

# Montana Tribal College Fairs, Events, & Programming

## Code of Ethics for Attending Professionals

Please read these terms carefully. Thank you!

With questions, please contact us @ 406.531.3531 or [amy.leary@montanacolleges.com](mailto:amy.leary@montanacolleges.com)

The Montana Post Secondary Educational Opportunities Council (MPSEOC) and The Tribal College Team are dedicated to providing the best educational information to students and educators. In this regard, the Council requires that representatives adhere to the following principles and regulations. If the regulations are violated, MPSEOC and The Tribal College Team may impose sanctions as defined by the listed procedures.

### GENERAL PRINCIPLES

1. Representatives shall be defined as individuals who are professional, salaried staff members of the institutions that they represent. Others may accompany professional admissions staff members, if they are well trained and if they abide by the same principles and regulations expected of the professionals. **However, these may not be existing high school students even if they have already enrolled or applied. Absolutely NO high school students are able to be behind the table at any time during the fair.** The institutions remain responsible for anyone representing them.
2. We highly recommend sending a representative that has strong experience working with transfer students. Representatives shall represent only one institution and shall be trained to provide as much information about that institution as possible.
3. Representatives shall provide a service to students by assisting them in matching their interests and abilities to the appropriate institutions that will enable them to best achieve their educational and career goals.
4. Representatives shall conduct themselves in a manner, which promotes an interest in the welfare of the student and will not attempt to coerce or reward the student into attending their institution. This includes having a great respect and offer support of the hosting institution's existing academic programs and offerings.
5. Representatives shall be considerate of the student, the student's family, the student's community, and the student's school when providing information.
6. Representatives will bear in mind that, for the high school age persons and for existing college students, the primary objective is the completion of their high school educational requirements and / or current college program. Contact with prospective students shall be done in such a manner as to not be disruptive to this objective.
7. Representatives shall be respectful to the customs, beliefs, and practices at each Tribal College Site. If representatives are unsure of any of the aforementioned items in regards to this principle, please refer any questions or concerns to the site coordinator.
8. Representatives agree to follow all COVID-19 safety requirements for each site/event.

### REGULATIONS

1. Representatives shall be prompt and shall be in attendance for the entirety of each institutions fair including: set-up, welcome, fair, and meal. If an emergency should arise which would prevent attendance at a program, the MPSEOC Executive Director and/or the site coordinator involved must be notified. Any cancellation after the contract payment deadline will result in the forfeit of said fees.  
\*Representatives are expected to be on time for all posted fair times, repeated infractions will result with on-site coordinators reporting to the MPSEOC Executive Director for review.
2. Representatives shall abide by the following rules related to their assigned table(s), displays and distributed information:
  - \* Representatives may distribute only factual information to students.
  - \* Each institution/entity may only contract one table, due to limited space.
  - \* The only audiovisual equipment permitted is the use of one laptop computer per table with a self-contained power source.
  - \* No weapons are permitted on site during a MPSEOC sanctioned fair.
  - \* No display material may stand above 18 inches above the table, with exception to the MPSEOC sanctioned booth.
  - \* Recruitment, presentations and visitations of students and high schools during the MPSEOC Tour shall be restricted to the scheduled program locations only. That is, there shall be no visits by any representatives from any institution participating in the MPSEOC Tour to any high schools participating in that week's program.
  - \* Representatives must refrain from all disparaging comparisons of any other agency, including secondary, post secondary or similar institutions and their programs, personnel and services.

### SANCTIONS

Sanctions will be imposed if a representative violates the above stated principles. These sanctions may include, but are not limited to, the following:

1. Loss of opportunity to participate in the MPSEOC tours.
2. Denial by individual high schools and Tribal Colleges to make contacts with their students at their institution during school hours.
3. Written notification of reported violations from the MPSEOC Executive Director to the appropriate individuals, which may include high school counselors, high school administrators, and appropriate administrators of the violating institution and/or appropriate governing boards of the violating institution.

### PROCEDURES

1. During the Tour, the regional and/or site coordinators shall act as observers, monitoring any violations of the regulations, informing violators of the regulation(s) being violated, and requesting compliance with the Code of Ethics. Coordinators will also submit a report of the violation to the MPSEOC Executive Director, which indicates the violation as well as the violator's response to the coordinator's request.
2. Within 30 working days of receipt of the reported violations, the MPSEOC Executive Director shall notify the appropriate administrators of the violating institution. The violating institution shall have 30 working days to respond in writing to the complaint.
3. After receiving a response to the complaint, the MPSEOC Executive Director may dismiss the complaint or decide that a sanction is appropriate and will inform the violator of the decision in writing within 30 days.
4. If a sanction is imposed, the violator has the right to a hearing before the Board of Directors at the next quarterly meeting. The hearing shall be informal but shall allow opportunity for both sides to present evidence. The Board shall render a final decision in writing within 30 days from the conclusion of evidence.
5. The violator may appeal the final decision of the Board of Directors. In that instance, the entire MPSEOC membership shall, at its next general or special meeting, consider the appeal and render a decision by majority vote. The decision can affirm the Board's decision, modify it, or remand the issue back to the Board for additional action.