

# Issue Team Ethics/Code of Conduct

## I. Introduction

What is a Code of Conduct? A code of conduct is a set of guiding principles that act as a benchmark for professional behavior. It is a promise to adhere to the values we all share as WSPTA members such as honesty, respect, responsibility, fairness, and compassion.

## II. Organizational values

As a WSPTA issue submitter, I promise to abide by the fundamental values that underpin all the activities of this organization and remember that it is all about the children of Washington State.

**A. Integrity and honesty** will be the hallmarks of all conduct when dealing with colleagues within WSPTA and equally when dealing with individuals and institutions outside it. As an Issue team Member, I will treat those I come in contact with, with the same courtesy and consideration I expect from others.

**B. Accountability** The activities I perform for the issue team will be able to stand the test of scrutiny by the members, the general public and I.R.S. and other nonprofit regulators if applicable.

**C. Transparency** WSPTA strives to maintain an atmosphere of openness throughout the organization. Our members decide the course of our organization and we keep them informed at all times.

### D. Law, mission, policies

- I will not break the law or go against nonprofit regulations in any aspect of my role as an issue team member.
- I will support the mission of WSPTA and consider myself its guardian.
- I will abide by and represent our WSPTA bylaws, WSPTA policies, positions, procedures, purposes, and mission statement.

## III. Person to person

- I will not break the law, go against nonprofit regulations or act in disregard of organizational policies in my relationships with fellow issue team members, school staff, volunteers, fellow WSPTA members or anyone I come into contact with in my role as WSPTA issue submitter.
- I will strive to establish respectful, collegial and courteous relationships with all
- I come into contact with in my role as a WSPTA issue submitter.
- I will agree to disagree when necessary without anger or rancor. I will take to my work an attitude of open-mindedness- a willingness to be trained for it and to bring to it interest and attention.

#### **IV. Protecting the organization's reputation**

- I will not speak as an issue team member of this WSPTA to the media or in a public forum without the prior knowledge and approval of the WSWSPTA President. However, I still maintain all rights to speak as a private citizen in such forums.
- When prior consent has not been obtained, I will inform the President at once when I have spoken as a WSPTA issue submitter to the media or in a public forum.
- When I am speaking as a WSPTA issue submitter, my comments will reflect current organizational policy and positions even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of the WSPTA and those who work in it.
- I will respect WSPTA, issue team and individual confidentiality.
- I will not share working copies of documents or other organizational information until those materials have been finalized and are available for release to the general public.

#### **V. Personal gain**

- I will not personally gain materially or financially from my role as an issue team member, nor will I permit others to do so as a result of my actions or negligence.
- I will use WSPTA resources responsibly, when authorized, in accordance with procedure.

#### **VI. On the issue team**

- I will strive to attend all issue team meetings, giving notice ahead of time to the issue team lead if unable to attend.
- I will study the agenda and other information sent me in good time prior to the meeting and be prepared to discuss agenda items during the meeting.
- I will honor the authority of the issue team lead and respect his or her role as meeting leader.
- I will accept a majority issue team vote on an issue as decisive and final.
- I will participate in induction, training and development activities for issue team members.

#### **VII. Leaving the issue team**

- I understand that substantial breach of any part of this code may result in my removal from the issue team.
- Should I resign from the issue team I will inform the issue team lead in advance in writing, stating my reasons for resigning.

Signature (can be electronic):

Date: