



P.O. Box 152742
Arlington, TX 76015
www.shhstexans.org

Code of Ethics & Conduct

Sam Houston High School Alumni Association's purpose is to provide support to the students, faculty, staff, and administration of Sam Houston High School in order to promote success, spirit, and pride and improve student educational outcomes.

Given its mission, the SHHS Alumni Association has adopted this Code of Ethics & Conduct to guide its board members, volunteers, members, and attendees in their conduct when acting on behalf of the SHHS Alumni Association. This Code contains broad principles reflecting the types of behavior the organizations expects towards students, faculty, donors, members, peers, and the public. This policy is not intended to be a stand-alone policy, as it does not embody the totality of SHHS Alumni Association's ethical standards, nor does it answer every ethical question or issue that might arise. Rather, this should be considered one element of a broader effort to create and maintain a quality organization that gives ethical conduct the highest priority.

Code of Ethics

Board members, volunteers, members, and attendees should:

1. Abide by the governing documents and policies of the SHHS Alumni Association.
2. Comply with applicable federal, state, and local regulations in order to remain transparent in all of our operations.
3. Not engage in any activity or relationship that would create a potential or actual conflict of interest or that would adversely affect our ability to faithfully perform services in pursuit of our mission.
4. Respect the confidentiality of sensitive information about the SHHS Alumni Association, including its board members, volunteers, members, and donors. Do not disclose any confidential, privileged, or nonpublic information to an unauthorized individual or organization.
5. Make reasonable efforts to satisfy the needs and concerns of SHHS within the scope of our mission, and strive for excellence and innovation while demonstrating professionalism, respect, and responsiveness.
6. Appropriately acknowledge contributions from other individuals and organizations who help facilitate our goals.

7. Not be deceptive in our fundraising activities or in recruiting new members to join the SHHS Alumni Association.
8. Not accept commissions, gifts, payments, loans, promises of future benefits, or other items of value from anyone who has or may seek some benefit from the SHHS Alumni Association in return, other than occasional gifts of nominal value that are in keeping with ethical business practices.
9. Not lobby with the intent to influence support for individual candidates.
10. Encourage diversity:
 - a. Support equal opportunity, regardless of race, color, sex, religion, national origin, age, disability, genetic information, marital status, pregnancy, gender identity or expression, sexual orientation, ancestry, veteran status, citizenship, health condition or other protected status.
 - b. Provide a genuine opportunity to all qualified applicants for board member, member or volunteer positions.
 - c. Not tolerate discrimination or harassment of others.
11. Understand the Board of Directors should be the only members in communication with SHHS about business pertaining to the organization, unless otherwise appointed.
12. Understand all board members, volunteers, and members who serve on campus must be approved AISD volunteers. It is the responsibility of the member to keep up to date records with AISD each school year.

Code of Conduct

The activities outlined below are strictly prohibited:

1. Abusive language toward any participant.
2. Possessing illegal drugs or attending a function of the organization while under the influence of drugs.
3. Bringing dangerous or unauthorized materials such as explosives, firearms, weapons, or other similar items to a function of the organization.
4. Discourtesy or rudeness to a member, volunteer, attendee, or other participant.
5. Verbal, physical, or visual harassment of a member, volunteer, attendee, or other participant.
6. Actual or threatened violence toward any individual or group.
7. Conduct endangering the life, safety, health or well-being of others.
8. Bullying or taking unfair advantage of any participant.
9. Failure to follow any organization policy or procedure.

Social Media Policy

Please review our Social Media Policy at www.shhstexans.org/documents.

Compliance

By participating with, and therefore being a representative of the SHHS Alumni Association, you are agreeing to abide by this policy.

Consequences

SHHS Alumni Association reserves the right to remove a member (including board members) and relieve them of duties if they violate these rules.

Questions or concerns may be addressed to the board by sending an email to info@shstexans.org.