



Code of Conduct

The Minnesota Ornithologists' Union (MOU) Code of Conduct establishes the principles and standards of behavior expected from all MOU officers, Board of Director members, and committee members. Its purpose is to safeguard the trust of our members and uphold the integrity of the organization.

General Principles:

- The organization is governed by the MOU by-laws, as well as state and federal non-profit regulations. Understand and adhere to these requirements.
- Professionally represent the MOU and uphold its mission as stated in the by-laws.
- Treat others with courtesy and respect during MOU communications and activities.
- Disclose any potential conflicts of interest that could be perceived to compromise the impartiality of decision-making.
- Act in the best interest of the organization, avoiding personal gain from board membership.

Communications:

- Refrain from reproducing, distributing, or altering MOU materials or logos in a manner that is not consistent with your authorized duties.
- Members should not make public statements or publications on behalf of the MOU for the purpose of representing policy positions unless the policy position has been reviewed and approved by the MOU board. When engaging with external audiences, exercise sound judgment and pursue media training if needed. For any questions or clarifications, please reach out directly to the MOU president.

Data Privacy:

- Understand and abide by all privacy and data protection agreements established as part of content submission to the MOU. Do not distribute or reproduce content submitted to the MOU marked as private, sensitive, or copyrighted without permission from the content owner. If restrictions are not apparent, seek clarification from the content owner. Note that the Records Committee chair may distribute information submitted in documentation of bird observations (RQDs), both public and private, to knowledgeable individuals as part of usual committee activity.
- Remember, only active members of the Board of Directors or committee members may access organizational accounts. For assistance with procedures at the conclusion of a board or committee membership, contact the MOU Secretary.
- Use secure methods to store, process, or transfer sensitive data, such as payment information. Notify the relevant MOU officer or committee chair if vulnerabilities in existing processes are identified.