



Ethics Policy

Maryland Association of Secondary School Principals

General Statement of Commitment

All members of the Maryland Association of Secondary School Principals' Steering Committee, Executive Board, executive director, county representatives, and volunteers serving on committees or otherwise associated with the organization are committed to conducting the organization's business with the highest standards of integrity and personal conduct, that exceptions to the policy have to be approved by the Executive Board and acknowledging that no ethics policy can address all specific situations, therefore any suggestion of a possibility of conflict should be brought to the attention of the organization. MASSP states that this policy includes avoidance of the appearance as well as any actual conflict with regard to:

- *using the association with the organization for private gain;
- *preferential treatment to any outside person or organization;
- * impeding the efficiency or economy of the organization;
- * loss of independence or impartiality;
- * affecting the public confidence in the integrity of the reputation of the organization;
- *endangering the public confidence in the integrity or the reputation of the organization;
- *endangering the life, health, or safety of anyone

Definitions and Guidelines

No person shall have direct or indirect interest or relationship with any outside organization or person that might affect (or that might reasonably be understood or misunderstood by others as affecting) the objectivity or independence of his or her judgment or conduct in carrying out the duties and responsibilities he or she has in connection with the organization's activities. For instance:

- Material and direct personal involvement with grantees, suppliers, contractors, customers
- Ownership of a material interest in such an entity;
- Acceptance of material payments, services or loans from such an entity;
- Ownership of property affected by the organization's actions or acquired as a result of confidential information
- Outside employment which might materially impact job performance or efficiency;
- Outside activities in civic, professional or political organizations which might involve improper and unauthorized divulging of the organization's data.

There is no conflict of interest is not unethical if an individual has no actual knowledge of such a relationship or involvement as described above.

Improper Use of Information

No member of the Steering Committee, Executive Board or the Executive Director may use organizational information for personal gain.

Disclosure

All members of the Steering Committee, Executive Board and the Executive Director have the responsibility to make known any knowledge of ethical misconduct.

Improper Use of Assets and Record Keeping

It is the fiduciary responsibility of members of the Steering Committee, Executive Board and the Executive Director to prevent the loss, damage, misuse or theft of property, records, funds, or other assets belonging to the organization, including restricting the use of such assets to the business of the organization.

Accounting Records and Reports

MASSP is committed to generally accepted accounting principles, applicable laws and regulations and an internal accounting control system which includes annual audited financial reports.

Gifts, Gratuities, or Entertainment

MASSP prohibits individuals associated with the organization from receiving gifts, excessive entertainment exceeding fifty dollars or gratuities for themselves, their families or friends from any outside person or organization except for a general exclusion for unsolicited gifts or gratuities with a specified maximum value as long as they are disclosed. MASSP shall not use the organization's assets for gifts or entertainment above an amount designated by the Executive Board.

Political Contributions

MASSP shall not use any organizational funds for direct or indirect political contributions.

Acceptance of Honoraria

The executive director and individuals representing the organization are prohibited from accepting honoraria for such purposes, unless funds go to the organization with exceptions for consultant services performed by expert employees or officers unrelated to their position in the organization.

*Framework copied from Donna A. Lopiano- created 2/3/08

Approved by MASSP Steering Committee October 10, 2009

Approved by MASSP Executive Board November 14, 2009

