

DRAFT - PROPOSED CODE OF CONDUCT

Public School Risk Institute Code of Conduct

December 15, 2008

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Guiding Principles and Beliefs

Members and associate members of the Public School Risk Institute including its affiliates, are committed to conducting themselves within the highest standards of professional and personal ethics, to continuing ongoing professional growth and development, and to developing these beliefs in others with whom they work.

Members assume the responsibility for providing professional leadership in their schools, communities, and organizations. This responsibility requires members to maintain standards of exemplary personal and professional conduct. To these ends, members subscribe to the following Ethical Standards.

Ethical Standards

In all activities, members and associate members in good standing of Public School Risk Institute shall:

1. Make the well-being of all students, staff, and fellow members a fundamental value in all decision making and actions
2. Fulfill professional responsibilities with honesty and integrity
3. Support the principle of due process and protect the civil and human rights of all individuals
4. Obey all local, state, and national laws
5. Implement the policies and administrative rules and regulations of the employing organization (school district and/or associated organization)
6. Pursue appropriate measures to correct those laws, policies, and regulations that are not consistent with this code of conduct.
7. Not tolerate the failure of others to act in an ethical manner and will pursue appropriate measures to correct such failures
8. Never use their positions for personal gain through political, social, religious, economic, or other influence
9. Honor all contracts until fulfillment or release.

Ethical Conduct

In all activities, members and associate members in good standing of Public School Risk Institute and its affiliates shall demonstrate their adherence to the standards set forth above by:

1. Actively supporting the goals and objectives of the educational institution with which they work
2. Interpreting the policies and practices of their employer to the staff and to the community fairly and objectively

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3. Implementing, to the best of their ability, the policies and administrative regulations of their employer
4. Assisting fellow members, as appropriate, in fulfilling their obligations
5. Supporting a positive image of the educational institution with which they work
6. Not publicly criticizing board members, superiors, administrators, or other employees.
7. Helping subordinates achieve their maximum potential through fair and just treatment
8. Maintaining confidentiality of data and information
9. Accurately and objectively reporting data, in a timely fashion, to authorized agencies.

Expectations of Personal and Professional Integrity

In the conduct of business and the discharge of responsibilities, each member will:

1. Conduct business honestly, openly, and with integrity
2. Avoid conflict of interest situations by not conducting business with a company or firm in which the official or any member of the official's family has a vested interest
3. Avoid preferential treatment of one outside interest group, company or individual over another
4. Uphold the dignity and decorum of their office in every way
5. Never use their position for personal gain
6. Never accept or offer illegal payment for services rendered
7. Not accept gifts, free services, or anything of value for or because of any act performed or withheld
8. Support the actions of colleagues whenever possible
9. Actively support appropriate professional associations aimed at improving school business management, and encourage colleagues to do likewise
10. Accept leadership roles and responsibilities when appropriate.

Website Use

Public School Risk Institute members and associate members may have access via the internet to confidential and privileged information about the Institute, its members, and other constituents. Loyalty to the Institute and to the public education risk management field requires that individuals with access to such information comply with privacy and confidentiality policies and treat all information responsibly and appropriately.

Each member, staff member and volunteer of the Institute is responsible, within the scope of his/her role, for the integrity and accuracy of the Institutes documents and records. No one may falsify or improperly alter information on any record or document.

Passwords, usernames and instructions for logon to the Institute's member resources, membership directory and other protected areas of the website may be shared within the

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member organization in a manner that is consistent with treatment of such instructions for similar institutional membership organizations. Periodic change of the institutional password and username is expected by the member representative as a means of security. Any misuse of the website by a person authorized by a member representative will be cause for investigation and possible sanctions as determined by the Board of Directors.

Conflict of Interest

In providing support and services to the Public School Risk Institute, its' members shall act in the best interest of the association rather than in furtherance of personal interests or the interests of third parties, such as friends and family. Decisions about the Institute and the use or disposition of its assets are made solely in terms of the benefits to the Institute. These decisions shall not be influenced nor appear to be influenced, by any private for-profit organization, personal gain, or outside benefit for members, their friends and family members.

Members must disclose potential conflicts of interest as soon as possible after they realize that a conflict or potential conflict may have arisen. Disclosure guidelines and procedures Institute Ethics Officer.

