

## Association of Yukon School Councils, Boards & Committees

**Policy: CODE OF CONDUCT**

**Date adopted: April 26, 2002**

**Date reviewed: \_\_\_\_\_**

### **Executive Members**

Intent: The Association expects of its Executives and other Association members ethical and proper conduct. This includes proper use of authority and behaviour when acting as Association members. It expects its members to treat one another and staff with respect, co-operation and a willingness to deal openly on all matters.

### **Expectations**

1. Executive Members must have a genuine commitment to striving for high quality public education that supports the full development of all children.
2. Executive Members shall:
  - (a) be familiar with and follow the Constitution, Bylaws and all policies governing the Association;
  - (b) read and sign the Code of Conduct Declaration for Executive Members;
  - (c) perform in a manner that reflects service to the community on behalf of school councils, boards and committees;
  - (d) understand the significance of their role as models for Association members and act accordingly. This means practicing the highest standards of honesty, accuracy, integrity and truth;
  - (e) encourage a positive atmosphere where individual contributions are encouraged and valued;
  - (f) refrain from activities tending to injure the good name of the Association, disturb its well being or hamper it in its work;
  - (g) apply democratic principles and supporting decisions of majority after honoring each member's individual right to express opposing views and state their convictions, and to disagree without being disagreeable;
  - (h) make decisions as a group, only at properly called meetings and recognize that individual members have no authority to take individual action. This also means sharing responsibility for all board decisions, regardless of how one voted;
  - (i) respect the confidential nature of some Association business and not disclose confidential information;
  - (j) respect the appropriate communication channels when concerns or questions arise;
  - (k) declare a conflict of interest;
  - (l) demonstrate a commitment to continually improving teamwork, problem solving, and decision making skills;
  - (m) participating in Executive development to develop governance skills;
  - (h) reporting on any delegated responsibility at regular Executive meetings;

- (i) take responsibility for orientation of new members.

**Certification Document**

On assuming their duties on the Executive, members must sign the Code of Conduct Declaration certifying that they have understand and will abide by this policy.

**Annual Review**

All Executive Members are required to review their obligations under this policy on an annual basis.

**Non-Compliance**

Failure of an Executive Member to comply with this Code of Conduct will result in disciplinary action and/or expulsion from the Association. Depending on the nature of the misconduct, the member may be prohibited from pursuing a position on the Executive in the future.

Refer to Policy: Process for dealing with Non-Compliance with Bylaws, Policies and Procedures

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**Association Members**

**Expectations**

Association Members will support the Mission and Objectives of the Association which are based on its Guiding Principles. In the interest of maintaining high standards of conduct and performance in fulfilling their roles, members shall:

- (a) support the good name of the organization, and not disturb its well-being nor hamper it in its work.
- (b) conduct school business in a fair, respectful and responsible manner;
- (c) endeavour to be familiar with school policies, operating practices and other information relevant to providing advice and making decisions for the school community;
- (d) support decisions of the majority after honouring each member’s individual right to express opposing views, and to disagree without being disagreeable;
- (e) make decisions as a group and recognize that individual members have no authority to take individual action;
- (f) not disclose confidential information;
- (g) declare any conflict of interest;
- (h) perform in a manner that reflects service to the community on behalf of students and parents.

**Non-Compliance**

Failure of an Association Member to follow this Code of Conduct may result in disciplinary action and/or expulsion from the Association.

NOTE: The above Expectations are RECOMMENDED for ALL school Council, Board and Committee members.