



Social Media Rules Policy – BOD, Members, & Staff

By joining and using this media (MAA website, blogs, Facebook, Instagram, Snapchat, listsers, bulletin boards, etc.) you agree that you have read and will follow the rules and guidelines set for these peer discussion groups, as well as MAA's Antitrust Compliance Statement, a copy of which is available on MAA's website and should be reviewed before posting.

You also agree to reserve list discussions for topics best suited to the medium.

This medium is an opportunity to promote upcoming events, solicit the advice of colleagues, benefit from their experience, and participate in an ongoing conversation. Questions that you have about social media protocols and technical issues should be directed to MAA staff.

To preserve an environment that encourages both civil and fruitful dialogue, we reserve the right to suspend or terminate membership on all lists for rules' violations.

The Rules

- Do not challenge or attack individuals or organizations of any kind. The discussions on the lists should stimulate conversation --- not create contention.
- Do not post commercial messages.
- Use caution when discussing products. Information posted on the lists is available for all to see, and comments are subject to libel, slander, and antitrust laws.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited.
- Please note carefully all items listed in the disclaimer and legal rules, especially regarding the copyright ownership of information posted to the list.
- Remember that information you posted may be used or quoted in articles and citations in the future.
- The organization reserves the right to reject or delete any message for any reason.

Legal

These tools are provided as a service of MAA. We are not responsible for the opinions and information posted on this site by others. MAA disclaims all warranties regarding information posted on this site, whether posted by MAA or any third party; this disclaimer includes, but is not limited to, all implied warranties of merchantability. In no event shall MAA be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of

use, data, or profits, arising out of or in connection with the use or performance of any information posted on these sites.

Do not post any defamatory, abusive, profane, threatening, offensive, or illegal materials. Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants MAA and its staff the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material.

Messages or any content must not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade. Messages or any content that encourages or facilitates an agreement about the following subjects are inappropriate: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers.

MAA does not actively monitor the site for inappropriate postings and does not undertake editorial control of postings. However, if any inappropriate posting is brought to MAA's attention, the organization will take all appropriate action. MAA reserves the right to terminate access to any user who does not abide by these guidelines, along with their membership.



Code of Ethics - BOD & Committee Chairs

Rationale: Principles and practices of the Mississippi Apartment Association Board of Directors and Committee Chairs to provide guidance and direction for effective governance.

Code: Members of the Board of Directors are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board of MAA. Board members pledge to accept this code as a minimum guideline for ethical conduct and shall:

Accountability

1. Faithfully abide by the articles of incorporation, bylaws, and policies of the organization.
 - a) Exercise reasonable care, good faith, and due diligence in governing and managing affairs. (*Principles of Duty of Care, Loyalty, and Obedience.*)
 - b) Fully disclose, at the earliest opportunity, information that may result in a perceived actual conflict of interest.
 - c) Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making.
 - d) Remain accountable for prudent fiscal management to Mississippi Apartment Association members, the board, and nonprofit sector, and where applicable, to government and funding bodies.
 - i. Maintain a professional level of courtesy, respect, and objectivity in all matters and activities.
 - ii. Strive to uphold those practices and assist other members of the board in upholding the highest standards of conduct.

Personal Gain – Self-Dealing

1. Exercise the powers invested for the good of all members of MAA rather than for personal benefit.

Equal Opportunity – Diversity - Inclusivity

2. Ensure the right of all members to access benefits and services without discrimination on the basis of culture, geography, political, religious, or socio-economic aspects.
3. Ensure the right of all members to access benefits and services without discrimination on the basis of the organization's volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

Confidential Information

4. Respect the confidentiality of sensitive information known to the board service and used for the purposes of governance and management.

Collaboration and Cooperation

5. Respect the diversity of opinions as expressed or acted upon by the organization board, committees, and membership, and formally register dissent as appropriate.
6. Promote collaboration, cooperation, and partnership among Mississippi Apartment Association members.



CONFIDENTIALITY AGREEMENT – BOD & STAFF

This **Confidentiality Agreement** is entered into between all members of the Board of Directors and the Mississippi Apartment Association.

As a member of the board, you will engage in discussions about policy decisions, financial position of the Mississippi Apartment Association, members' accounts, members' files, future plans of the Mississippi Apartment Association, professional standards, and other confidential and sensitive formation. In order to make prudent decisions that serve the best interest of the Mississippi Apartment Association, it is understood that the directors will be discussing and evaluating confidential, sensitive, and proprietary information. ("Confidential Information").

Confidential Information as used herein shall mean information not otherwise publicly available that is disclosed to Board members in their official capacity, such as data membership lists, bank and other financial records and projections, marketing analysis, MAA's actual or proposed concepts, services, processes, software related to the organization, as well as other trade secrets, legal matters and discussions of potential transactions or other decisions, specifically including but not limited to the possibility of mergers, consolidation, sale of assets, etc

Each member of Board of Directors agrees to the following:

1. Directors acknowledge and agree that the Confidential Information is proprietary and may include information that disclosure of or unauthorized use of this information may cause irreparable harm to members or the Mississippi Apartment Association.
2. Once an issue has been discussed and a final decision has been made by the majority of the officers and directors, all members of the board agree to abide by and support the decision.
3. The only persons with whom the directors may share the Confidential Information are other Officers and Directors of MAA, MAA staff, and the accountants and attorneys for Mississippi Apartment Association.
4. No rights or licenses, express or implied, are hereby granted to the parties hereto by any of the other parties under any patents, copyrights, or trade secrets as a result of or related to this agreement.

5. The restrictions and obligations of this agreement shall survive any termination, cancellation, or expiration of this agreement, and shall continue to bind the parties hereto and their successors and assigns.
6. This agreement may be executed in any number of counterparts, all of which together shall be an original.



Code of Conduct - BOD & Staff

Members of the board of directors and MAA staff carry certain duties and responsibilities for the well-being of the Mississippi Apartment Association. The Code of Conduct outlines some of those duties and responsibilities in accordance with governing documents.

Confidentiality

Board members and staff will have access to information that if revealed to outsiders, could be damaging or sensitive to other members or staff, harmful to the best interests of the organization, or even create legal liability. Information provided to the board and staff may concern personnel, financial, contractual, membership or legal matters. It will often be confidential and is intended for use in decision making and governance. Information shall be held in the strictest of confidence and shall not be divulged to any outside party, including other members, without authorization of the board chair or organization executive director.

Conflicts of Interest

Board members and staff members owe a high fiduciary duty to the organization. Thus, no board or staff member shall maintain any business enterprise or other activity that directly conflicts with the interests of the organization. Staff members shall not solicit members for any reason that is not directly related to official business.

Violations

Violations of the Code of Conduct may result in the removal of a board member from the office or termination of a staff member.

Acknowledgement of Receipt

I acknowledge that I have received and read a copy of the Code of Conduct, Code of Ethics, Confidentiality Agreement, and the social media policy, and that I am responsible for compliance.

Print Name: _____

Signature: _____

Date: _____