# Chaves County Health Council

Membership and Website Use: Approved Governing Documents

This document brings together, in one place, the approved text that applies to members and to users of the website. All text in Parts 1 through 6 is reproduced exactly as written in the approved source documents named under each part. Where two approved documents use different names for the same item, both names are shown.

## Contents


**Part 1. Membership**

Bylaws, Section III and Section 9.3; Policies and Procedures Manual, Section 4

**Part 2. Code of Conduct / Code of Ethics and Confidentiality Policy**

Policies and Procedures Manual, Section 9 (Code of Conduct) and Section 10 (Ethics Policy)

**Part 3. Conflict of Interest Policy**

Policies and Procedures Manual, Section 11

**Part 4. Whistleblower Protection Policy**

Policies and Procedures Manual, Section 12

**Part 5. Website: Privacy Notice, Terms and Conditions, and User Agreement**

Policies and Procedures Manual, Section 22; Privacy Notice; Terms and conditions for website and app usage; User Agreement

**Part 6. Code of Conduct and Confidentiality Acknowledgment / Code of Ethics and Confidentiality Acknowledgment Form**

Policies and Procedures Manual, Appendix C; Code of Ethics and Confidentiality Acknowledgment Form

# Part 1. Membership

*Sources: Bylaws of Chaves County Health Council, adopted May 28, 2026, Section III and Section 9.3; Policies and Procedures Manual, adopted April 23, 2026, Section 4.*

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*Bylaws – Adopted May 28, 2026*

## SECTION III – MEMBERSHIP

### 3.1 Eligibility

Membership is open to any individual or organization committed to promoting health and wellness in Chaves County.

### 3.2 Responsibilities of Members

Members are expected to attend meetings regularly, support the mission and vision of the Health Council, and participate in committees or projects as able.

### 3.3 Non-Voting Membership

Membership is advisory in nature. Members do not have voting rights and do not participate in governance decisions of the Health Council.

## SECTION IX – REMOVAL AND TERMINATION

### 9.3 Termination of Membership

Membership may be terminated by the Board of Directors for failure to comply with these Bylaws or Policies and Procedures, or for conduct inconsistent with the mission of the Health Council.

*Policies and Procedures Manual – Adopted April 23, 2026*

## 4. Membership Policies

Membership in the Health Council is intended to engage the community and promote participation in the organization’s initiatives. Members provide input, share information, serve in an advisory capacity only and do not participate in voting or governance decisions.

Governance decisions, including bylaws amendments, are made by the Board of Directors in accordance with the Bylaws.

Members must sign the Code of Conduct annually, attend at least one meeting per year to remain in good standing, and adhere to organizational policies. Membership may be suspended for violations of ethical or behavioral standards.

### 4.1 Purpose of Membership

Membership exists to:

- Provide input on community needs, priorities, and emerging issues
- Support collaboration across sectors and organizations
- Share resources, information, and best practices
- Assist in identifying gaps and opportunities within the community

### 4.2 Membership Eligibility

Membership is open to individuals and organizations that support the mission of the Health Council, including but not limited to:

- Healthcare providers
- Behavioral health organizations
- Community-based organizations
- Educational institutions
- Government and public agencies
- Community members and advocates

The Health Council seeks to maintain broad and diverse representation across sectors and geographic areas of Chaves County.

### 4.3 Roles and Expectations of Members

Members are expected to:

- Participate in meetings and collaborative activities
- Share relevant information and resources
- Engage in discussions related to community needs and priorities
- Adhere to the Code of Conduct and organizational policies

Members may also support committees, workgroups, or initiatives as appropriate.

### 4.4 Membership Participation Requirements

To remain in good standing, members shall:

- Attend at least one meeting per year
- Comply with the Code of Conduct and applicable policies
- Maintain respectful and professional engagement

Membership may be suspended or revoked for violations of organizational policies or conduct standards.

### 4.5 Advisory Role and Limitations

Membership serves in an advisory capacity and does not exercise governance authority except where explicitly authorized.

Members:

- May provide input, recommendations, and feedback
- May participate in discussions and collaborative processes
- May support committees, initiatives, and community engagement efforts

Members shall not:

- Vote on any organizational matter
- Make or second motions
- Be counted toward quorum
- Exercise decision-making authority on behalf of the organization

- Final decision-making authority rests solely with the Board of Directors.

### 4.6 Alignment with Bylaws

All membership activities shall be consistent with the Bylaws. In the event of any conflict, the Bylaws shall govern.

