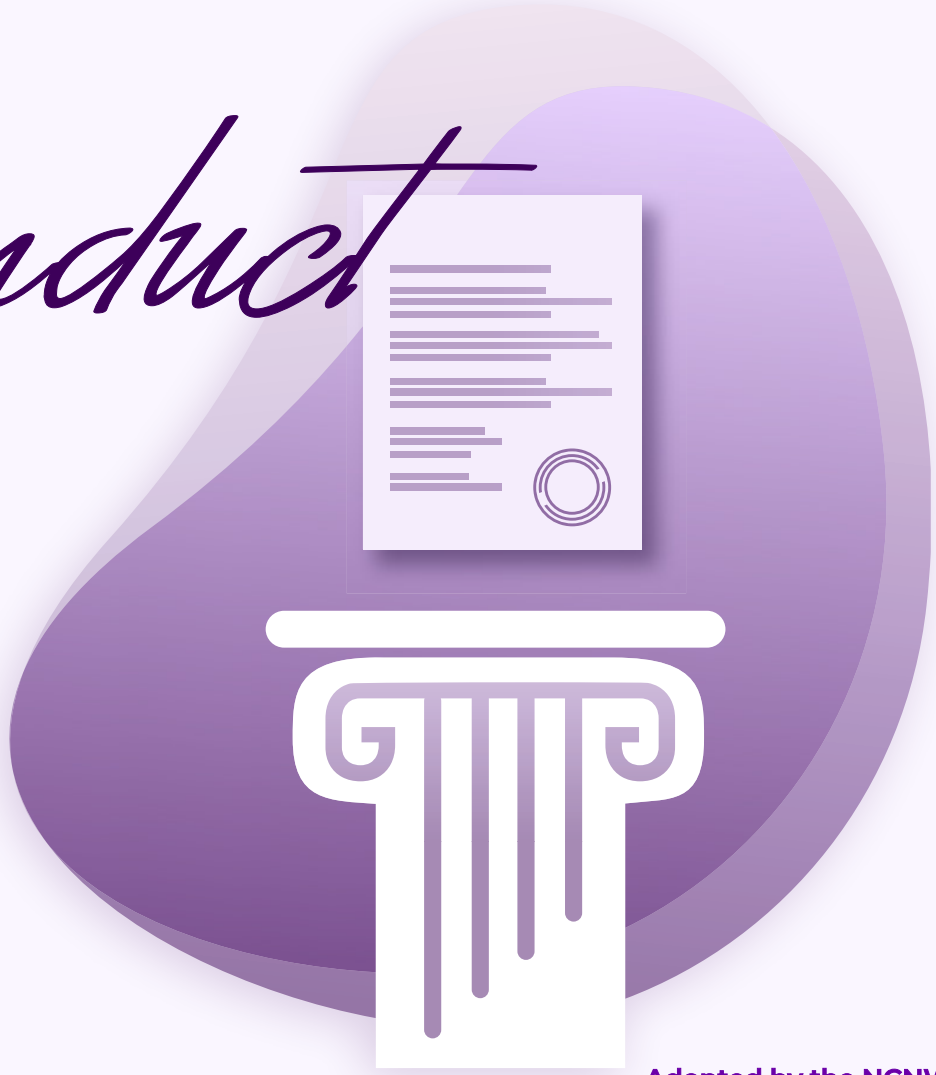
Jotform SIGN | Document ID: 241014502476043

NCNW
Commitment. Unity. Self Reliance

NATIONAL COUNCIL OF NEGRO WOMEN, INC.

