



International Literacy Association MEMBER CODE OF CONDUCT

The International Literacy Association, Inc. (the “Association”) Member’s Code of Conduct (the “Code”) is intended to provide members of the Association with a set of best practices and guidelines with which members agree to adhere to when joining and maintaining their membership in the Association. In order to qualify as a member or renew membership, each member will be required to comply with this Code of Conduct.

This Code of Conduct represents a commitment by the Association and its members to follow the ethical standards and best practices evidenced by this Code of Conduct at all times, including, but not limited to: behaving with common courtesy and civility; conducting themselves in a businesslike, ethical and appropriate manner; and not engaging in or facilitating any discriminatory or harassing behavior directed toward any Association staff, officer, director, member, meeting attendee, exhibitor, advertiser, sponsor, supplier, contractor or others in the context of activities relating to the Association.

Conduct at non-Association-sponsored activities is viewed as the members’ personal business. Conduct at Association-sponsored events is expected to be in accordance with this the Code. The Association reserves the right to impose disciplinary sanctions or take other appropriate action when conduct is not in accordance with the Code.

The following categories and examples of unacceptable behavior are subject to disciplinary actions. The Association reserves the right to identify other behaviors not listed below. The Board of Directors of the Association will make such determinations.

Personal Misconduct

Unacceptable personal misconduct is defined as:

- Harassing, physically threatening, or physically or verbally abusing any person in the Association or at any Association-sponsored function or event.
- Conducting oneself in a manner endangering the health or safety of another person.
- Harassing any individual because of that person’s race, color, gender, religion, marital status, disability, sexual orientation, or for other reasons by: (a) intentionally subjecting another person to offensive physical contact other than self-defensive; (b) specifically insulting another person in his or her immediate

presence with abusive words or gestures when a reasonable person would expect that such act would cause emotional distress or provoke a violent response; or (c) unwanted sexual behavior directed toward an individual.

- Engaging in lewdness or indecency.
- Exhibiting disorderly conduct (including that resulting from drunkenness), unreasonable noise, or behavior that results in unreasonable annoyance.
- Tampering with safety systems (such as fire-fighting equipment), turning in a false alarm, or engaging in behavior that constitutes a fire hazard.
- Stealing any property.
- Selling, brandishing, or possessing firearms, ammunition, explosives, dangerous chemicals, or any other objects as weapons.
- Defacing property, public or private.

Disruption

Disruption shall be defined as creating noise or other disturbances that disrupt Association activities or Association-sponsored events, or that disrupt either participants or non-participants at the venue of an Association-sponsored event.

Abuse of Controlled Substances

For the purposes of the application of this Code, controlled substances shall be defined as:

- **Intoxicants**: The purchase, possession or consumption of alcoholic beverages is regulated by State law. Members are expected to know and abide by State law and by Association rules and regulations governing the use of alcoholic beverages at Association-sponsored events. The following is not permissible:
 - possession or consumption of alcoholic beverages by persons under 21 years at Association-sponsored events;
 - furnishing alcoholic beverages to any member under the age of 21 years;
 - consuming alcohol at an Association-sponsored event in public areas (i.e. hotel lobbies or hallways); and
 - using Association funds for the purchase of alcoholic beverages.
- **Illegal Drugs and Substances**: Members are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by State law, at Association-sponsored or approved events. Reasonable suspicion of possession or use of illegal drugs and substances at Association-sponsored events may subject the person involved to investigation.

Member Meeting Conduct

The following etiquette shall apply at all Association-sponsored events:

- Members must maintain decorum, sit quietly, and refrain from speaking until recognized by the meeting chair. During all reports, members should hold all questions until the reports are finished, then raise their hands and wait to be recognized.
- Members must not interrupt anyone who validly has the floor, or otherwise disrupt the meeting.
- When speaking, members must abide by time limits set by the meeting chair for comment.
- Members must refrain from engaging in personal attacks on either Board members or fellow members.
- Members must refrain from using other member's names when speaking and must address all remarks to the meeting chair.
- Members must confine their comments to things germane to the agenda item being discussed.
- Members may not speak for a second time until everyone else who wants to speak has been given a chance to speak OR Members may not speak more than twice on any one issue, subject to the discretion of the meeting chair.
- Members must obey all orders made by the meeting chair, including an order to step down.

The Board of Directors is authorized to develop and maintain this Code of Conduct and also establish and implement procedures and guidelines for the purpose of determining when violations or failures occur and for allowing the members to participate in a resolution process that is both reasonable and fair to the members.