

Handcrafted Soap Makers Guild, Inc

Organizational Policy

January 11, 2007

Board of Directors Protocol

The Board of Directors Protocol is intended to guide the Board of Directors in the performance of their responsibilities through general principles of courteous and ethical conduct. Together and individually the members of the HSMG Board of Directors agree to be bound by the following protocol.

The Board of Directors of the Handcrafted Soap Makers Guild, Inc., both jointly and individually shall:

1. Uphold and promote the purpose of the HSMG
2. Uphold and promote the principles of the Code of Ethics of the HSMG
3. Act in accordance with all rules and regulations.
4. Act honestly, fairly, openly and in good faith to the best interest of the HSMG.
5. Strive to ensure and enhance the reputation of the HSMG through good business practices.
6. Participate in HSMG Board Training Programs.
7. Make the utmost effort to attend all board meetings or, if unable to attend a meeting give timely notice to the President.
8. Keep abreast of the affairs of the HSMG.
9. Participate fully in board meetings.
10. Give proper consideration to all business brought before them as members of the Board of Directors.
11. Be diligent in all duties assigned to them as members of the Board of Directors.
12. Submit reports and recommendations far enough in advance of regularly scheduled board meetings for other members' proper consideration.
13. Make decisions collectively by majority vote, be duty-bound by the decisions, and agree to support the decisions of the Board of Directors to all outside parties.
14. Act collectively as a team and refrain from any individual acts of representation of the HSMG unless authorized to do so by the Board of Directors.
15. Not use any information obtained as a member of the Board of Directors for the benefit of themselves or any person or persons linked to them.
16. Shall treat all discussion and information at Board Meetings as confidential and shall not release such information in whole or in part to any person not present without authorization.
17. Treat as confidential all non-public information and documents received from the HSMG in their capacity as board members and to take the necessary steps to ensure that no unauthorized persons gain access to such information.
18. Carry out responsibilities with consideration to cost.
19. Keep informed of the financial position of the HSMG.
20. Declare any conflict of interest or potential conflict of interest as soon as it becomes apparent, and withdraw from any discussion or decision of any matter in which a conflict of interest may arise.

21. Make every effort to work harmoniously with fellow board members and strive to resolve any disagreement to avoid dissension among the Board.
22. Not illegally withhold any property or documents.
23. Not knowingly suppress any material or fact, which may be detrimental to the interest of the HSMG, from the appropriate authority.
24. Not make any statement or verify any forms knowing it to be false.
25. Disclose any complaints of an ethical nature by a member of the HSMG whether informal or formal to the Ethics Committee for review.
26. Return or destroy (as directed by the Board of Directors) all documents of a confidential nature upon leaving the Board of Directors.

Any breach of this protocol shall be reported to the Board of Directors. The board shall review the charges and if found, shall have the authority to (1) Reprimand, (2) Censure or (3) Refer to the Ethics Committee for further review and action.

Written by

Jackie Thompson
Policies, Procedures and Bylaws Committee

Approved by the

Board of Directors
January 11, 2007