

Resolution to amend the Constitution of the International Ship Masters' Association for consideration at the 2020 Grand Lodge Convention held in Port Huron, Mi from January 30<sup>th</sup> through February 1st.

Whereas the Grand Lodge of the International Ship Masters' Association continues to work to strengthen and build its membership; recognizing that it is time to renew our commitment to the mission, values, and ethical principles that we hold dear as an Association in order to do so, and;

Whereas the Constitution does not clearly lay out a course of action for disciplinary measures to be dealt out to members who act with behavior that is detrimental to our Association, and;

Whereas Lodge 3 of the International Ship Masters' Association seeks to address this need in our Constitution with the following addendum to our By-Laws, therefore;

Be It Resolved that the following Code of Conduct be adopted in order to clarify the standards of values and principles expected of our membership. This Code of Conduct will be placed in our By-laws Governing Member Lodge Composition and Organization under new section 4a as follows:

### **Code of Conduct**

**Sec. 4(a)** It must be the mission of every member to strive to maintain a sense of professionalism and integrity that we as an Association can then rely on to carry ISMA forward. All members of this Association should do the right thing – follow the law, act honorably, and treat members and guests with courtesy and respect. We shall adhere to this Code of Conduct to help govern our decisions and behavior.

#### **1. Avoid Conflicts of Interest**

When you are in a business situation in which competing loyalties could cause you to pursue a personal benefit for you, your friends, or your family at the expense of the International Ship Masters Association you may be faced with a conflict of interest. All of us should avoid conflicts of interest and circumstances that reasonably present the appearance of a conflict.

When considering a course of action, ask yourself whether the action you're considering could create an incentive for you, or appear to others to create an incentive for you, to benefit yourself, your friends or family, or an associated business at the expense of the International Ship Masters Association. If the answer is "yes," the action you're considering is likely to create a conflict of interest situation, and you should avoid it.

#### **2. Ensure Financial Integrity and Responsibility**

Ensure that money is appropriately spent, our financial records are complete and accurate, and our internal controls are honored.

If your job involves the financial recording of our transactions, make sure that you're familiar with all relevant policies.

Never interfere with the auditing of financial records. Similarly, never falsify any record or account for our Association.

If you suspect or observe any irregularities relating to financial integrity or fiscal responsibility, no matter how small, immediately report them.

### **3. Behave in a Manner Befitting our Association**

All members should respect one another, and any guests or perspective members. We won't allow any kind of discriminatory behavior, harassment or victimization by our membership at any point during private gathers, public events, and during recruitment efforts.

As members you represent the International Ship Masters' Association and action will be taken accordingly when you act against our mission or endanger the integrity of our Association.

### **4. Misrepresentation of our Association**

Our currently elected Grand President is the only person that is allowed to speak for the Grand Lodge and to communicate on behalf of Grand Lodge interests. All communications showing our interest or support will come from a written order of our Grand President. Any misrepresentation of our Association's interest or support will be in violation of this Code of Conduct.

### **5 Disciplinary Actions**

International Ship Masters' Association may have to take disciplinary action against members who fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion from Board level.
- Suspension or expulsion for more serious offenses. Any suspension or expulsion will extend to all ISMA hosted meetings and events.

The offending issue will be brought to the Grand President & Jurisprudence Committee and, if deemed valid, the issue and any evidence will be brought to a Jurisprudence Special Committee composed of the following 4 committee members: Jurisprudence Committee Chair, Membership and Outreach Committee Chair, Grand 1<sup>st</sup> Vice President, and Grand Secretary-Treasurer.

The four special committee members will take all matters before them into consideration and reach a decision by simple majority vote. In the event of a tie, the Grand President will cast the deciding vote.

Appeals can be made at the next session of Grand Lodge with a three week written notice before Grand Lodge convenes to the Grand Secretary-Treasurer. This appeal will take place in a closed session with only the Jurisprudence Special Committee and Grand President in attendance. The same voting rules apply after member in question makes their argument. The original ruling will remain in effect until the appeal process has been completed.

Grand Lodge may take legal action in cases of corruption, theft, embezzlement or other unlawful behavior.