



THE CENTRAL AREA

Excellence ~ Elegance ~ Ethics

Central Area Conference-Little Rock, Arkansas 2013
Link Chalon Anderson, Chairman
Ethics and Standards Committee

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
 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 Compliance Form can be found on the Central Area Website.
- The Links Organization *Code of Ethics and Standards* can be found on the National website.



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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:

**Link Chalon Anderson, Chair Central Area
Ethics & Standards Committee
chaloneanderson@gmail.com**



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Central Area Ethics & Standards Committee Compliance Report Form 2013-2014

Chapter: _____

Chair: _____

Number of Active Members: _____

Date of E&S Workshop(s): _____

Every chapter must conduct 1 workshop by March 31, 2014.

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: chaloneanderson@gmail.com