

Georgetown University Alumni Association

Code of Ethics

1. The Association and its Board of Governors are committed to the highest standards of integrity and ethical conduct.
2. In order to provide standards for Governors to recognize and address ethical issues and effectively carry out their fiduciary obligations to the Association and its various affiliated bodies, the following Code of Ethics has been adopted:
 - Standard of Behavior. All Governors are representatives of the Association and ambassadors of the University, and as such, should conduct themselves so as to promote a positive image of the Association and the University and in a manner that is consistent with the values of the Association and the University. It is the responsibility of all Governors to interact in a courteous and professional manner with those they encounter in the course of their activities on behalf of the Association and to refrain from any action – whether in a personal or professional capacity – that might be viewed as detrimental to the reputation of the Association or the University.
 - Conflicts of Interest. Governors should comply with the Association’s conflict of interest policy in all situations where their personal and professional relationships may create actual or apparent conflicts of interest with the Association. The conflict of interest policy is set forth at the Board of Governors website.
 - Corporate Opportunities. In carrying out their duties and responsibilities, Governors should advance the interests of the Association when the opportunity to do so arises. Governors should avoid: (a) taking for themselves personally opportunities that are discovered in carrying out their duties and responsibilities; (b) using Association property or information, or their position at the Association, for personal gain; and (c) competing with the Association, in each case, to the material detriment of the Association. Whether any of the foregoing actions is to the material detriment of the Association will be determined by the Board based on all relevant facts and circumstances, including, in the case of (a) above, whether the Association has previously declined to pursue such proposed corporate opportunity for its own benefit.
 - Confidentiality. Governors should observe the confidentiality of information that they acquire in carrying out their duties and responsibilities, except where disclosure is approved by the Association or legally mandated. Confidential information includes, but is not limited to, all non-public information about the University, the Association or its members.

- Fair Dealing. In carrying out their duties and responsibilities, Governors should promote fair dealing by the Association and its employees and agents in all aspects of the Association's operations.
 - Protection and Proper Use of Association Assets. Governors should promote the responsible use and control of the Association's assets and resources by the Association and its employees. Association assets, such as information, materials, supplies, intellectual property, facilities, software, and other assets owned or leased by the Association, or that are otherwise in the Association's possession, should be used only for legitimate purposes of the Association.
 - Compliance with Laws, Rules and Regulations. In carrying out their duties and responsibilities, Governors should comply, and cause the Association to comply, with applicable governmental laws, rules and regulations. In addition, each Governor should bring to the attention of the Association's Parliamentarian any information known to the Governor that he or she believes constitutes evidence of a violation of any law, rule or regulation applicable to the Association and its activities, by the Association, or any of its employees, or by any Governor.
 - Encouraging the Reporting of Illegal or Unethical Behavior. Governors should cause the Association to proactively promote ethical behavior and encourage employees to report evidence of illegal or unethical behavior to appropriate Association personnel.
3. Any Governor may be removed at any time by the President, with the concurrence of the Board of Governors, for violation of this Code of Ethics or other good cause.