



## ARTICLE 15 - CODE OF ETHICS

A school business official in Texas is a professional educator dedicated to public service in the schools of this state. As a professional educator one's professional behavior must conform to a code of ethics. The code must be idealistic and practical as applied to members of our profession. School business officials acknowledge that the schools belong to the public and are created for the purpose of offering educational opportunity to all residents of this state. School business officials shall assume the responsibility of providing leadership and expertise as business officials to maintain exemplary standards of conduct both professionally and morally. It is understood that the business official's actions are observed and appraised by students, fellow professionals and members of the community.

Therefore, and to these ends members of the Texas Association of School Business Officials or TASBO Certificate Holders subscribe to the following statements of standards.

### TEXAS SCHOOL BUSINESS OFFICIAL:

1. Makes the quality of education for students and the reasonable ability of taxpayers to pay the cost of education, the basic values in all decisions and actions.
2. Fulfills all professional responsibilities with honesty and integrity.
3. Obeys all local, state and federal laws which govern their activities.
4. Implements to the best of their ability the policies of the Board of Trustees and the administrative regulations of their superiors.
5. Avoids the use of their position for personal gain through influence politically, socially, or economically.
6. Maintains the highest degree of professional training possible through continuing educational programs and personal research.
7. Earns academic degrees or professional certification only from accredited and legally constituted institutions.
8. Honors all contracts until fulfillment or legally released.
9. Honors the public trust.

## ARTICLE 16 - STANDARDS OF CONDUCT

The association cannot fully discharge its obligation of leadership and service to its members short of establishing appropriate standards of behavior.

In relationships within the school district it is expected that the School Business Official will:

1. Support the goals and objectives of the employing school system.
2. Interpret the policies and practices of the district to subordinates and the community fairly and objectively.

3. Implement, to the best of the official's ability, the policies and administrative regulations of the district.
4. Assist fellow administrators as appropriate in fulfilling their obligations.
5. Build the best possible image of the school district.
6. Refrain from publicly criticizing board members, administrators or other employees.
7. Help subordinates to achieve their maximum potential through fair and just treatment.

In the conduct of business and discharge of responsibilities, the School Business Official will:

1. Conduct business honestly, openly and with integrity.
2. Avoid conflict of interest situations by not conducting business with a company or firm which the official or any member of the official's family has a vested interest.
3. Avoid preferential treatment of one outside interest group, company or individual over another.
4. Uphold the dignity and decorum of the office in every way.
5. Avoid using the position for personal gain.
6. Never accept or offer illegal payment for services rendered.
7. Refrain from accepting gifts, free services or anything of value for or because of any act performed or withheld.
8. Permit the use of school property only for officially authorized activities.

In relationships with colleagues in other districts and professional associations, it is expected that the School Business Official will:

1. Support the actions of a colleague whenever possible, never publicly criticizing or censuring the official.
2. Offer assistance and/or guidance to a colleague when such help is requested or when the need is obvious.
3. Actively support appropriate professional associations aimed at improving school business management and encourage colleagues to do likewise.
4. Accept leadership roles and responsibilities when appropriate but refrain from 'taking over' any association.
5. Refrain from using any organization or position of leadership in it for personal gain.

6. Abide by applicable TASBO policies, including the Harassment Policy 1651, and act professionally when representing TASBO or participating in any TASBO functions or activities.

#### ARTICLE 17 - VIOLATION OF CODE OF ETHICS OR STANDARDS OF CONDUCT

1. Any individual with direct knowledge may file a grievance with the Board of Directors of the Texas Association of School Business Officials against any other member in good standing who has knowingly violated the Code of Ethics or Standards of Conduct of this association.
2. The Board of Directors upon receipt of a grievance will decide, based upon evidence submitted, whether or not to have a hearing regarding the grievance.
3. If a hearing is held, the Board of Directors will notify the parties and members involved of the time and place of the hearing which will be private and not open to the public. Notices shall give all parties a reasonable length of time to prepare.
4. Based upon the evidence and facts presented to the Board of Directors and based upon the seriousness and degree of the violation, the Board of Directors will decide upon the proper punishment, if any, of the member or members.