

AEHC Code of Ethics

The Arkansas Extension Homemakers Council (AEHC) is a private, nonprofit, tax exempt (IRS 501(c)(3)) organization representing the seventy five member councils in the state. It is controlled by its members, and regular functions are financed by the contributions of its membership. AEHC serves its members by providing information and services in accordance with the policies and recommendations of its Board of Directors. The mission of AEHC is to empower individuals and families to improve their quality of living through continuing education, leadership development, and community service. The general goals of AEHC are to serve as the voice of the State's extension homemakers; to assist county councils with building and strengthening their capabilities; to provide services needed by county councils; and to maintain and improve member commitments to, and identification with, their association. In serving the cause of county councils, AEHC is dedicated to abiding by the highest ethical standards of performance and acting in the best interest of county councils and their members. Effective participation in AEHC functions requires that the Board and Committee members be impartial, responsible and representative of the interest of their regions and state. This Code of Ethics is designed to provide guidance for AEHC Board of Directors, Executive Committee and other Committee members in carrying out the duties of their offices and positions.

Board of Directors, Executive Committee, Board of Trustees, and Committee Members will:

- 1) Keep their constituents informed and allow opportunity for their participation in the decision making process.
- 2) Devote the time and effort necessary to ensure the successful functioning of the county councils, Executive Committee, Board of Directors and Committees, by participating in, and encouraging others to participate in, the activities of the state association and local county councils.
- 3) Advocate the highest standards of conduct and competence for all that serve or participate in state and county council programs.
- 4) Strive for self-improvement by learning more about AEHC and county councils programs through attendance at local, area and state association meetings, training sessions, and other activities.
- 5) Adhere to the spirit as well as the letter of all applicable local, state and federal laws and regulations.
- 6) Avoid any action that might result in, or create the appearance of:
 - a. Using their position for personal gain (whether their own or others' with whom they are associated in a personal, family, or business relationship).
 - b. Giving improper preferential treatment to any person.
 - c. Impeding efficiency or economy.
 - d. Losing independence or impartiality.

e. Making a work-related decision that affects, involves or binds AEHC outside of official channels or prescribed procedures.

f. Adversely affecting the confidence of members, vendors or suppliers in the integrity of local county councils and/or AEHC and its operations.

g. Circumventing the purpose or intent of the AEHC Board of Directors approved budget and expenditures as defined in the Bylaws and Standing Rules.

7) Not directly solicit any gift or accept any gift, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence the actions or policies of the association.

8) Not directly or indirectly disclose, use or allow the use of any information they have through or in connection with the county councils that is not generally and publicly available on an equal basis to everyone else with an interest in it, for the purpose of furthering their own personal interest or interest of anyone else with whom they might have a personal, family or business relationship.

9) Not have direct or indirect financial interest that conflicts with, or appears to conflict with, their duties and responsibilities with the county councils or AEHC; or engage in directly or indirectly, a financial transaction based on information obtained through their association with the county councils or AEHC.

Whenever any situation comes to an Officer, Executive Committee Members, or Board Members attention that appears to be covered by this policy, the individual should promptly disclose the matter to the county councils and/or AEHC. Disclosure must be full and complete.

Complaints to be submitted in writing to the Ethics Review Committee as defined in Article X, Code of Ethics in the AEHC Bylaws.

Violation of, or failure to comply with these accepted standards or any component there shall be grounds for discipline, which may include the full range of options available, up to and including removal from office.

Pursuant to 7 CFR § 15.3, the University of Arkansas System Division of Agriculture offers all its Extension and Research programs and services (including employment) without regard to race, color, sex, national origin, religion, age, disability, marital or veteran status, genetic information, sexual preference, pregnancy or any other legally protected status, and is an equal opportunity institution.