

# St. Joseph Music Foundation

## Code of Conduct

The Code of Conduct is binding on all members. This code has been approved by the Board of Directors and is subject to change at any time at the Foundation's sole discretion. Its primary aims are to ensure that the public receives the best possible service from members, and to maintain and enhance the reputation, good name and standing of St. Joseph Music Foundation and its members.

This Code of Conduct covers a wide range of business practices and procedures. The reputation and 501 status of the Foundation depend upon the personal commitment of all members. It does not cover every issue...

### 1. Compliance with Laws, Rules and Regulations

Obedying the law, both in letter and in spirit, is the base on which the Foundation's ethical standards are built. All members must respect and obey the laws of the cities, states and countries in which the Foundation operates, as well as other appropriate private and public regulatory agencies. Although not all members are expected to know the details of these laws, it is important to know enough to determine when to seek advice from appropriate personnel.

### 2. Confidentiality

All members must maintain the confidentiality of information entrusted to them by the Foundation, its members and its associates, except when disclosure is authorized by the Foundation, its legal counsel or when required by law or regulation.

Confidential information includes all non-public information that might be of use to competitors, or harmful to the Foundation, its members or its associates, if disclosed. It also includes information that suppliers and associates have entrusted to the Foundation.

Examples of confidential information includes but is not limited to, pay scales, supplier costs, unlisted phone numbers, contributor's information, and your website login name and password.

The obligation to preserve confidential information continues even after Foundation membership ends.

### 3. Communications

All correspondence, be it written, electronic or verbal, by any member, including Foundation officers, Board members, Committee members, Chairpersons, and the General membership, having the Foundation name attached in any manner, must submit that correspondence for approval or revision to the Board of Directors before submitting it to other persons or entities.

Likewise, no member may enter into any contract, written, verbal, electronic or implied, on behalf of the Foundation without direct approval of the Board.

### 4. Conduct

In keeping with the Mission Statement, the Foundation requires all members to act in a professional manner at all times, meaning in a way that is respectful and friendly to all.

Complaints of misconduct may be lodged against members from any source - other members, venues, agents, *etc.*

Members agree to hold the Foundation, its officers, and other members harmless in the case of physical or financial disputes.

### 5. Waivers of the Code of Business Conduct and Ethics

Any waiver of this Code for members, executive officers or directors may be made only by the Executive Board or a committee of the Executive Board and will be promptly disclosed as required by law or regulations.

### 6. Misconduct

The SJMF has a "Three Strikes and You're Out" policy.

The complaints lodged against SJMF members will not be taken lightly but, likewise, the Board will not over-react.

Discussions and discovery will be held confidential among the complaining party and the named member.

The Executive Board holds the final decision in the members' status.

A member who has been found to behave in an unprofessional manner will be

- 1.) warned on the first offense.
- 2.) fined a sum of \$ 50.00 for the second offense.
- 3.) expelled from the Foundation on the third offense.

Any member who has been found guilty of conduct infractions has the right to appeal his case to the Board of Directors in concert with the general membership.

Breach of confidentiality and felony convictions are serious offenses and the "Three Strikes" policy does not apply in such cases. The Board will make the final determination in those cases. Appeal is not available in such cases.