

**MES PTA: Code of Conduct & Ethics**

The MES PTA believes that participation in the PTA is an important and integral part of the total school program. It is our belief that the core ingredients of character should be displayed when interacting with faculty and students via these core ethical values: trust, respect, responsibility, fairness, caring, and teamwork. Finally, we believe that sincere and good faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well being of the dynamic relationships with our staff and students.

**General PTA Volunteers :**

- **PTA Volunteers have an expectation to treat others with dignity and respect. As members of the PTA our behavior is reflective on the PTA and our school community.**
- **PTA Volunteers shall not take advantage of their relationship with staff or students for personal advantage.**
- **PTA Volunteers will actively promote the good health and well-being of staff and students.**
- **PTA Volunteers are to be fair and will not show preferential treatment in their volunteer roles.**
- **PTA Volunteers will be faithful to the educational and character-development goals of the school and assure that these objectives are not compromised by agreeing to live by the PTA mission statement.**
- **PTA Volunteers shall not in the performance of their duties by words or conduct demonstrate prejudice or bias based on race, sex, religion, age, disability, national origin, or sexual orientation, and will not allow members of their committee or those under their influence to do so.**

**Committees:** It is imperative that volunteers realize that committee meetings are where details of a particular effort are discussed. This can take place in face-to-face meetings or group emails. Each member of the committee should be given the opportunity to express their point and advocate for their position. However, once everyone has spoken and a vote is made, the committee will move forward with the majority opinion.

If you feel a program you are involved with is not honoring to this Code, it is important for you to address your grievances with the PTA Board and be willing to meet to reconcile the differences. If reconciliation is unattainable, then one solution may be that those involved are asked to step off of the program. In no way will disruptive behavior be tolerated.

**PTA officials, VPs, and chairs:** Run your assigned committees with clear sense of teamwork, time management, leadership and ownership. Communicate with Board members. Seek for help and ask the board when you need it .

**Board Meetings:**

- Please attend meeting in punctual manner. If you are not be able to attend any of these meeting, please let president(s) know, and make sure to send update from committees that you are in charge of. If you have 3 or more unexcused absences from these monthly meetings in a consecutive school year, you may not be considered as a nominee for the board position for following year. Unless it is absolute unforeseen emergency situation, you are obligated to email recording secretary to inform your absent reason 24 hours before meeting.
- The monthly meetings are held to review and approve minutes, review the financials, hear guest speakers, address new and old business, and hear committee updates from the various chairpeople or their representative. It is not the place to discuss grievances.
- Please restrict your personal cellular phone usage unless you are expecting a very important call.
- Members will be called out of order if their comments and input is contrary to what is on the agenda and the meeting will continue as scheduled.

Date : \_\_\_\_\_

Name of Volunteer & Sign : \_\_\_\_\_