# Part 2. Code of Conduct / Code of Ethics and Confidentiality Policy

*Source: Policies and Procedures Manual, adopted April 23, 2026, Section 9 (Code of Conduct) and Section 10 (Ethics Policy).*

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## 9. Code of Conduct

All Board members, staff, and volunteers are expected to maintain high standards of professional conduct. Individuals must demonstrate respect, professionalism, and courtesy, protect confidential information, and engage constructively in all organizational activities. Behavior that disrupts operations or violates ethical standards may result in disciplinary action, including removal or suspension from duties.

### 9.1 Scope

This policy applies to all individuals associated with the Health Council, including:

- Board members
- Employees
- Independent contractors
- Volunteers
- Representatives of affiliated or fiscally sponsored entities

### 9.2 Standards of Conduct

All individuals are expected to:

- Act with honesty, integrity, and professionalism in all activities
- Treat others with respect, dignity, and fairness
- Support and uphold the mission and values of the organization
- Comply with all applicable laws, regulations, and organizational policies
- Avoid behavior that disrupts operations or damages the organization’s reputation

### 9.3 Confidentiality

Individuals shall protect confidential and sensitive information, including:

- Constituent (client, donor, or partner) information
- Financial and organizational data
- Personnel and internal communications

Confidential information shall not be disclosed or used for personal gain. Access to information shall be limited to what is necessary to fulfill assigned responsibilities.

### 9.4 Conflict of Interest

All individuals must:

- Disclose actual or potential conflicts of interest
- Avoid participating in decisions where a conflict exists
- Comply with the Conflict of Interest Policy

### 9.5 Use of Organizational Resources

Organizational resources, including funds, equipment, and information, shall be used solely for authorized purposes. No individual shall:

- Use organizational resources for personal gain
- Accept gifts, gratuities, or favors in exchange for influence or services, except for nominal items permitted by policy

### 9.6 Accuracy and Integrity

All individuals shall:

- Record and report information accurately and honestly
- Avoid misrepresentation of data, activities, or outcomes
- Ensure that information used for decision-making is reliable and properly sourced

### 9.7 Accountability

Individuals are responsible for their actions and decisions and shall:

- Accept responsibility for their conduct
- Cooperate with organizational processes and investigations
- Adhere to all policies and procedures

### 9.8 Reporting Concerns

Individuals are encouraged to report suspected violations of this Code of Conduct or other organizational policies. Reports shall be made in accordance with the Whistleblower Protection Policy. Good faith reporting is protected from retaliation.

### 9.9 Enforcement

Violations of this Code of Conduct may result in corrective action appropriate to the individual's role, including:

- Board action or removal (for Directors)
- Disciplinary action or termination (for employees)
- Termination of contract (for contractors)
- Removal from service (for volunteers)

### 9.10 Acknowledgment

All individuals shall acknowledge receipt and agreement to comply with this Code of Conduct. Signed acknowledgment forms shall be maintained as part of organizational records.

## 10. Ethics Policy

The Health Council is committed to ethical conduct in all aspects of its operations. All personnel must act with integrity, transparency, and accountability, adhering to the mission and ensuring that funds and resources are used appropriately. Misuse of funds, conflicts of interest, or unethical behavior is strictly prohibited.

### 10.1 Scope

This policy applies to all individuals associated with the Health Council, including:

- Board members
- Employees
- Independent contractors
- Volunteers
- Representatives of affiliated or fiscally sponsored entities

### 10.2 Ethical Principles

All individuals shall conduct themselves in accordance with the following principles:

- **Integrity**

Act honestly, transparently, and in good faith in all activities and decisions.

- **Accountability**

Accept responsibility for actions and decisions and be answerable to the organization, its stakeholders, and the community.

- **Transparency**

Ensure that actions and decisions are made openly and in a manner that promotes trust and confidence in the organization.

- **Fairness**

Treat all individuals and organizations equitably and without bias, discrimination, or favoritism.

- **Respect**

Foster a culture of respect, inclusion, and professionalism in all interactions.

### 10.3 Compliance with Laws and Policies

All individuals shall:

- Comply with applicable federal, state, and local laws
- Adhere to the organization’s Bylaws and Policies and Procedures
- Follow all grant and funding requirements

### 10.4 Conflict of Interest

Individuals must:

- Disclose actual or potential conflicts of interest
- Avoid participation in decisions where a conflict exists
- Comply fully with the Conflict of Interest Policy

### 10.5 Use of Position and Influence

No individual shall:

- Use their position for personal gain or benefit
- Attempt to improperly influence decisions for personal, financial, or organizational advantage
- Accept gifts, favors, or compensation that could compromise objectivity

### 10.6 Stewardship of Resources

All individuals are responsible for:

- Protecting and responsibly using organizational resources
- Ensuring funds are used for authorized purposes
- Supporting financial integrity and accountability

### 10.7 Confidentiality

Confidential information obtained through association with the Health Council shall be protected and used only for authorized purposes.

