

## **200 GOVERNANCE**

### **200.x Board of Directors - Code of Ethics**

1. In all decisions and actions, Board members will honour and promote both the letter and the spirit of the Ontario ASCD Constitution and By-Laws, including subsequently adopted Policies and Procedures.
2. Board members recognize that authority is not individual, but is only in the context of the whole, duly constituted Board of Directors, unless expressly pre-delegated by that whole Board.
3. Board members will not commit, in advance of any Board meeting, to any certain decision. All Board discussions will be bound by civility, courtesy, and respect for divergent opinions.
4. The President and Officers will neither bind the Association to contracts that the Board has not agreed to by a vote nor speak on an issue in public without the permission of the Board.
5. The Board and the Executive Council remain accountable and transparent to the members in all of their actions on behalf of the Association. Board members will respect and maintain the confidentiality of Board discussions, unless such maintenance would be illegal.
6. Board members will refer all public inquiries and complaints directly to the President, without any prior comment on their part.

## **400 BUDGET & FINANCE**

### **401 Reimbursement**

1. Ontario ASCD commits priority to providing financial reimbursement to support the officers and directors as a diverse, provincially-representative learning community by making attendance affordable and by providing settings whereby interactions can be productive.

Attendance at Board Meetings, at the Annual General Membership Meeting, and at any other Ontario ASCD event where attendance is pre-authorized by the Board and/or the Executive Council, will be reimbursed at the following rates:

- a) direct-distance vehicle expenses at the fixed rate of \$0.15/kilometre. Fiscally responsible car-pooling is very strongly encouraged. Other (than vehicle) travel modes will be reimbursed at the lesser of the actual cost and the direct-distance ceiling.
- b) maximum meal allowance of \$15 for one-way travel in excess of 200 kilometres, \$30 in excess of 400 kilometres, and \$45 in excess of 600 kilometres.
- c) extenuating circumstances require pre-approval, within budgetary allotment for meetings, in writing from the Executive Council. **(approved 08 April 2006)**

2. Ontario ASCD commits a parallel priority to providing financial reimbursement, within budgetary allotment, to support its officers and directors in fulfilling affiliate responsibilities as outlined in the ASCD policies and protocols (500), namely attendance at meetings of ASCD Leadership Council, the Leadership for Effective Advocacy & Practice Institute (LEAP), the ASCD Board of Directors, Affiliate Regional meetings, ASCD Annual Conference, and Annual Leadership Orientation (for President-elect in office).

Ontario ASCD will reimburse attendees at the above functions

- a) the difference between the ASCD subsidized rate and actual cost, or receipts for:
- b) transportation expenses (the most economical coach class air fares, train fares, or private vehicle at established rates), and
- c) bus, taxi, or limousine as necessary, and
- d) lodging at a single rate, and
- e) meals (alcoholic beverages excluded) to the per diem maximum of \$50 Canadian / day, and
- f) gratuities (not to exceed 15%) for meals, taxis, hotels, and other services, and
- g) other reasonable expenses (e.g. parking, airport shuttle, etc.)

3. Ontario ASCD recognizes the value of Board engagement and participation in the broader aspects of affiliation with ASCD (e.g. Northeast Affiliates Conference, Regional Meetings, etc.). Ontario ASCD will strive to provide support for such participation, within budgetary allotment, of a Board team where appropriate and fiscally responsible.

Ontario ASCD also recognizes the professional development needs of Board members and will strive, within budgetary allotment, to annually reimburse only the registration fee for each Director attending the ASCD Annual Conference or an ASCD Professional Development session.

## **500 REGIONAL GROUPS & NETWORK FORUMS**

### **501 Definitions**

Ontario ASCD respects the inherent diversity of its community and the expressed needs of members by actively encouraging the formation of regional groups and network forums.

A regional group, based upon the geographical proximity of members (e.g. Eastern Ontario, GTA), may be formed to foster local networking, to provide professional development opportunities, and to address issues in teaching, learning, and policy consistent with the adopted positions of ASCD. Regional groups are encouraged to establish a set of roles and responsibilities by which to establish activities and assert influence in their geographic community. Regional groups are encouraged to strive for self-sufficiency through reasonable fees (with reduced rates for Ontario ASCD members in good standing) for local professional development services (e.g. guest speakers,

workshops).

A network forum, based upon the educational interests of some members province-wide (e.g. special education, literacy or numeracy, educational ethics or philosophies), may be formed to provide opportunities for issue-focused discussions and to foster networking around those unique, shared interests. Only Ontario ASCD members in good standing are eligible to engage in a network forum. Network forums are encouraged to share successes, candid discussions of solutions for common and uncommon problems, and networking among colleagues. Responsibility for preparation, hosting, communication formats, recording, and networking shall be determined by the network forum members.

## **502 Conditions**

The formation of a regional group or network forum may be requested through written application to the Ontario ASCD Executive Council. Approval, with commitment to a stated level of start-up funding, will be made by a duly carried motion of the Board of Ontario ASCD. That application must include:

- the identification of a commonly shared interest or of a geographic region;
- the identification of a chairperson and core management group, all members in good standing of Ontario ASCD;
- an action plan of proposed activities and services ensuring self-sufficiency within one year;
- commitment to provide quarterly written activity reports to the Board of Ontario ASCD;
- agreement to operate a financial account with due diligence, reporting annually to the Ontario ASCD Finance Committee;
- commitment to foster membership in Ontario ASCD; and
- commitment to at all times remain in alignment with both the letter and the spirit of Ontario ASCD's stated purposes.

## **503 Finances**

A one-time start-up fund, to a maximum of \$1000, may be accessed to provide realization of the action plan for self-sufficiency. An annual financial statement of income and expenses must be submitted to the Ontario ASCD Finance Committee, returning funds in excess of \$1000 until having reimbursed the start-up fund in full. Thereafter, 60% of the account balance above \$1000 will be returned and 40% retained to a ceiling of \$3000.