

Homer Laughlin China Collectors Association Board of Directors
Code of Ethics

In order to ensure the smooth, effective and professional operation of the business and administrative affairs of the Homer Laughlin China Collectors Association (HLCCA), the Board of Directors of HLCCA has seen fit to adopt the following *Code of Ethics* to govern it in all matters. A breach of this *Code* by a member of the Board of Directors reflects directly, or indirectly, upon the Association, and, as such, may result in censure, suspension or expulsion of the violator from the Board.

Members of the Board of HLCCA shall abide by the following guidelines:

1. To support, and be governed by, the *Bylaws* of HLCCA and such amendments, resolutions and policies as may be adopted by the membership;
2. To conduct myself in such a way as to bring no reproach or discredit to HLCCA or to impair or impugn the integrity of membership therein;
3. To maintain collegial relations with all other Board members, and to conduct HLCCA business according to accepted norms of civilized discourse;
4. To neither knowingly buy, sell, nor participate in any transaction where the ownership of the material is in doubt, and to report promptly to the proper authorities any such violations;
5. To attend any and all meetings that are deemed necessary to conduct HLCCA business:
 - a. This agreement is construed to include the obligation to monitor and respond promptly to all communications within the Board of Directors; and
 - b. To respond within reasonably established time-frames to the business matter(s) at hand;
6. To formally notify the President and the Secretary of any inability to participate in prescribed meetings or to respond, when it is necessary, to conduct HLCCA business by telephone or e-mail;

7. To identify and arrange, in the prior event, for another Board member to hold my proxy for purposes of voting on all matters requiring action, and further, to notify the President and Secretary of the name of this individual;
8. To fulfill any and all responsibilities specified in the job description that pertains to my particular seat on the Board; further, I agree to perform, in a timely manner, such additional duties as I undertake;
9. To seek out and arrange for another Board member to assume all of my responsibilities in the event of temporary inability to fulfill these obligations;
10. To not use my position as a Board member to achieve financial gain;
11. To hold confidential within the Board all discussions and deliberations that may occur in the process of arriving at decisions;
12. To maintain a clear separation between the business of HLCCA and any other on-line message boards or publications.

Upon receipt of substantive documentary evidence of a breach of this *Code* by a member of the Board of Directors, any Board member may request the ethics chairperson, and his or her selected assistant, to evaluate the complaint. If, in the majority opinion of these three (3) Board members, the evidence appears credible, it is the right of this group to bring the matter to the attention of the entire Board for their consideration.

As a Board member of the Homer Laughlin China Collectors Association, I have read and agree to abide by the *Code of Ethics* adopted by the HLCCA Board of Directors. I understand that any violation of the above listed *Codes* may result in censure, suspension or expulsion from the Board of Directors.

Signature: _____

Date: _____