Individuals shall not disclose or misuse confidential information for personal or external benefit.

### 10.8 Reporting and Accountability

Suspected violations of this Ethics Policy shall be reported in accordance with the Whistleblower Protection Policy.

All individuals are expected to cooperate with investigations and corrective actions.

### 10.9 Enforcement

Violations of this policy may result in corrective action appropriate to the individual's role, including:

- Board action or removal (for Directors)
- Disciplinary action or termination (for employees)
- Termination of contract (for contractors)
- Removal from service (for volunteers)

### 10.10 Alignment with Governance Responsibilities

Board members are expected to uphold this Ethics Policy in fulfillment of their fiduciary duties of care, loyalty, and obedience to the organization.

# Part 3. Conflict of Interest Policy

*Source: Policies and Procedures Manual, adopted April 23, 2026, Section 11.*

## 11. Conflict of Interest Policy

Directors, staff, and volunteers must disclose potential conflicts of interest and recuse themselves from decisions where a conflict exists. Annual disclosure statements are required to maintain transparency and protect the organization's integrity.

### 11.1 Scope

This policy applies to all individuals associated with the Health Council, including:

- Board members
- Employees
- Independent contractors
- Volunteers
- Representatives of affiliated or fiscally sponsored entities

### 11.2 Definition of Conflict of Interest

A conflict of interest exists when an individual's personal, professional, financial, or organizational interests could influence, or appear to influence, their judgment or decision-making on behalf of the Health Council.

Conflicts may include, but are not limited to:

- Financial interests in entities doing business with the organization
- Employment or contractual relationships with partner organizations
- Board service or leadership roles in related organizations
- Family or close personal relationships that may affect impartiality

### 11.3 Duty to Disclose

All individuals must:

- Disclose any actual, potential, or perceived conflicts of interest
- Submit annual Conflict of Interest disclosure forms
- Update disclosures promptly when circumstances change

Disclosure shall be made to the Managing Director or the Board of Directors, as appropriate.

### 11.4 Recusal Requirements

Individuals with a conflict of interest must:

- Fully disclose the nature of the conflict prior to discussion
- Refrain from participating in discussion, deliberation, or decision-making
- Not vote on the matter
- Not attempt to influence the outcome in any way

The Board may require the individual to leave the room or disconnect during discussion and voting.

### 11.5 Documentation

All disclosures and recusals shall be:

- Documented in meeting minutes
- Maintained in organizational records
- Reviewed as part of governance and audit processes

### 11.6 Special Considerations for Board Members

Board members are held to a heightened standard due to their fiduciary responsibilities.

Board members shall:

- Act in the best interest of the organization at all times
- Avoid situations that create actual or perceived conflicts
- Comply with all recusal and disclosure requirements

Failure to comply may result in Board action, including removal.

### 11.7 Transactions Involving Conflicts

The organization may enter into transactions involving a conflict of interest only if:

- The conflict is fully disclosed
- The interested individual is recused
- The transaction is determined to be fair, reasonable, and in the best interest of the organization
- The decision is approved by disinterested members of the Board

### 11.8 Relationship to Procurement

All procurement and contracting decisions must comply with this policy.

Individuals involved in procurement shall not:

- Participate in vendor selection where a conflict exists
- Influence procurement decisions for personal or organizational benefit

### 11.9 Reporting Violations

Suspected violations of this policy shall be reported in accordance with the Whistleblower Protection Policy.

### 11.10 Enforcement

Violations of this policy may result in corrective action appropriate to the individual’s role, including:

- Board action or removal (for Directors)
- Disciplinary action or termination (for employees)
- Termination of contract (for contractors)
- Removal from service (for volunteers)

# Part 4. Whistleblower Protection Policy

*Source: Policies and Procedures Manual, adopted April 23, 2026, Section 12.*

## 12. Whistleblower Protection Policy

The Health Council encourages reporting of suspected fraud, waste, or abuse and provides protection against retaliation. Reports may be submitted to the Managing Director, Board Chair or any Officer of the board via email or written form. All reports will be investigated confidentially, and appropriate corrective actions will be taken when necessary, including notification of law enforcement in cases of suspected criminal activity.

