

**Williamsburg Technical College
STATEMENT OF POLICY**

SECTION A – COLLEGE ORGANIZATION AND GOVERNANCE

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| Title AREA COMMISSION CODE OF CONDUCT | Number A-8 |
| Authority SC Code Ann. §§59-53-410 to 440 (1997), and Southern Association of Colleges & Schools Comprehensive Standard 3.2.3 (2007) | Page 1 of 2 |
| Division of Responsibility President | Approval Date 11/2/20 |
| Approval President _____ Commission Chair _____ | Supersedes Policy No. A-8 Date 9/12/11 |

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

- I. The Commission and its members will at all times act in an ethical and professional manner in the discharge of their duties in compliance with the South Carolina Ethics, Government Accountability and Reform Act of 1991, and applicable laws. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Commission members. Specifically:
 - A. Commission members must maintain strict loyalty and accountability to the college. This commitment must supersede any conflicts, i.e. to advocacy or interest groups or memberships on other boards or staffs. Commission members' loyalty and accountability to the college must also supersede any personal interest when the Commissioner is acting as an individual customer of the college's services.
 - B. Commission members must avoid any conflict of interest with respect to their fiduciary duties to the college and must complete an Annual Conflict of Interest Statement for Area Commissioners provided by the President's Office each year. Specifically, conflict of interest means the following:
 1. There must be no self-dealing or any conduct of private business or personal services between a Commission member and the college except as provided for by law.
 2. Commission members must not use their positions to obtain an economic interest or employment at the college for themselves, family members, or close associates.
 3. Should a Commission member be considered for employment, he/she must temporarily withdraw from Commission deliberation, voting, and access to applicable Commission information.

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- C. Commission members may not attempt to exercise individual authority over the college except as explicitly set forth in Commission policies. Specifically, Commission members' interaction with the President, the college faculty and staff, the public, press, or other entities must recognize the absence of authority of any individual Commission member or group of Commission members to act or speak for the Commission unless so authorized in Commission policies.
 - D. Commission members shall be given an opportunity to participate in education activities, including state, regional, and national meetings, to enhance their ability to serve effectively. Requests for participation in such activities at the college's expense will be presented to the commission for approval.
 - E. Commission members will not permit themselves to be used to circumvent established lines of authority or interfere in the normal procedures for handling complaints or grievances.
 - F. Commission members will not waive Commission rights to confidentiality including discussions that occur at legally held executive sessions of the Commission and other privileged communications such as attorney-client privileged communications.
 - G. Commission members will enforce upon themselves whatever discipline is needed to govern with excellence and to ensure compliance with this code of conduct, including a resolution of censure.
 - H. Commission members will define and regularly evaluate responsibilities and expectations.
- II. Commission members recognize the importance of faithful attendance at all Commission meetings as well as at college events where their presence has been requested by the President. Commissioners' attendance is critical to the mission and operation.
- A. If a Commissioner is unable to attend a regular or called meeting, he/she should inform the chairperson or the President, providing as much advance notice as possible and providing the reason for the absence.
 - B. If a Commissioner misses three consecutive meetings or one-half of the meetings within a six-month period, without an excused absence for good and reasonable cause, he/she shall be censured by the Commission. An excused absence for good and reasonable cause must be determined by the full Commission by majority vote. If censure is imposed, the chairperson shall forward the censure to the appropriate recommending and appointing authorities with a recommendation for removal from the Commission.