



# Local Chapter Code of Conduct

The Local Chapter Code of Conduct outlines the expectations for member behavior that foster a respectful, inclusive, and professional environment at all chapter events.

**Conduct yourself professionally:** Treat fellow officers and members with respect. Represent the values of integrity, respect, openness, and teamwork in all interactions.

**Arrive on time:** If late arrival is unavoidable, please enter quietly, sign in, and find a seat with minimal disruption.

**Silence your phone:** If you must take a call, step out quietly to avoid distracting others.

**Keep your camera on for virtual events:** Treat virtual chapter events with the same professionalism you would in a workplace meeting.

**Dress for success:** You never know who you'll meet at a chapter meeting—it could be a future employer or reference. Make a positive impression and reflect AAPC's standards.

**Participate in networking:** Get to know fellow chapter members. Engage in your Local Chapter Forum or social media.

**Contribute to discussion:** Ask questions and share insights—your participation encourages others to engage and builds a stronger, more collaborative chapter.

**Respect the speaker:** Stay focused during presentations. If you have off-topic questions, save them for the end or ask the speaker privately.

**Handle gossip appropriately:** Gossip, offhand remarks, and competitive jealousy weaken the chapter. Address concerns privately and respectfully with the appropriate individual.

**Be mindful of your example:** Strive to demonstrate integrity and honesty, as these are the foundations of trust and professionalism for the chapter and our organization.

**Be proactive:** Take initiative—volunteer for committees, share your knowledge through presentations, and support your officers. This is your chapter—your involvement makes it stronger.

**Be dependable:** Demonstrate consistency, reliability, and respect in all chapter interactions. Honor your commitments and let your actions reflect the integrity and excellence expected of AAPC members.

**Enjoy your chapter:** You play a key role in making your chapter a welcoming, engaging space. Help it thrive by following this code and striving to uphold AAPC's Local Chapter's commitment to "connect, elevate, and uplift" our members.