



## Central Area Ethics and Standards 2016-2017

### Procedure Outline:

- **Identify Chapter Committee Members:**
  1. Chapter Membership Chairman
  2. Chapter Parliamentarian
  3. Three members selected by the Chapter President, one of the members selected will serve as chair
- **Send Committee Members Names to the Area Chair**
- **Chapters will Conduct an Ethics & Standards Workshop Annually**
- **The Chapter Recording Secretary Must Maintain/File Annually:**
  1. Original Acknowledge forms
  2. **The Annual Workshop Agenda, send a copy to the Central Area Chair**
  3. The Attendance Roster of the Workshop Attendees
  4. The Compliance Form

**5. Provide copies of all forms filed/maintained to the Chapter Ethics & Standards Chair, and Membership Chair**

- **The Compliance Form is to be sent to the Area Chairman**

The form should indicate the number of members that sign the acknowledgement form either **yes** or **no**. The **date** of the workshop and the **number** of members in attendance will be indicated on the form.

- **An Ethics & Standards Workshop should be included in new member orientation- new members are to be given the opportunity to sign the acknowledge form.**
- **The Links Organization *Code of Ethics and Standards* can be found on the National website.**



Chapter \_\_\_\_\_

## Ethics & Standards Committee

1. \_\_\_\_\_ Chair

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Members of the committee should include the Membership Chair, Parliamentarian, and 3 appointed members selected by the Chapter President. One of the 3 appointed members will serve as chair. **Send this form to: [chhouchen@gmail.com](mailto:chhouchen@gmail.com)**



## Central Area Ethics & Standards Committee Compliance Report Form 2016-2017

Chapter: \_\_\_\_\_

Chair: \_\_\_\_\_

Number of Active Members: \_\_\_\_\_

Date of E&S Workshop(s): \_\_\_\_\_

**Every chapter must conduct 1 workshop by April 30, 2017**

Number of Members Attending Each Workshop: \_\_\_\_\_

Have all of the active members been given the opportunity to sign the  
Code of Ethics Member Acknowledgement Form COE61-1?

Yes \_\_\_\_\_ # \_\_\_\_\_ No \_\_\_\_\_ # \_\_\_\_\_

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Completed original documents must be maintained by the Recording Secretary with copies to the  
Chapter Ethics & Standards Chair and Membership Chair.

Please e-mail this completed form to: [chhouchen@gmail.com](mailto:chhouchen@gmail.com)