

Ethics Chair

General duties: (*From Bylaws Article XIII, Section 3*)

- The ETHICS COMMITTEE shall, without fear or favor, promptly handle any infringement of the Code of Ethics, whether of its own knowledge or by report from one or more members of the Association, or persons outside of the Association.

Specific duties include:

- Serve as a non-voting member of the State Executive Board.
- Maintain current job description and Manual of Procedure to be passed along to successor.
- Be responsible for receiving and attempting to resolve any and all complaints of unprofessional behavior.
- Use extreme tact and patience and be mindful of the difficulties of establishing blame.
- Protect the reputation and privacy of individual members during proceedings.
- Chair needs to be as objective as possible in dealing with complaint of ethics violations.
- Any behavior that reflects negatively on a particular member or the association would be in violation of the spirit of the *Code of Ethics*.

Some examples of unethical or unprofessional behavior include but are not limited to:

- student solicitation;
- making disparaging comments about other teachers;
- disrupting association meetings;
- unprofessional behavior at competitions, e.g., not accepting the decision of judges or attempting to influence the judges;
- making negative comments to students and/or parents.

When a complaint occurs:

- Deal with FSMTA members in a cordial and collegial manner and keep lines of communication open: by telephone, correspondence, and e-mail.
- Consult with members of the Local Association to determine if a complaint is valid.
- Arrange meetings with all parties involved to try to settle a complaint or dispute.
- All documentation should be copied to all parties involved, to the President of FSMTA, and to the District President and Local Association President. If necessary, seek legal advice or representation.

- Any action taken to penalize a member in any way must have the approval of the FSMTA Executive Board.

A suggested time-table for duties follows:

November – odd year (incoming)

- ~~Attend the State Conference.~~
- Attend last Executive Board meeting and receive Manual and materials from outgoing Chair.
- Acquire FSMTA stationery from the Corresponding Secretary and Reimbursement Form from State Treasurer (may be reimbursed for postage, printing, phone calls). This can be done at this and each Board meeting attended.

January, May, October

- Prepare a written report for Executive Board meeting. If unable to attend, mail these to the President to present at meeting.

February, June, November

- Attend State Executive Board meeting.

June – odd year (incoming)

- Attend June conference. At last Executive Board meeting receive Manual and materials from outgoing Chair.

June – even year (outgoing)

- Attend June conference. At last Executive Board meeting turn over Manual and materials to incoming Chair.

November – odd year (outgoing)

- ~~At last Executive Board meeting turn over Manual and materials to incoming Chair.~~