



Ethics Procedure

Includes 2018 Updated Code of Ethics

## Code of Ethics

1. I will obtain and maintain all applicable licenses and/or permits necessary for the taxidermy work in which I am engaged.
2. I will abide by, all applicable conservation and game laws, statutes and regulations as well as fully cooperate with any State and/or Federal wildlife official/agency.
3. I will conduct my operation and services in an ethical and professional manner.
  - Rates for services will be clearly defined to customers.
  - Rates and services will not be misrepresented.
  - Refrain from false or fictitious advertising.
4. Work will be done in a professional manner.
5. I will refuse to alter or falsify trophy characteristics to misrepresent and manipulate official trophy records.
6. I will always, safely and properly handle specimens entrusted to me for trophy preparation.
  - Clients will be advised of any circumstance that could endanger their trophy or its quality.
7. Principles of professionalism and integrity will be maintained.
  - I understand that illegal, disruptive, or other behavior determined to be detrimental to the TTAI or TTAI participants, may result in termination of my membership.
8. I agree to the personal responsibility of contacting the TTAI Ethics Committee if unethical practices involving taxidermy by TTAI members are brought to my attention.

TTAI participants include, but is not limited to, all members, judges, suppliers, invited guests and any individual associated with conventions and/or other events where the TTAI is represented.

*“..... a sharing of knowledge and experience, a fellowship of like minds for the betterment of the industry. But above all else, an appreciation of the animal through art.”*

*Wilma Loughmiller, a founding member of the TTA.*

TTAI Code of Ethics – Revised 2/2018

## **Ethics Procedure**

The Texas Taxidermy Association (TTAI) holds its individual members, officers and Board of Advisors to a high professional standard. It is the duty of the TTAI officers and Board of Advisors to promote and uphold the TTAI Code of Ethics. TTAI members confirm agreement to abide by the TTAI Code of Ethics upon membership application and during membership renewal. Any member of the TTAI may have any or all membership privileges suspended for a period of time, or may be expelled with a loss of all membership privileges, or other disciplinary action taken by affirmative action of the TTAI Board, per the TTAI Bylaws, for any violation of the TTAI Bylaws or Code of Ethics. First time offenses may result in Board action of, but not limited to, written reprimand and/or a temporary probationary period.

Any person (TTAI member or non-TTAI member) may file a complaint with the President, Board of Advisors, or Ethics Committee member concerning alleged ethical violations by a TTAI member or those who purport to be a TTAI member. The complaint must be in writing, must contain the complainant's name and contact information. The written complaint shall distinctly describe the act that complainant contends is contrary to or in violation of the TTAI Bylaws or Code of Ethics. The Ethics Committee Chair, President and Vice President reviews said complaint and determines subsequent actions including notification to the accused and referral to the Ethics Committee. Any complaint determined to have insufficient merit for action will result in a letter to the complainant advising of the determination.

Any TTAI member or purported member accused of ethics concerns with pending review by the Ethic Committee shall be notified in writing, verified email or by telephone. Such accused will have 5 days to respond either in person or in writing to the TTAI President or TTAI Chair of the Ethics Committee. Failure or refusal to respond may draw adverse inference from the Ethics Committee. During an Ethics Committee hearing the accused has the right to refuse to answer on the grounds that their testimony may be self-incriminating. The Ethics Committee may draw adverse inference from such refusal.

## **Ethics Procedures - Continued**

The Ethics Committee Chair will notify the defendant (accused) of its decision within 3 business days of the meeting. The notification also includes an invitation to personally present their case at the next regularly scheduled Board meeting.

The Ethics Committee will provide a confidential written report of the issue and its recommended actions to the Board of Advisors. The Ethics Committee Chair will notify the defendant (accused) of its decision within 3 business days of the meeting. The notification also includes an invitation to personally present their case at the next regularly scheduled Board meeting.

The individual (defendant) may request in writing to personally present their case before the Board, either in executive session (Board members only) or at a regular Board meeting (open forum). The Board will review the request. Should the individual make specific requests about their case presentation format or other items, the Board will decide those aspects about the request. The Board determines the placement on the agenda and the amount of time allotted for the individual's presentation. The Board decision will be communicated in writing via email or letter. During the presentation and always, proper decorum is expected. The individual (defendant) shall not be present in the room during the vote of the Board related to this matter. Board members are reminded of the confidential nature of all executive sessions. Photographs, audio recording or any other communication of any information presented during an executive session is strictly forbidden. The confidential written report will be returned to the TTAI Secretary prior to the conclusion of the executive session by each Board member. The Board of Advisors decision is final.

If the individual does not present their case at that next regularly scheduled Board meeting, the Board will finish discussion in executive session and make a final decision.

Any member who has been removed from the TTAI by the Board may apply for reinstatement. The request is submitted in writing with a statement outlining the reason they should be reinstated. The Board will review the request during the

## **Ethics Procedures - Continued**

next regularly scheduled meeting in executive session and decide the merit of the request. If the Board agrees to the merit of the request, an invitation is extended to the former member to personally appear before the Board during a regularly scheduled Board meeting. The former member may request to present their case before the Board either in an executive session (Board Members only) or at a regular Board meeting (open forum). The Board will review the request. Should the individual make specific requests about their case presentation format or other items, the Board will decide those aspects about the request. The Board determines the placement on the agenda and the amount of time allotted for the individual's presentation. The Board decision will be communicated in writing via email or letter. During the presentation and always, proper decorum is expected. Any reinstatement must be approved by a two-thirds affirmative vote of the Board. The Board may choose to conduct the vote in executive session. If that occurs the former member shall not be present during the vote. The former member will be notified of the outcome either in person after the executive session has ended or in writing via email or letter.