



RULES OF PERSONAL CONDUCT FOR MACRAO MEMBERS

The Rules of Personal Conduct for MACRAO Members are intended to promote the values upon which this organization was founded.

Each MACRAO member is required to conduct himself/herself in a professional manner at all times. The following are examples of prohibited conduct:

1. Sexual Harassment / Conduct
 - a. Sexual Harassment: Sexual harassment is a form of unlawful gender (sex) discrimination and is not tolerated at MACRAO sponsored events.
 - b. Sexual Conduct: Behavior of a sexual nature that is not sexual harassment may, nonetheless, be unprofessional within the MACRAO sponsored environment.
 - c. Many types of behavior may constitute sexual harassment or sexual conduct, including—but not limited to—the following:
 - i. Sexual assault
 - ii. Threats or insinuations that lead the affected individual reasonably to believe that granting or denying sexual favors will affect his/her reputation, education, employment, advancement, or standing within MACRAO
 - iii. Sexual advances, sexual propositions, or sexual demands that are not agreeable to both parties
 - iv. Unwelcome and persistent sexually explicit statements or stories
 - v. Sexually explicit e-mails or text messages
 - vi. Sexual misconduct such as stalking, cyber stalking, voyeurism, or recording or transmitting sexual images
 - vii. Repeated use of sexually degrading language or sounds to describe a person
 - viii. Unwanted and unnecessary touching, patting, hugging, or other physical contact
 - ix. Comments or questions about an individual's sexual prowess, sexual deficiencies, or sexual behavior
 - x. Dissemination of sexually explicit materials through MACRAO's information technology resources
 - xi. Creation, dissemination, or display of offensive items or materials that disrupt MACRAO sponsored events, including—but not limited to—photographs, graphics, symbols or video or audio recordings

2. Other Prohibited Harassment or Inappropriate Conduct :
 - a. Other Prohibited Harassment may occur when a MACRAO community member is subject to unwelcome conduct based on a category such as age, color, gender, gender identity, genetic information, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.
 - b. Inappropriate Conduct that is objectively and subjectively severe, persistent or pervasive and creates an unreasonable interference with a MACRAO sponsored event.
3. Negligent behavior relating to property or the property of others at MACRAO sponsored events includes (but is not limited to):
 - a. Malicious, negligent, or intentional destruction, damage, defacement or willful neglect of property at MACRAO sponsored events or another person
 - b. Using/possessing MACRAO's or another's property without authorization, including—but not limited to—non-business use of University computers and peripheral equipment
 - c. Unauthorized taking or attempting to take, misappropriate, conceal, or remove property of MACRAO or of a member, employee, student, customer, supplier, vendor, visitor, patron or guest of the Corporation
 - d. Knowingly providing means of access to MACRAO's information technology resources to an unauthorized person
4. Inappropriate behavior or conduct related to the treatment of others includes (but is not limited to):
 - a. Utterance or publication of any threat, threatening, intimidating, obstructing, and/or harassing other persons
 - b. Fighting and/or instigating a fight
 - c. Bullying (using verbal, physical, or psychological abuse) or otherwise mistreating a MACRAO member, vendor, or guest
 - d. Engaging in aggressive, hostile, or violent behavior, such as intimidation of others
 - e. Attempting to instill fear in others
 - f. Engaging in belligerent speech, excessive arguing or swearing
 - g. Sabotage or threats of sabotage
5. Other misconduct including but not limited to:
 - a. Possession of illegal substances
 - b. Using offensive, vulgar, or obscene language
 - c. Exhibiting immoral conduct
 - d. Retaliating against an individual who makes a complaint of harassment
 - e. Possessing weapons, firearms, hazardous materials or explosives at MACRAO sponsored events
 - f. Engaging in horseplay or practical jokes that endanger or cause disruptions
 - g. Smoking in unauthorized areas or inappropriately disposing of smoking materials, including the use or improper disposal of electronic cigarettes
 - h. Making defamatory statements about other MACRAO members, or making disparaging statements to the public concerning MACRAO business
 - i. Knowingly making false statements about MACRAO business or its members
 - j. Off duty misconduct, including committing illegal acts, that reflects adversely upon MACRAO or adversely affects the member's employer

Violations of the Rules of Personal Conduct shall be regarded as cause for disciplinary action, which may include dismissal from the annual conference and/or workshops; removal from a leadership role or disqualification from serving in a future leadership capacity within the Association; removal of Honorary Membership or future consideration thereof; or being asked to no longer attend MACRAO sponsored events.

Disciplinary action under these rules does not preclude a MACRAO member from being disciplined for violations of local, state or federal laws.

Disciplinary Procedure

If a member observes another member violating the Rules of Personal Conduct, he or she may bring the violation(s) to the attention the Board of Directors for appropriate action.

Upon being informed of such violation(s), the Board will send the violating member a letter stating the violation(s) and the Board's intended discipline.

Upon receiving such a letter from the Board, a member may, within 30 days of its date, challenge the violation(s) and/or disciplinary action by replying in writing to the address specified in the Board's letter. If no challenge is received, the disciplinary action will be implemented. If a challenge is received, the Board will review such statements and/or evidence as are available to it [upon reasonable investigation]. Upon reviewing such statements and/or evidence, the Board shall then—in its sole discretion—rescind, uphold, or modify the disciplinary action.

Any disciplinary action that is either unchallenged or that is imposed after the Board's review following a challenge shall be subject to no further appeal of any type.

Approved: February 20, 2015