



The Federation of State Massage Therapy Boards

Board Member Code of Conduct Policy

Preface: This is the policy statement of the Federation of State Massage Therapy Boards (FSMTB) regarding Board Member conduct. The Board of Directors (the “Board”) of the Federation of State Massage Therapy Boards has adopted the following Code of Conduct (the “Code”) for the Board of the Federation of State Massage Therapy Boards. This Code’s purpose is to focus the Board and each Board Member on the duties and responsibilities to the Federation of State Massage Therapy Boards and on areas of ethical risk, to provide guidance to Board Members to help them recognize and deal with ethical issues, to provide methods to report unethical conduct and to provide guidance on how to obtain advice on ethical issues and to help foster a culture of honesty, trust and accountability. Each Board Member must comply with both the letter and the spirit of this Code.

As representatives of the Federation of State Massage Therapy Boards and its members, and as persons at the highest levels of responsibility and trust, Board Members are expected by the Board to set and model a standard of high ethics and proper behavior and to serve as individual examples to the massage therapy community and to the public at large of FSMTB ethics and principles.

Although no Code or policy can anticipate every situation that may arise, this Code serves as a source of guiding principles for the Board. Board Members are required to bring questions about particular circumstances that may implicate the one or more of the provisions of this Code to the attention of the FSMTB and to its General Counsel. When in doubt, a Board Member should act according to the spirit of this Code and the ethical and conduct rules of the FSMTB.

Standards of Conduct

Each Board Member is elected to contribute to the achievement of the mission of the Federation of State Massage Therapy Boards in the best interest of its membership, the massage therapy community and the public.

Each Board Member’s contribution shall be made with respect for law and with honesty, loyalty, prudence, diligence and fairness.

Each Board Member shall act in good faith, in the best interest of the FSMTB, and shall exercise his/her duty to provide policy guidance and leadership to the management, employees and membership of the FSMTB.

Board Members shall comply and satisfy themselves that appropriate procedures and policies are in place for compliance by Board Members and employees of the FSMTB with rules, laws and regulations applicable to FSMTB including the use of any nonpublic information.

Board Members may not engage in any conduct or activity that is inconsistent with FSMTB's best interests or that disrupt or impair FSMTB's relationship with any person or entity with whom FSMTB has or proposes to have a business relationship.

A Board member shall not advance his/her personal interests at the expense of FSMTB, or engage in any outside business, professional or other activities that would directly or indirectly materially adversely affect the Federation.

A Board Member shall not conduct personal business at a meeting of the Board.

A Board member shall not engage in or facilitate any discriminatory or harassing behavior directed toward Federation staff, members, officers, directors, meeting attendees, exhibitors, advertisers, sponsors, suppliers, contractors, or others in the context of activities relating to the Federation.

A Board member shall not solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement with respect to matters pertaining to the Federation without fully disclosing in advance such solicitation or acceptance and obtaining specific authorization by the Board to do so.

A Board Member shall, while encouraged to state his/her views on all matters under discussion by the Board, speak the truth without blame or judgment and at all times act with dignity and treat fellow Board Members and employees of the FSMTB with respect and courtesy. Disagreements should be directed to the issue and not to the individual who raises an opposing point of view.

All Board Members shall conduct their professional life in a manner that befits the dignity of a Board Member of the FSMTB and befits their obligation to provide leadership by example to others.

Scope of Authority

The Board of the FSMTB is a collegial body and actions may be taken on behalf of the Board and directions given to FSMTB management and employees only through the actions of the Board acting as a body at a meeting held upon proper notice and with the attainment of a quorum. A Board Member's authority is limited to those acts transacted during such a meeting of the Board.

A Board Member may not act in an official capacity except in the context of a meeting of the Board unless specifically empowered to do so at a proper meeting of the Board.

A Board Member's primary obligation is to participate in the governance and policy making process of the FSMTB.

A Board Member does not have any individual authority to waive compliance with any policy of the Board nor to create any policy on behalf of the Board.

Board Members do not represent, in their service on the Board, any constituency or group, but shall perform their duties on behalf of the interests of the FSMTB as a whole.

Conflicts of Interest

Board Members have a paramount interest in promoting and preserving the interests of the FSMTB.

Board Members should avoid to the extent possible any conflict between themselves and their other responsibilities and the FSMTB.

Board Members could have board, employment, investment, personal and other relationships that may conflict to some degree or have the appearance of a conflict because of the differing interests of the organization or FSMTB and the investment or personal interest and the FSMTB of the Board member. Such conflicts must be disclosed to the FSMTB when the Board Member joins the Board and whenever they develop as provided in the conflict of interest policy adopted by the Board as a part of this Code.

Board Members shall in good faith abide by the disclosure and conflict of interest policy adopted by the Board and by the letter and spirit of the policy.

Public Statements

Each Board Member may speak on behalf of the FSMTB only as specifically authorized by the Board through its policy making role. Board Members must be careful that any public statements made should be identified as personal opinion if there is any reasonable expectation that the statements may be interpreted as being made on behalf of the FSMTB.

Political Activity

A Board Member as an individual is free to engage in political activity but such activity must be completely disassociated from his/her position as an FSMTB Board Member.

A Board Member must not use his/her status as a Board Member to further any political goal unless authorized by the Board to further the interests of the FSMTB.

Use of FSMTB Property

With the exception of items of nominal value, a Board Member may use FSMTB property only in the furtherance of the interests of the FSMTB.

Confidentiality

A Board Members shall maintain the confidentiality of information entrusted to him/her by FSMTB and any other confidential information about FSMTB that comes to them for whatever purpose in his/her capacity as a Board Member, except when disclosure is authorized or legally mandated. Confidential information includes all non-public information relating to FSMTB and shall not be disclosed to third-parties, including members of FSMTB, except as duly authorized by FSMTB.

Compliance, Reporting and Sanctions

Board Members should promote ethical behavior and take steps to ensure that the FSMTB encourages employees to talk to appropriate persons when in doubt about the best course of action in a particular ethical situation, encourages employees to report violations or suspected violations and assures employees making reports that there will not be retaliation.

Board Members must report any suspected violations of this Code promptly to the President of the Board or Executive Director of the FSMTB and to its General Counsel. Alleged violations will be investigated by the Board and its General Counsel or by a person or persons designated by the Board and appropriate action shall be taken in the event of a violation. Sanctions may be imposed if there is a violation, commensurate with the degree of the violation, and may include cautionary admonition, private censure, request for remedial action, public censure, request for resignation, removal from office (by action of the Board of Directors), referral to criminal law authorities, or such other action as the Board shall deem appropriate.

Adopted: 2009.8.2
Amended: 2015.07.26