts of Interest Policy.*

1. **General Provisions and Purpose**

The Conflict of Interest Policy is intended to ensure that the business of the CITA is conducted effectively, objectively, and without improper influence or the appearance of improper influence. Employees and volunteers must maintain high standards of honesty, integrity, and impartiality in the performance of their duties. CITA’s policy is designed to help directors, officers, employees and other volunteers identify situations that present potential conflicts of interest and provide a procedure that, if observed, will allow a transaction to be treated as valid and binding even though one has or may have a conflict of interest with respect to the transaction. It is the duty of each person to become familiar with, and abide by, all rules and regulations of CITA including, but not limited to the Conflict of Interest and Disclosure Policy (hereinafter “Policy”).

2. **Loyalty and Conflicts of Interest**

The following circumstances will be deemed to create a potential Conflict of Interest:

a) A contract or transaction between CITA and an employee or volunteer;

b) A contract or transaction between CITA and an entity in which an employee or volunteer has a financial interest or of which an employee or volunteer is a director, officer, employee, partner, or other representative;

c) An employee or volunteer competing with the CITA in the rendering of services or in any other contract with a third party; and

d) An employee or volunteer having a financial interest in, or serving as a director, officer, employee, agent, partner or other representative of, or consultant to, an entity or person that competes with the CITA in the provision of services or an any other contract with a third party.

Employees and volunteers of CITA owe a duty of loyalty to the CITA to fulfill conscientiously their responsibilities on behalf of CITA. Employees and volunteers should disclose and, where appropriate, refrain from engaging in any activity that might conflict, or appear to conflict, with the interests of CITA, or that might result in or create the appearance of using one’s position as an employee or volunteer at CITA for private gain; giving preferential treatment to any person; impeding the efficiency or economy of CITA’s operations; or making decisions without impartiality.
Employees and volunteers may not do indirectly, through family or friends, what they are precluded by the Policy from doing directly.

Rationale: The purpose is to include a Conflict of Interest policy in the bylaws.

Effective Date: October 30, 2011

Mgmt. Committee Comment: To be determined.

Board Comment: Recommends approval.