**MEMBER CODE OF CONDUCT**

Effective: May 8, 2019

**Policy**

**Purpose of Member Policies**

In accordance with Chapter Bylaws, the Member Code of Conduct has been created and approved by the IIBA Central Iowa Chapter’s Board of Directors. As a Not-For-Profit organization dedicated to the education and advancements of Business Analysis in central Iowa, the IIBA Central Iowa Chapter (hereinafter “Chapter”) is committed to the education and growth of our Members. The Member Code of Conduct policy (hereinafter “Code”) provides overall guidance and direction to Members of the Chapter. As representatives of the Chapter, Members must practice professionalism, honesty, and integrity in at all times and abide by the following Code in their capacity as a Chapter Member.

The Code does not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The Chapter reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed Code.

**Definition of a “Member”**

A “Member” is any individual person that has membership rights in accordance with the Chapter Bylaws Article III – Membership.

**Definition of a “Non-Member”**

A “Non-Member” is any individual person that has not met the Chapter Membership requirements as defined in the Bylaws and therefore who does not have the rights of a Member, but interacts with Members during Chapter events, meetings, or on social media. Non-members also include anyone that may be temporarily assigned or paid to perform work or services for the Chapter or affiliated with the Chapter through a Partnership agreement.

**Violations of the Code**

It is expected that all Chapter Members and Non-Members will follow the Code. Violation of the Code can result in disciplinary action in accordance with Chapter Bylaw Article X including ejection from an event, suspension from future events, and/or suspension or termination of Membership. Failure of Partner, contractor, consultant or other covered service provider to follow the Code can result in suspension or termination of contract or Partnership with the Chapter.

**Discrimination**

The Chapter is committed to a policy of fair representation and will not discriminate in these policies and procedures on the basis of race, color, religion, sex, age, national origin, veteran status, marital status, disability, gender identity, or sexual orientation.

**Member Conduct**

All Member and Non-Members

* Will abide by all Chapter rules, procedures, and safety guidelines especially while at events organized by the Chapter.
* Promote the values of the Chapter and encourage the participation of others in the Chapter and at events of the Chapter.
* Will display respect, professionalism, and courtesy for other Members, Non-Members, Volunteers, visitors, Partners, event staff, and property.
* Will not discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, marital status, disability, gender identity, or sexual orientation.
* Will respect and maintain the privacy and confidentiality of personal information of Members, Chapter information, and Partner information acquired through any interactions with the Chapter.
* Will not persuade or attempt to persuade any Member, Partner, Volunteer or any other person or entity with an actual or potential relationship with the Chapter to terminate, curtail or not enter into its relationship with the Chapter.
* Will report any harassment, unacceptable or suspicious behavior, or conflict of interest to the Board of Directors and Chapter President.
* Are expected to handle conflict in a respectful and professional manner especially with other Chapter Members and during Chapter events. Parties are expected to negotiate and work toward a positive outcome that serves the best interests of the Chapter and Membership.
* Refrain from using Membership in the Chapter for personal advantage or the advantage of any special interests outside of the Chapter.

**Procedures**

**How to report Unacceptable or Suspicious Behavior**

If experiencing or witness to a life safety emergency, please contact your local authorities or dial 911.

If witness to an incident of harassment, discrimination, bullying or any other conduct that violates the Members Code of Conduct or any applicable local laws, it is the responsibility of the Member to act to protect the Chapter from liability or damages through ceasing the situation in question and then informing the Board of Directors and Chapter President immediately. Notification may be given verbally, in person or by emailing [Membership@centraliowaiiba.org](mailto:Membership@centraliowaiiba.org).

**Suspension from an Event or Activity**

Failure of a Member or Non-Member to adhere to any part of this Code may result in denial of participation in current or future Chapter events and activities. The Event Chair, Chapter President, or ranking Board of Directors member can request a disruptive individual leave an event or activity and the individual must comply.

* Non-Members may be suspended from future events and activities at the request of the Director of Membership.
* Unless subsequently suspended, a Member will be allowed to participate in future Chapter events and activities.

**Member Non-Compliance/Expulsion**

Failure of a Member to adhere to any part of this Code may result in suspension from the Membership duties and/or termination of the relationship with the Chapter. No Member will be suspended or terminated until the Member has had an opportunity to discuss the reasons for dismissal with the Director of Membership or Chapter President.

**Membership Suspension**

1. Members violating the Code may have their Chapter Membership suspended or terminated. The Director of Membership or Chapter President will determine if this action is necessary and will notify the Member of initial suspension including terms of reinstatement.
2. Anyone who have been suspended from Membership may appeal the decision to the Chapter President and the Board of Directors via email sent to [Membership@centraliowaiiba.org](mailto:Membership@centraliowaiiba.org).
3. The Board of Directors will review the appeal and respond within 30 calendar days via email or written response.

**Membership Termination**

1. Should it be deemed necessary, the Director of Membership may submit to the Board of Directors a written request for Membership termination.
   1. The Member must be notified and provided a copy of the written request for termination
   2. From the point of receipt of the request for termination, the Member has 14 calendar days to request a hearing be scheduled with the Chapter Board of Directors.
2. The Member may request a hearing with the Board of Directors to discuss the request for termination in person.
3. Should the Member request a hearing, the Member must be given written notification of the time and place of hearing at least 14 calendar days in advance of the hearing.
   1. The hearing may proceed without the Member in attendance as long as the written notification of time and place has been provided to the Member.
   2. The hearing may be held during a regular meeting of the Board of Directors. The Member may request, at any time, that the hearing be closed to general membership.
4. The Board of Directors may terminate an individual’s membership with the Chapter through 2/3 majority vote of the Board of Directors. All decisions of the Board of Directors are final.
   1. The final result of the vote will be recorded in the meeting minutes and a copy will be given to the individual whose membership was terminated within 7 calendar days of the vote.
   2. Upon termination, an individual will immediately lose all rights and privileges that are assigned to Members and the individual will be considered a Non-Member.
5. A Board of Directors vote for Termination can only be completed after
   1. The Member gives written notice that they waive their right to a hearing with the Board of Directors or
   2. The hearing with the Board of Directors was held at the scheduled time or
   3. The 14 day window to request a hearing elapsed
6. Termination of a Membership with the Chapter does not affect the standing of a person’s membership with IIBA.

**Partnership Termination**

Procedures for termination of a Partnership are outlined in the Partnership Policy and Procedures.

**Reinstatement**

* If suspended, terms of reinstatement must be provided to the Member when notified of the suspension.
* If terminated, the Member may request reinstatement after the length of 1 year from date of termination by emailing [Membership@centraliowaiiba.org](mailto:Membership@centraliowaiiba.org) and requesting reinstatement. The Board of Directors will review the request for reinstatement within 30 days and notify the Member. Should reinstatement be denied, the Member may request reinstatement every year thereafter.