



Code of Ethics and Professional Conduct

The New York State Association of School Business Officials (herein after referred to as the Association) is a professional organization concerned that its members maintain qualities which characterize a professional person. Therefore, membership in the Association implies that the member has assumed an obligation to be diligent in the performance of professional service, fair and honest in relations with all district staff, the board of education, fellow practitioners, the State and the public, and has a proper appreciation of School Business Official duties. In recognition hereof, and to establish and maintain high standards of principles in school business methods and practices, the Association has promulgated the following standards of conduct and rules of professional ethics.

Standards of Conduct

- To make the well-being of students a basic principle in all decision making and actions.
- To pursue good stewardship of the District's resources, full disclosure of relevant information, and to refrain from using the position for personal gain.
- To exhibit commitment and loyalty to the governing board by implementing its policies, rules and directives.
- To follow the principle of due process and protect the civil and human rights of all individuals.
- To maintain the highest professional standards and seek to improve the effectiveness of the position of School Business Official through continuing professional development.
- To fulfill all professional responsibilities with honesty and integrity.
- To obey all national, state and local laws and regulations.
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Rules of Professional Ethics

1. A member shall not commit an act discreditable to the school business profession.
2. A member shall:
 - a) make no promises or statements without appropriate authority which would be binding or appear to be binding on the member's public office.
 - b) dispense no special favors or privileges either for remuneration or reciprocal favors, and accept no benefits or favors of any kind which might be construed as influencing the judicious performance of the member's public duties.
 - c) maintain the highest levels of personal and professional integrity, and set the best possible example for colleagues, the community and the younger generation.
3. No member, while acting as a school business official, shall:
 - a) have any direct or indirect interest whatsoever in any contract or business or professional dealings with the school district in which the member is employed, except by operation of law.
 - b) act as attorney, agent, broker, representative or employee in a business or professional dealing with the school district in which the member is employed, for any person or corporation.



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- c) engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict of interest or impairs the proper discharge of the member's official duties.
 - d) invest in or hold any investment directly or indirectly in any financial, business, commercial or other private organization, which creates a conflict of interest with the member's official duties.
4. No member, while acting in the capacity as a school business official, shall:
- a) directly or indirectly solicit any gift for personal gain or use.
 - b) accept or receive any gift which would violate the provisions of the laws of New York State.
5. No member shall disclose confidential information acquired by the member in the course of the member's official duties except when required by law, nor shall the member use such information to further the financial or other private interests of the member or others.