

Seminole Club Volunteer Code of Ethics

Seminole Club or Chapter volunteer leaders are ambassadors of the University. In order to maintain the reputation for professional excellence of the University and the FSU Alumni Association (FSUAA), volunteer leaders are expected to display good judgment, diplomacy, and courtesy when interacting with alumni, friends of the University and staff.

FSU volunteers should adhere to the highest standards of personal and professional ethics. The following standards are intended to clarify expectations for lead volunteers.

1. Strive to create a positive and enjoyable experience for local FSU alumni and friends, fellow board members and for yourself.
2. Act in the best interests of the FSUAA and in accordance with FSUAA's policies and procedures.
3. Interact with volunteers, staff, and other constituents in a responsible, respectful, positive, and professional manner.
4. Avoid any discriminatory or harassing behavior or language directed toward any person. If approached for advertising or in-kind partnership, contact the FSUAA Seminole Clubs team prior to responding.
5. Refrain from publicly undermining in any way specific positions, policies or decisions officially approved and communicated by the FSUAA Board of Directors, FSUAA staff or FSU.
6. Present any concerns constructively, in an appropriate forum to the Seminole Clubs staff at the Alumni Association.
7. Avoid conflicts between private business or personal interests and any Club matters.
8. Volunteers should be mindful of their representation of Florida State University in all forms of communication. All communication should remain informational and encouraging; offensive jokes and negative or controversial dialogue should never be passed along.
9. Protect and maintain confidential information shared with the Club leaders for official business only (i.e., constituent data). Do not post any identifying information about students, employees, or other alumni, or other sensitive information including social security numbers, FSU ID, full date of birth, financial data, etc.
10. Respect all official FSU trademarks and their intended uses, as well as those of all other universities. Do not violate copyright laws by using trademarked images, logos, or video without written permission of the rights holder. All official trademarks are owned by FSU and should only be used or modified with permission from FSUAA staff.
11. Manage all club funds with fiscal responsibility and transparency through semi-annual reporting. All Club funds are University funds and should be used only for advancement of the University's mission.
12. Work with the Alumni Association to strengthen alumni records, data collection and accounting practices.
13. Report unethical or inappropriate behavior to FSUAA Seminole Clubs team.

The success of Seminole Clubs and Chapters depends upon volunteers nationwide in a variety of roles. The FSUAA values its volunteers and works to create services and programs to support and enhance their involvement.

I have read and understand the FSU Alumni Association's Code of Ethics. I agree to abide by it and understand that the Alumni Association may remove me from official board service for any violation.

Name: _____ Position: _____

Date: _____

Club or Chapter: _____ Signature: _____