



CAI HEARTLAND CHAPTER
BOARD OF DIRECTORS & COMMITTEE MEMBER
Code of Conduct

1. Act in the best interest of the CAI HEARTLAND CHAPTER (no personal gain, material or political).

Recognizing the need to preserve the original design and intent of the organization, Board & Committee Members will work for the common good of the members of the CAI HEARTLAND CHAPTER, and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Board.

2. Comply with the Law.

Board Members shall comply with the laws of the nation, the State of Missouri, St. Louis County and the governing documents of the CAI HEARTLAND CHAPTER.

3. Conduct of Board & Committee Members.

The professional and personal conduct of Board & Committee Members must be above reproach and avoid even the appearance of impropriety. Board & Committee Members shall refrain from abusive conduct, personal charges or verbal attacks on the character or motives of other members, administration and staff, committee members and chairs, or the public.

4. Respect for the process.

Board & Committee Members will make every effort to regularly attend meetings and perform their duties in accordance with established rules of order governing the deliberation of Association issues.

5. Conduct of meetings.

Board & Committee members shall prepare themselves for all meetings; listen courteously and attentively to discussions; and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings.

6. Decisions based on merit.

Board & Committee Members shall base their decisions on the merits and substance of the matter at hand rather than unrelated considerations.



7. Communication

Board & Committee Members shall share substantive information that is relevant to the matter under consideration which may have been received from sources outside the decision making process.

8. Conflict of interest.

In order to assure independence and impartiality, Board & Committee Members shall not use their position to influence decision in which they have a material, personal, financial or political advantage.

9. Gifts and favors.

Board & Committee Members shall not take any special advantage of services or opportunities for personal gain that are not available to all CHAPTER members. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise, or give the appearance of compromising, their independence of judgment or action.

10. Confidential information.

Board & Committee Members shall respect the confidentiality of information exchanged in Executive Sessions. They shall neither disclose confidential information without proper Board of Directors authorization, nor use such information to advance personal, financial or other private interests.

11. Use of Association resources.

Board & Committee Members shall not use resources of the CAI HEARTLAND CHAPTER that are not available to all members of the Association, such as staff time, equipment, supplies or facilities for private or personal gain.

12. Representation of private interests.

In keeping with the role of stewards of the CHAPTER'S interests, Board & Committee Members shall not appear on behalf of the private interests of third parties before the Board or any Committee.

13. Positive work place environment.

Board & Committee Members shall support a positive and constructive work place environment for employees, members and businesses dealing with the CAI HEARTLAND CHAPTER. Board & Committee Members shall recognize their special role in dealing with employees, staff and other CAI HEARTLAND CHAPTER Members to not create the perception of inappropriate directions or instructions to staff.



BOARD MEMBER STATEMENT

As a member of the CAI HEARTLAND CHAPTER Board of Directors, I agree to uphold the Code of Conduct for Board Members adopted by the CHAPTER and to conduct myself by the following model of excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;
- Help create an atmosphere of respect and civility where other Board and Committee Members, individual members, and staff are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;
- Respect the dignity and privacy of other individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the general membership benefit.
- Avoid and discourage conduct which is divisive or harmful to the best interests of the CAI HEARTLAND CHAPTER.
- Treat all people with whom I come into contact in the way I wish to be treated.

I affirm that I have read and understand the CAI HEARTLAND CHAPTER Code of Conduct.

Board Member Signature

Date

Print Name



COMMITTEE MEMBER STATEMENT

As a member of the CAI HEARTLAND CHAPTER _____
Committee, I agree to uphold the Code of Conduct for Committee Members
adopted by the CHAPTER and to conduct myself by the following model of
excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;
- Help create an atmosphere of respect and civility where other Board and Committee Members, individual members, and staff are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;
- Respect the dignity and privacy of other individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the general membership benefit.
- Avoid and discourage conduct which is divisive or harmful to the best interests of the CAI HEARTLAND CHAPTER.
- Treat all people with whom I come into contact in the way I wish to be treated.

I affirm that I have read and understand the CAI HEARTLAND CHAPTER Code of Conduct.

Committee Member Signature

Date

Print Name



STAFF MEMBER STATEMENT

As a member of the CAI HEARTLAND CHAPTER Staff, I agree to uphold the Code of Conduct for Board & Committee Members adopted by the CHAPTER and to conduct myself by the following model of excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions;
- Help create an atmosphere of respect and civility where other Board and Committee Members, individual members, and staff are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness and respect for others;
- Respect the dignity and privacy of other individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the general membership benefit.
- Avoid and discourage conduct which is divisive or harmful to the best interests of the CAI HEARTLAND CHAPTER.
- Treat all people with whom I come into contact in the way I wish to be treated.

I affirm that I have read and understand the CAI HEARTLAND CHAPTER Code of Conduct.

Staff Member Signature

Date

Print Name