### 12.1 Scope

This policy applies to all individuals associated with the Health Council, including:

- Board members
- Employees
- Independent contractors
- Volunteers
- Representatives of affiliated or fiscally sponsored entities

### 12.2 Policy Statement

Any individual who, in good faith, reports suspected fraud, waste, abuse, unethical conduct, or violations of law or organizational policy shall be protected from retaliation.

Retaliation is strictly prohibited and includes, but is not limited to:

- Termination or removal from position
- Demotion or reduction in responsibilities
- Harassment or intimidation
- Discrimination or adverse treatment

Protection applies regardless of whether the reported concern is ultimately substantiated, provided the report was made in good faith.

### 12.3 Reporting Procedures

Concerns may be reported through any of the following channels:

- Managing Director
- Board Chair
- Any Officer of the Board
- Directly to the Board of Directors (via designated email or written submission)

If the concern involves the Managing Director, Board Chair, or any Officer, the report shall be directed to another non-conflicted Officer or the full Board.

Reports may be made confidentially and, when feasible, anonymously.

### 12.4 Investigation and Response

Upon receipt of a report, the Health Council shall:

1. Promptly acknowledge and review the concern
2. Conduct a timely, impartial, and confidential investigation
3. Limit information sharing to those with a need to know
4. Take appropriate corrective action based on findings
5. Refer matters to law enforcement when criminal activity is suspected

The Board of Directors retains ultimate oversight of all whistleblower matters.

### 12.5 Confidentiality

All reports shall be handled with the highest level of confidentiality possible, consistent with the need to conduct a thorough investigation.

Information shall be disclosed only to those with a legitimate need to know.

### 12.6 False Reports

Knowingly making false or malicious reports is prohibited and may result in disciplinary action.

### 12.7 Non-Retaliation Enforcement

Any act of retaliation against an individual who has made a good faith report is a serious violation of this policy and shall result in appropriate corrective action, which may include:

- Board action or removal (for Directors)
- Disciplinary action or termination (for employees)
- Termination of contract (for contractors)
- Removal from service (for volunteers)

### 12.8 Alignment with Governance Responsibilities

Board members are expected to uphold this policy as part of their fiduciary duties and ensure that all reports are handled appropriately, fairly, and in the best interest of the organization.

# Part 5. Website: Privacy Notice, Terms and Conditions, and User Agreement

*Sources: Policies and Procedures Manual, adopted April 23, 2026, Section 22; Privacy Notice, Terms and conditions for website and app usage, and User Agreement, adopted January 18, 2025. The Privacy Notice, Terms and conditions, and User Agreement follow on the next pages exactly as adopted.*

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## 22. Privacy Notice & Terms of Use

The Health Council is committed to protecting the privacy of constituents. Personal information collected through websites, apps, or other organizational channels is used solely for the purposes for which it is collected and is never shared without consent except as necessary to complete transactions. Data security procedures safeguard this information, and individuals under 13 are not permitted to provide personal information online. Constituents may access and request correction of their information by contacting the organization. Use of the website and apps constitutes agreement to the stated terms of use, which are governed by the laws of the State of New Mexico.

# Privacy Notice

**Our Commitment To Privacy**

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage and at every point where personally identifiable information may be requested.

**The Information We Collect:**

This notice applies to all information collected or submitted on the Chaves County Health Council website and apps. On some pages, you can order products, make requests, and register to receive materials. The types of personal information collected at these pages are:

- Name
- Address
- Email address
- Phone number
- Credit/Debit Card Information

**The Way We Use Information:**

We use the information you provide about yourself when placing an order only to complete that order. We do not share this information with outside parties except to the extent necessary to complete that order.

We use return email addresses to answer the email we receive. Such addresses are not used for any other purpose and are not shared with outside parties.

We never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

**Our Commitment To Data Security**

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

**Our Commitment To Children's Privacy:**

Protecting the privacy of the very young is especially important. For that reason, we never collect or maintain information at our website from those we actually know are under 13, and no part of our website is structured to attract anyone under 13.

**How You Can Access Or Correct Your Information**

You can correct factual errors in your personally identifiable information by sending us a request that credibly shows error.

To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

**How To Contact Us**

Should you have other questions or concerns about these privacy policies, please send us an email at coordinator@chavescountyhc.org.

**Terms and conditions for website and app usage**

Welcome to our website and apps. If you continue to browse and use this website or use our apps you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern Chaves County Health Council's relationship with you in relation to this website and apps.

The term 'Chaves County Health Council' or 'us' or 'we' refers to the owner of the website whose registered office is PO Box 185, Roswell NM 88202. The term 'you' refers to the user or viewer of our website and apps.

