



IMIA Leaders Code of Conduct

Preamble

The IMIA Association is a not-for-profit, tax-exempt organization formed to lead the advancement of the medical interpreter profession. IMIA's principal membership class consists of organizations, individuals, and others, such as providers, educators, and researchers engaged in advancement of medical interpreting. The business of the association is managed under the direction of the IMIA Board of Directors, with the assistance of the IMIA Executive Director and IMIA leaders, which comprise the IMIA Leadership.

The IMIA Leaders Code of Ethics serves as a code of conduct for association volunteers and staff in their capacity as IMIA leaders. The principles and requirements that comprise the code are based on and are designed to ensure full compliance by IMIA and its officers, directors, leaders, and employees with the fiduciary duties imposed on such individuals by state corporate law, the federal tax code's prohibition on private benefit, and other requirements of federal tax exemption, common law due process requirements, federal and state antitrust and unfair competition law, state tort law, and other legal precepts and prohibitions. IMIA leaders must affirm their endorsement of the code and acknowledge their commitment to uphold its principles and obligations by accepting and retaining the IMIA leadership position, via their signature of this document.

IMIA Leaders Code of Ethics

IMIA leaders (includes chairs and vice chairs of all IMIA Divisions, Chapters, and Committees) shall at all times abide by and conform to the following code of conduct in their capacity as IMIA leaders:

1. Leaders will abide in all respects by the IMIA policies, rules and regulations for the association (including but not limited to the association's articles of incorporation and bylaws) and will ensure that their membership in the association remains in good standing at all times.
2. Leaders will conduct the business affairs of the association in good faith and with honesty, integrity, due diligence, and reasonable competence.
3. Except as the leaders may otherwise require or as otherwise required by law, no IMIA leader shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of the association and each member of the board will uphold the strict confidentiality of all meetings and other deliberations and communications of the leaders.

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4. Leaders will exercise proper authority and good judgment in their dealings with association staff, suppliers, and the general public and will respond to the needs of the association's members in a responsible, respectful, and professional manner.
5. Leaders will use any information provided by the association or acquired as a consequence of the leader's service to the association in any manner other than in furtherance of his or her leadership duties. Further, no leaders will misuse association property or resources for personal purposes.
6. Leaders will use their best efforts to regularly participate in professional development activities and will perform his or her assigned duties in a professional and timely manner pursuant to the board's direction and oversight.
7. Leaders dedicate themselves to leading by example in serving the needs of the association and its members and also in representing the interests and ideals of the medical interpreting profession and not personal interests.
8. No leaders shall persuade or attempt to persuade any employee of the association to leave the employment of the association or to become employed by any person or entity other than the association. Furthermore, no leader shall persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship to or with the association to terminate, curtail, or not enter into its relationship to or with the association, or to in any way reduce the monetary or other benefits to the association of such relationship.
9. Leaders must act at all times in the best interests of the association and not for personal or third-party gain or financial or reputation or political enrichment. When encountering potential conflicts of interest, board members will identify the conflict and, as required, remove themselves from all discussion and voting on the matter. Specifically, board members shall follow these guidelines:
 - Avoid placing (and avoid the appearance of placing) one's own self-interest or any third-party interest above that of the association; while the receipt of incidental personal or third-party benefit may necessarily flow from certain association activities, such benefit must be merely incidental to the primary benefit to the association and its purposes;
 - Do not abuse leadership by improperly using leadership membership or the association's staff, services, equipment, resources, or property for personal or third-party gain; board members shall not represent to third parties that their authority as a board member extends any further than that which it actually extends;
 - Do not engage in any outside business, professional or other activities that would directly or indirectly materially adversely affect the association;

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- Do not engage in or facilitate any discriminatory or harassing behavior directed toward association staff, members, officers, directors, meeting attendees, exhibitors, advertisers, sponsors, suppliers, contractors, or others in the context of activities relating to the association;
- Do not solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to the association without fully disclosing such items to the Leaders; and
- Provide goods or services to the association as a paid vendor to the association only after full disclosure to, and advance approval by, the board, and pursuant to any related procedures adopted by the board.
- Utilize their IMIA leadership signature for all IMIA communications so their position and role is clear and transparent to the recipient. This means using the IMIA leader designated emails versus personal work emails.
- IMIA leaders shall focus on their objectives and tasks and not on their political standing in the organization.
- IMIA leaders shall utilize professional and objective language in all IMIA related communications and avoid dramatic, superlative, or unprofessional language.
- IMIA leaders shall be realistic with the time and commitment required to volunteer for the IMIA and will not accept new volunteer positions, or large new projects unless it does not affect their current IMIA term.
- IMIA leaders shall give sufficient notice when stepping down mid term, and if possible will train or recruit a vice chair.

I affirm their endorsement of the code and acknowledge my commitment to uphold its principles and obligations by accepting and retaining the IMIA leadership position, via my signature to this document.

Name of Leader

Signature

Date