

AIA PUERTO RICO CODE OF CONDUCT

Introduction

Members of the board of directors carry certain duties and responsibilities for the well-being of the organization. The Code of Conduct outlines some of those duties and responsibilities in accordance with governing documents.

I. Confidentiality

Board members will have access to information, that if revealed to outsiders, could be damaging or sensitive to other members, harmful to the best interests of the organization, or even create legal liability. Information provided to the board may concern personnel, financial, contractual, membership or legal matters. It will often be confidential and is intended for use in decision making and governance.

Information shall be held in the strictest of confidence and shall not be divulged to any outside party, including other members, without authorization of the board president.

II. Conflicts of Interest

Board members owe a high fiduciary duty to the organization. Thus, no board member shall maintain any business enterprise or other activity that directly conflicts with the interests of the organization.

III. Violations

Violations of the Code of Conduct may result in disciplinary action in accordance with the governing documents. Discipline may include removal of a board member from office.

Acknowledgement of Receipt

I acknowledge that I have received and read a copy of the Code of Conduct and that I am responsible for compliance.

Name (Please Print) _____

Signature

Date