

THE AMERICAN COLLEGE OF VETERINARY DERMATOLOGY CODE OF CONDUCT
OF
MEMBERS OF THE EXECUTIVE BOARD and ACVD COMMITTEES

1 INTRODUCTION

By accepting your appointment to the Executive Board or one of the committees of the American College of Veterinary Dermatology, you are required to accept the terms of this Code of Conduct. Please sign the declaration attached to this Code of Conduct and return it to the Executive Secretary. Please also keep a copy of this Code of Conduct for your records.

2 PURPOSE OF THE CODE

This Code of Conduct aims to define the standards expected of the members of the ACVD Executive Board and committee members in order to ensure that:

- 2.1 The College is effective, open, and accountable.
- 2.2 The highest standards of integrity and stewardship are achieved.
- 2.3 The working relationship with the Diplomates and the members of the Executive Board and other committees is productive and supportive.

3 The Statutory Duties:

- 3.1 A member of the Executive Board or other committees must act in accordance with the ACVD Constitution and only exercise the powers for the purposes for which they are conferred.
- 3.2 A member of the Executive Board or other committees must conduct themselves in a manner that demonstrates good faith and supports the ACVD for the benefit of its members as a whole. These actions being necessary in regards to the:
 - a) Likely consequences of any decision in the longer term;
 - b) Interests of the ACVD members;
 - c) Need to foster the ACVD's respective relationships with other organizations devoted to the discipline of veterinary dermatology, to veterinary medicine in general, to actual and potential sponsors, and others;
 - d) Impact of the ACVD's operations on the community and the environment;
 - e) Desirability of the ACVD maintaining a reputation for high standards of business conduct;
 - f) Need to act fairly between the members of the ACVD;
 - g) Need to maintain confidentiality in the College's affairs at all times.

- 3.3 A member of the Executive Board or other ACVD committee must exercise the reasonable care, skill and diligence which would be reasonably expected of a person carrying out that Executive Board or Committee member's functions with the general knowledge, skill and experience that the member of the Executive Board or Committee has.
- 3.4 A member of the Executive Board or other ACVD committee must avoid conflicts of interest with the College.
- 3.5 A member of the Executive Board or other ACVD committee must not accept benefits from third parties relating to the work of the College.
- 3.6 A member of the Executive Board or other ACVD committee must declare interests in proposed transactions or arrangements with the College.

4 **NONPROFIT TRUSTEE SPECIFIC DUTIES**

When exercising functions as a trustee of the College, members of the Executive Board or other ACVD committees must also ensure that they:

- 4.1 Seek, in good faith, to ensure that the College acts in a manner which is consistent with its purposes;
- 4.2 Act with the care and diligence that is reasonable to expect of a person who is managing the affairs of another person; and
- 4.3 Comply with any notice, direction, requirement or duty imposed on the College by the Office of Internal Revenue Service or other Federal/State agencies.

5 **GENERAL PRINCIPLES**

5.1 **Selflessness**

Members of the Executive Board or other ACVD committees have a general duty to act with probity and prudence in the best interests of the College as a whole. They should not act in order to gain financial or other material benefits for themselves, their family, their friends or any other organization with which they are associated.

5.2 **Integrity**

Members of the Executive Board or other ACVD committees should conduct themselves in a manner which does not damage or undermine the reputation of the College or its Members. More specifically they:

- a) Should not place themselves under any financial or other obligation to outside individuals or organizations that might seek influence in the performance of their role;
- b) Must avoid actual impropriety and any appearance of improper behavior; and

- c) Should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgment.

5.3 **Objectivity**

In carrying out the role, including making appointments to, awarding contracts, recommending individuals for rewards and benefits, or transacting other business, members of the Executive Board or other ACVD committees should ensure that decisions are made solely on merit.

In making decisions for the College in areas in which they do not possess expertise, members of the Executive Board and other ACVD committees should consider appropriate professional advice.

5.4 **Accountability**

- a) Members of the Executive Board or other ACVD committees have a duty to comply with constitutional and legal requirements of the College and to adhere to best practice in such a way as to preserve confidence in the College.
- b) Members of the Executive Board or other ACVD committees are accountable to the College members for their decisions and the effectiveness of their particular committee or Board. The Executive Board is responsible for the performance of the College as a whole.

5.5 **Openness**

Members of the Executive Board and other ACVD committees should ensure that confidential information and material, including information regarding individuals, is handled in accordance with due care; such that it remains confidential.

In addition, Members of the Executive Board or other ACVD committees should be as open as reasonably possible about their decisions and the actions that are taken. As far as possible they should give reasons for their decisions and restrict information only when the wider interest of the College clearly demands.

5.6 **Honesty**

The members of the Executive Board or other ACVD committees generally have a duty to avoid situations where they have, or could have, a direct or indirect interest which conflicts with that of the College.

A member may not participate in any voting or discussion on the subject in which they have an interest. They should immediately declare their interest and then leave the room to ensure they are not involved in and have no influence on any subsequent discussion, business or voting.

5.7 **Leadership**

Members of the Executive Board or other ACVD committees must:

- a) Promote and support the principles of leadership by example;
- b) Strive to attend all meetings regularly, ensuring they prepare for and contribute appropriately and effectively;
- c) Bring fair and open minded views to all discussions of the Executive Board or ACVD committees and should ensure that all decisions are made in the College's best interests;
- d) Respect the role of the Members of the College and of the Executive Board and other ACVD committees
- e) Accept and respect the differences in roles between the various members of the Executive Board and other ACVD committees, so that the Executive Board can work effectively and cohesively for the benefit of the organization, and develop a mutually supportive and loyal relationship; and
- f) Be careful, both individually and collectively, to not undermine the authority delegated to another member of the College, member of the Executive Board or individual through words or actions.

5.8 **Respect**

Members of the Executive Board or other ACVD committees must respect fellow members and other persons involved with the College and the role their colleagues play, treating them with courtesy at all times.

6 **FIT AND PROPER PERSON**

If a member of the Executive Board or other ACVD committees or prospective member of the Executive Board or other ACVD committees falls under any of the following categories; he or she should notify the Executive Board at once:

- a) A history of tax fraud.
- b) A history of other fraudulent behavior including misrepresentation and/or identity theft.
- c) Knowledge of involvement in attacks against or abuse of tax repayment systems.
- d) Information or evidence pointing to a heightened risk of involvement in other fiscal or financial impropriety.

7 **EXECUTIVE BOARD OR OTHER ACVD COMMITTEE MEMBER'S DECLARATION**

I declare that:

- a) I am over 18;

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- b) I am not an undischarged bankrupt;
- c) I have not previously been removed from trusteeship of a charity
- d) I undertake to fulfill my responsibilities and duties as a member of the Executive Board or other ACVD committee in good faith and in accordance with the law and within the College's objectives/mission;
- e) I do not have any interests in conflict with those of the College's (either in person or through family or business connections). I will specifically notify any such interest at any meeting where members of the Executive Board are required to make a decision which affects my personal interests;
- f) I will abide by this Code of Conduct for members of the Executive Board or other ACVD committees and
- g) I have read, understood, and will adhere to the College's Code of Conduct and Constitution.

Signed: _____ Date: _____

Name of Executive Board or ACVD committee member: _____