If a conflict or potential conflict of interest is reported and allowed to exist under the advice of the Institute Ethics Officer, it is required that the conflict or potential conflict be reconsidered annually until it is resolved.

Board of Directors

In addition to the Institute's expectations of members, the Board and individual Directors are expected to avoid conflicts of interest involving any matter pending before the Board. A conflict of interest is deemed to exist when a Director is confronted with an issue in which the Director has a personal or pecuniary interest or an issue or circumstance that could render the director unable to devote complete loyalty and singleness of purpose to the organization. Accordingly:

1. If a Director has a personal or private interest in a matter pending before the Board, the Director shall disclose such interest to the Board, shall not vote on the matter and shall not attempt to influence the decisions of other directors of the Board. If the Board lacks a quorum without the Director's participation, the Director may vote if his participation is necessary to enable the Board to act. If a director votes under such circumstances, the Director shall state for the record the fact and summary nature of the potential conflict of interest.

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2. A Director shall not also serve as an employee of the organization, nor shall a Director receive any compensation for services rendered to the organization. Directors may be reimbursed for authorized expenses in carrying out Board duties.
3. The Board shall not enter into any contract with any of its Directors or with a firm in which a Director has a controlling financial interest.
4. A Director is expected to avoid conflict of interest with respect to Director's fiduciary responsibility to the Institute. Accordingly, a Director shall not:
 - a. Disclose or use confidential information acquired in the course of official duties as a means to further the Director's personal financial interests or the interests of a member of the Director's immediate family.
 - b. Solicit or accept a gift of substantial value or economic benefit for personal use which would tend to improperly influence a reasonable person, or which the Director knows or should know is primarily for the purpose of a reward for official action.
 - c. Engage in a substantial financial transaction for private business purposes with any employee of Institute.
 - d. Perform an official act that directly confers an economic benefit on a business in which the Director has a substantial financial interest or is engaged as a counsel, consultant, representative or agent.
5. Each Director will submit an Conflict of Interest Disclosure Forms as recommended by the Ethics Officer of the Institute.
6. The Board and each of its Directors are committed to faithful compliance with the provisions of the Board's policies. In the event of a Director's willful and continuing violation of policy, the Board shall seek remedy by the following process:
 - a. conversation in a private setting between the offending Director and the Board president or other individual director designated by the Board.
 - b. discussion in an executive session between the offending Director and the full Board.
 - c. expulsion from the Board by 2/3 majority vote of the other directors on the Board.

Staff

All staff members are responsible for understanding the duties of their positions and executing those duties to the best of their abilities. The Public School Risk Institute promotes a working environment that values respect, fairness, and integrity. Its human resource policies are fair, establish clear expectations, and provide for meaningful and effective performance evaluation. Open communication is highly valued.

To sustain the Institute and encourage its growth, the staff model professional conduct and provide leadership, clarity, and respect for individuals and for diverse points of view. Inclusiveness and Diversity

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To enhance its effectiveness, the Institute promotes inclusiveness, and its members strive to ensure that the diversity of public education risk management professionals is reflected in its programs and committees. The Institute promotes diversity in its hiring, retention, promotion, and recruitment efforts and in the programs it develops for its constituencies.

Reporting Suspected Violations or Concerns

Each member is encouraged to report violations or concerns about violations of this code of conduct that come to his/her attention. Directors, officers and staff have a special duty to adhere to the standards set forth in this code, to recognize violations, and to enforce the standards.

The telephone numbers and other references are valid as of the publication date of this code of conduct. These numbers and references may change from time to time. You may report violations or concerns to any director or officer including the Institute's Ethics Officer:

Mr. Michael Pruitt
(706) 316-0231
Hall, Booth, Slover & Smith, PC
440 College Avenue
Athens, Georgia 30601

Website Message

The following message will be posted on the Institute website:

The Code of Conduct of the Public School Risk Institute is a living document, designed to be disseminated, used, and updated. The Board of Directors will establish a schedule for regular review of the code and its dissemination. Public School Risk Institute staff will incorporate the code into its human resource policies and board and committee orientation materials, review the code during new employee orientations, post the code on the Institute's public Web site and disseminate the code to all Institute members via the appropriate vehicles.

Adopted by the Board of Directors on _____

Secretary