The use of this website and apps are subject to the following terms of use:

- The content of the pages of this website and apps are for your general information and use only. It is subject to change without notice.
- Neither we nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.
- Your use of any information or materials on this website and apps are entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any products, services or information available through this website and apps meet your specific requirements.
- This website and apps contains material which is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance and graphics. Reproduction is prohibited other than in accordance with the copyright notice, which forms part of these terms and conditions.
- All trade marks reproduced in this website and apps which are not the property of, or licensed to, the operator are acknowledged on the website.
- Unauthorized use of this website and apps may give rise to a claim for damages and/or be a criminal offense.
- From time to time this website and apps may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).
- Your use of this website and apps and any dispute arising out of such use of them is subject to the laws of Chaves County, New Mexico, USA.

**CERTIFICATE OF ADOPTION OF PRIVACY NOTICE**

I do hereby certify that the above stated Privacy Notice for Chaves County Health Council were approved and adopted by the board of directors on January 18, 2025.

_____ _____

Tiffany Bailey-Armendariz, Secretary Date

# Chaves County Health Council
# User Agreement

The Health Council recognizes the importance of protecting information we may collect from visitors to our site. Our policy is to use the information we acquire from visitors to our sites for internal purposes only, and we maintain appropriate security measures to keep this information private.

Users can visit the site without revealing any information about themselves. If one chooses to give us personal information via the Internet for the purposes of correspondence, processing an order, special site features and applications, or providing a subscription to a publication, then it is our intent to let you know how we will use such information. Occasionally, stored email addresses may be used for internal correspondence with our user base; however, this information will never be shared intentionally with third-parties.

If users tell us that they do not wish to have this information used as a basis for further contact, we will respect those wishes. We do keep track of the domains from which people visit us. We analyze this data for trends, insights and statistics, and then we discard it. Information may be maintained on an opt in basis only for receipt of communication and products from Chaves County Health Council. Only users of 13 years or older can opt in.

The Health Council takes precautions to keep the user information disclosed to us secure, and such information will not be disclosed to third parties for commercial purposes. To prevent unauthorized access, maintain data accuracy, and to ensure the appropriate use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect. The Health Council uses SSL encryption for all financial transactions to protect personal information.

**User Agreement**

If you have any questions about this User Agreement, **contact Chaves County Health Council**. If you do not agree with these terms of this User Agreement, you may not use the site. Chaves County Health Council reserves the right to change this User Agreement at any time without notice.

**CERTIFICATE OF ADOPTION OF USER AGREEMENT**

I do hereby certify that the above stated User Agreement for Chaves County Health Council were approved and adopted by the board of directors on January 18, 2025.

_____ _____

Tiffany Bailey-Armendariz, Secretary Date

# Part 6. Code of Conduct and Confidentiality Acknowledgment / Code of Ethics and Confidentiality Acknowledgment Form

*Sources: Policies and Procedures Manual, adopted April 23, 2026, Appendix C; Code of Ethics and Confidentiality Acknowledgment Form (2025), which follows on the next page exactly as adopted.*

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## Appendix C – Code of Conduct and Confidentiality Acknowledgment

All individuals must acknowledge adherence to organizational standards.

I acknowledge that I have read and agree to comply with the Chaves County Health Council Code of Conduct.

Name (Print): _____

Signature: _____ Date: _____

Approved by the Board of Directors on: April 23, 2026

## Code of Ethics and Confidentiality Acknowledgment Form

I acknowledge that I have received, read, and understand the Chaves County Health Council Code of Ethics and Confidentiality Policy. I agree to abide by the standards and principles outlined in this policy.

I understand that compliance with this policy is a condition of my role with the organization, whether serving as a Board member, employee, contractor, or volunteer.

By signing this form, I agree to the following:

- I will conduct myself with honesty, integrity, and professionalism at all times while representing the Health Council
- I will avoid any actions or relationships that may create a conflict of interest or the appearance of a conflict of interest
- I will maintain the confidentiality of all sensitive and proprietary information obtained through my role, including but not limited to constituent information, financial data, and internal communications
- I will not disclose confidential information to unauthorized persons or use it for personal gain
- I understand that violations of this policy may result in corrective action appropriate to my role, including Board action, termination of employment or contract, or removal from volunteer service

I understand that if I have questions about this policy or its application, I am responsible for seeking clarification from the Managing Director or the Board of Directors.

Name (Print): _____

Signature: _____ Date: _____

Role (check one):

- ☐ Board Member
- ☐ Employee
- ☐ Contractor
- ☐ Volunteer