



CODE OF ETHICS POLICY

Issue Date: May 5, 2006

Revision Date: July 7, 2006

Revision Date: January 9, 2009

Statement of Commitment

In establishing policies and programs for and on behalf of the members of the Rocky Mountain Section of the American Water Works Association (RMSAWWA), I am a steward of the assets of this association. The members recognize the need for competent and committed Board members and Committee Chairs to serve their organization and have put their trust in my sincerity and abilities. In return, the members deserve my utmost effort, dedication, and support.

Therefore, as a member of the Governing Board (Board) of RMSAWWA or Chair of a committee, I acknowledge and commit that I will observe a high standard of ethics and conduct as I devote my efforts, skills and resources in the interest of RMSAWWA and its members. I will perform my duties as a Board member or Committee Chair in such a manner that members' confidence and trust in the integrity, objectivity and impartiality of RMSAWWA are conserved and enhanced. To do otherwise would be a breach of the trust which the membership has bestowed upon me.

Ethical Guidelines

General

1. I will always hold the betterment of the membership of RMSAWWA as my priority, or in the case of Chairs of joint committees, the betterment of the membership of both RMSAWWA and the Rocky Mountain Water Environment Association (RMWEA), including participation in all discussions and voting matters.
2. I recognize that I am obligated to act in a manner that will bear the closest public scrutiny.
3. It is my responsibility to contribute to the Board any suggestions of ways to improve RMSAWWA's or the Joint Governing Board's (JGB's) policies, standards, practices or ethics.
4. I will declare any conflict of interest, be it real or perceived, with regard to any matter being discussed before the Board or during committee meetings and I will remove myself from all discussion of the matter, in order to mitigate even further, any real or perceived conflict of interest.

Information

1. I will not knowingly take advantage of or benefit from information that is obtained in the course of my official duties and responsibilities as a Board member or Committee Chair, and that is not generally available to membership.
2. I will be alert to information which RMSAWWA can use to develop improved policies and strategies.
3. I will protect RMSAWWA's information closely and will not release or share confidential information without the permission, preferably in writing, of the person who provided it.
4. I will maintain confidentiality of all information which the Board or committee deems confidential.

Resources

1. I will be mindful of resources that are in my trust on behalf of RMSAWWA, and will help establish policies that ensure the maximization of secure and protected resources.
2. I expect to be reimbursed for legitimate expenses incurred by myself for the sake of RMSAWWA. I will keep all such expenses reasonable and justifiable and will discuss expenses which may be in question with the RMSAWWA Chair and Treasurer.

Gifts and Hospitality

1. Should business associates or others offer me gifts, favor, or benefits on a personal basis because of the business RMSAWWA does with them, I will recognize that such offers may be an effort to secure advantage from me, and I will reject such offers on the basis that it is against RMSAWWA policy to accept such gifts from business contacts. The most I will accept will be normal promotional handouts of a nominal value.

Representing RMSAWWA

1. As part of my duties as a Board member or Committee Chair, I represent RMSAWWA informally and formally to other associations, societies, government officials, and business representatives. I recognize that it is important that I represent RMSAWWA in such a way as to leave others with a positive impression of RMSAWWA. In my duties I will preserve and enhance the good reputation of the organization and will avoid behavior that might damage its image.

Interpretation

The Chair of RMSAWWA shall ensure that the practice of this policy will be fair, just, and equitable in all situations of interpretation and application.

Enforcement

The Chair is ultimately responsible for immediate interpretation, application and enforcement of the Code of Ethics Policy. All complaints concerning a possible Code of

Ethics violation shall be made in writing to or by the Chair and a copy will be provided to the complainant.

The Chair shall make an initial determination of the issue and shall attempt initial resolution of the problem with the complainer and the complainant.

If this initial attempt at resolution is not successful, the Chair shall appoint a task force composed of three Board members to investigate the complaint. The task force is charged to investigate as required and submit a written report to the Chair within 30 days. The Chair will render his/her decision within ten days of receiving the task force's report.

The Chair's decision may be appealed in writing to the Board for consideration at the Board's next regular meeting for a final decision. The final decision shall be delivered in writing to the complainer and complainant. The complainant may have legal counsel present at the final hearing.

In the instance of a negative decision, should the member file a grievance, the procedure as outlined in Robert's Rules of Order (current version) shall be utilized.

Delegation and Penalties

Should the Chair be the subject of a written complaint or have a real or perceived conflict of interest with respect to the complaint, the Chair-Elect shall perform the duties normally assigned to the Chair in this matter.

Penalties imposed for breach of the Code of Ethics may include, but are not limited to the following:

- Excluding the member from portions of all future meetings and discussions that relate to the stated conflict of interest, and/or
- Censure of the member in private, public, or both, and/or
- Removal of the member from his/her position by a resolution passed by a vote of two-thirds of the Board, provided that notice of such a proposed resolution is given with the notice calling the meeting.

I have read and I accept RMSAWWA's Code of Ethics for Governing Board members and Committee Chairs.

Name: _____

Signature: _____

Title: _____

Date: _____