

# **Member Association Code of Conduct Toolkit Rollout Session**

**March 23, 2022**



# Our Session Facilitators



- Kathleen Waugh,  
WEF, Chief  
Operating Officer



- Barbara F. Dunn,  
Partner, Barnes &  
Thornburg LLP (WEF  
Legal Counsel)

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# Road to Toolkit

- Developed WEF's Member Discipline Policy and WEF Board approved in 2020
- WEF Board Ethics Subcommittee Formed in 2020
- Developed WEF Member Code of Conduct (Code) with stakeholder involvement and WEF Board approved in 2021
- Implemented Code in WEF membership join/renewal processes in 2021
- Toolkit development in 2022

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# Purpose of the Toolkit

- Assist MAs in developing MA policies and procedures relating to MA member conduct
- Clarify:
  - When WEF Member Code of Conduct applies
  - When MA Member Code of Conduct applies
  - Interaction of WEF and/or MA Member Code of Conduct with an Event Code of Conduct
- Provide sample templates MA can utilize when developing their MA Member Code of Conduct and related policies, procedures and forms

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# WEF Member Code of Conduct (“Code”)

- Goal: ensure a professional, safe, and welcoming environment for all
- Approved by the WEF Board in 2021
- Operates in conjunction with WEF Member Discipline Policy, which outlines procedures that provide “due process” to protect rights of all parties
- Operates in addition to a WEF event-specific Code of Conduct (e.g., the WEFTEC Code of Conduct)

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# Who does the WEF Code apply to?

- Applies to WEF/MA members
- WEF Code is primary authority for WEF/MA member *(see slide on WEF and MA Authority for further details)*
- Does not apply to MA-only members
- Does not apply to non-members of WEF who may attend a WEF event



	<b>Codes Applicable to:</b>		
	<b>WEF/MA Member</b>	<b>MA-Only Member</b>	<b>Non- Member</b>
<b>WEF Member Code of Conduct</b>	<b>√</b>		
<b>MA Member Code of Conduct</b>	<b>√</b>	<b>√</b>	
<b>Event Code of Conduct (<i>WEF or MA</i>) Tied to Registration</b>	<b>√</b>	<b>√</b>	<b>√</b>

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# Who has “authority” – WEF or MA?

- Depends on whether member is a WEF/MA member or is a MA-only member
- WEF Member Code of Conduct is primary authority for WEF/MA member; the MA can have a MA-specific Member Code of Conduct that is in addition to WEF’s Code



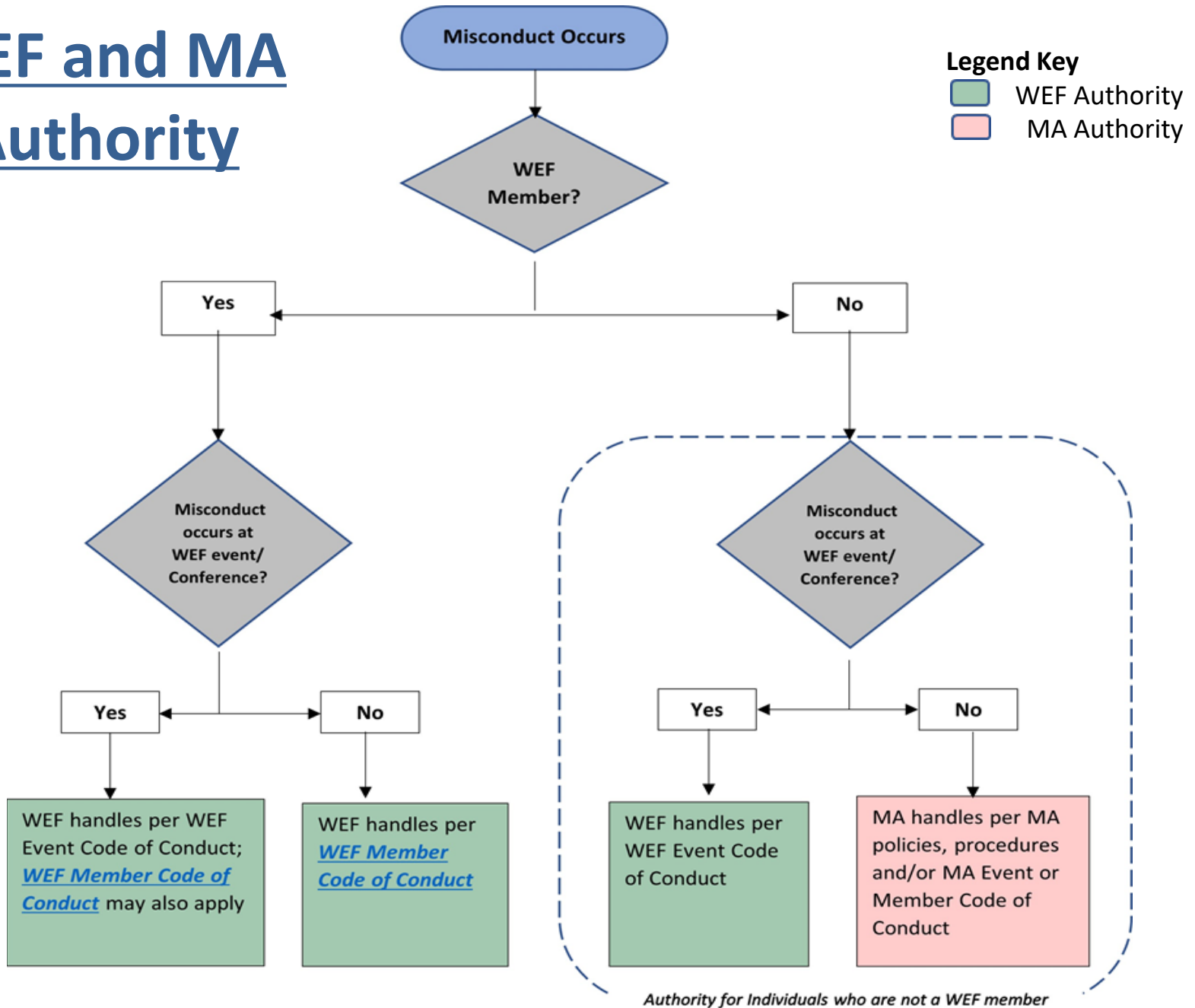
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# Who has “authority” – WEF or MA?

*(Continued)*

- **For a MA with WEF/MA members:**
  - The MA can inform WEF/MA members that the MA follows the WEF Member Code of Conduct;  
or,
  - The MA can have a MA-specific Member Code of Conduct that supplements the WEF Code for WEF/MA members
- **For a MA with MA-Only members:**
  - MA should have a MA-specific Member Code of Conduct for their members who are MA-only members (and not a member of WEF)

# WEF and MA Authority



*Authority for Individuals who are not a WEF member*

**If complaint on WEF/MA member surfaces at MA level, MA should contact the WEF Executive Director.**

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# Suggested Next Steps

- Determine whether MA has only WEF/MA members or has both WEF/MA members and MA-Only members
- Review any/all existing codes of conduct/event codes of conduct including established conduct/discipline procedures
- Review existing Event Codes of Conduct and update as needed



# Suggested Next Steps

*(Continued)*

- Update or develop MA Code of Conduct and related procedures
  - Differentiate when WEF Code applies and when MA-Only Code applies
  - Consult outside counsel to ensure “due process”
  - Determine whether bylaws change needed (may not be)
  - Establish mechanism for “informed acceptance” of the Code as part of membership
- Communicate to members



**Questions?**



**Thank You!**