



# New Mexico Independent Automobile Dealers Association

604 Chama NE, Albuquerque, NM 87108  
(505)232-0809 Fax (505)232-0810  
www.nmiada.com



## NMIADA/NMDSS/IADSC Board of Directors Code of Ethics & Conduct

*We, as Board members of NMIADA/NMDSS/IADSC dedicate ourselves to carrying out the mission of this organization. To do so, we **will** do the following:*

1. Recognize that the chief function of NMIADA at all times is to serve the best interests of our constituency.
2. Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
3. Respect the structure and responsibilities of the board, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board.
4. Keep the community informed about issues affecting it.
5. Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
6. Exercise whatever discretionary authority we have under the law to carry out the mission of the organization.
7. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
8. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
9. Avoid any interest or activity that is in conflict with the conduct of our official duties.
10. Respect and protect privileged information to which we have access in the course of our official duties.
11. Strive for personal and professional excellence and encourage the professional developments of others.
12. Conduct ourselves in a professional, courteous and respectful manner in all communications with each other and staff, refraining from personalizing business issues.

*It is the intent of NMIADA to strive for the highest ethical conduct from all board and staff. The leadership is particularly sensitive to individuals who hold management and governance positions of trust and confidence in fulfilling the mission and goals of the organization. These sensitive positions include officers, key senior staff members designated by the chief executive, and members of the board. In an effort to achieve the highest standards of conduct, each officer, key staff member, and board member is requested to acknowledge (by signing) the following adopted Code of Ethics by [month/day] each year. This acknowledgement will be kept on file in the human resource department. All officers, key staff members, and members of the board of NMIADA are required and expected to exercise the highest ethical standards of conduct and practice fundamental honesty at all times.*

In support of NMIADA's standards of high ethical conduct, each officer, key staff member, and board member **will not:**

1. Deceive, defraud, or mislead NMIADA board members, officers, staff members, managers, supervisors, or other associates, or those with whom NMIADA has business or other relationships.
2. Misrepresent NMIADA in any negotiations, dealings, contracts, or agreements.
3. Divulge or release any information of a proprietary nature relating to NMIADA's plans, mission, or operational databases without appropriate approval.
4. Obtain a personal advantage or benefit due to relationships established by any officer, senior staff member, or board member by use of the organization's name.
5. Accept individual gifts of any kind in excess of \$100.00, in connection with the officer's, key staff member's, or board member's relationship with NMIADA. All such gifts are to be reported to the chief financial officer who shall divulge gifts received during the calendar year to the audit committee.
6. Withhold their best efforts to perform their duties to acceptable standards.
7. Engage in unethical business practices of any type.
8. Use NMIADA property, financial resources, or services of NMIADA personnel for personal benefit.
9. Violate any applicable laws or ordinances.

*Infractions of this Statement of Personal and Professional Standards of Conduct are to be reported directly to any member of the board of directors who shall, in his or her determination, bring the infraction to the full board of directors. Directors will annually sign a confirmation that they have read and will comply with this Code.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_