CODE OF Conduct



Adopted by the NCNW Executive Committee
March 21, 2024

633 Pennsylvania Avenue, NW
Washington, DC 20004
202.737.0120 • www.ncnw.org
ncnw_hq ncnw633 NCNWHQ ncnw www.ncnw.org

Jotform SIGN | Document ID: 241014502476043

TABLE OF CONTENT

PURPOSE	2
IMPERMISSABLE CONDUCT	2
(1) Aiding and Abetting	2
(2) Alcohol Abuse	2
(3) Conflicts of Interest	2
(4) Criminal Conduct	2
(5) Damage to Property	2
(6) Damage to Reputation	2
(7) Discrimination	2
(8) Disorderly Conduct	3
(9) Falsification of Information	3
(10) Financial Impropriety	3
(11) Guest Infractions	3
(12) Harassment, Hazing and Abusive Behavior	3
(13) Illicit Drugs	3
(14) Intellectual Property Misuse	3
(15) Obstruction	3
(16) Prohibited Political Activity	3
(17) Reckless Conduct	4
(18) Sexual Misconduct	4
(19) Social Media Misuse	4
(20) Violations of NCNW Bylaws and Membership Handbook	4
ENFORCEMENT of CODE of CONDUCT	5

PURPOSE

The purpose of this Code of Conduct is to maintain a safe and healthy leadership, learning and operating environment, promote sisterly relations, and good citizenship for members of the National Council of Negro Women, and inspire and guide a process that advances the NCNW mission. Members of NCNW are expected to be good citizens and to engage in responsible behaviors that reflect favorably upon NCNW, and its entities and stakeholders.

IMPERMISSABLE CONDUCT

The following conduct is prohibited:

(1) Aiding and Abetting

Members and sections must avoid assisting another person or group in violating NCNW policy or procedure or local, state, or federal law, which may include encouraging, permitting, or assisting another to do any act that could subject that person to discipline.

(2) Alcohol Abuse

No section or member may serve, provide, or sell alcohol to any person under the age of twenty-one years. Collegiate sections of NCNW are not permitted to host events where alcohol is served.

(3) Conflicts of Interest

Members must avoid conflicts of interest. A conflict of interest occurs when a financial, personal, or professional interest is at odds with or opposed to the interests of NCNW. Officers and members owe NCNW a duty of loyalty. The duty of loyalty requires members to avoid using their position with the organization for personal, financial, or professional advantage or gain. Members must promptly disclose conflicts of interest. A conflict of interest may be waived by majority vote of the appropriate governing body. A member with a conflict of interest must recuse herself from voting on any matter that poses a conflict of interest.

(4) Criminal Conduct

A member convicted of felonious or serious criminal conduct may be excluded from holding office or membership.

(5) Damage to Property

Members shall refrain from damaging property of others, including intentional, willful, or careless destruction, defacement of, or tampering with the property of others. This includes, but is not limited to, rioting, arson, and graffiti.

(6) Damage to Reputation

Members may not disparage, slander, libel or cast NCNW or its members in a false or unfavorable light.

(7) Discrimination

The privileges of membership in NCNW may not be conditioned on race, religion, color, ancestry, ethnicity, gender identity, marital status, pregnancy, national origin, age, disability, or sexual orientation.

(8) Disorderly Conduct

Disorderly conduct includes any offensive or disorderly act or behavior which interferes with the rights of others.

(9) Falsification of Information

Falsification of information is willfully creating or providing untrue, incomplete, or false information to NCNW, government agencies, or university officials.

(10) Financial Impropriety

Financial impropriety is prohibited and includes, but is not limited to, unauthorized expenditure, embezzlement, misappropriation, theft of goods, money, or services.

(11) Guest Infractions

NCNW members are responsible for informing guests of NCNW's policies and procedures and may be held accountable if guests violate this Code of Conduct.

(12) Harassment, Hazing, and Abusive Behavior

Conduct that threatens or endangers the dignity, health, or safety of any person, including physical abuse, threats, intimidation, harassment, or hazing in any form is prohibited. NCNW does not sanction or authorize membership rites of initiation.

(13) Illicit Drugs

The use, possession, manufacture or distribution of illegal drugs, or drug-related paraphernalia, or the misuse of legal pharmaceutical drugs, or sponsoring or hosting an event where illegal drugs are used constitutes unacceptable conduct. Smoking is not permitted at NCNW events and activities. The possession, use or distribution of marijuana is discouraged, even if it has been decriminalized in a particular state or locale.

(14) Intellectual Property

Unauthorized use of the NCNW or host institution name, trademarks, service marks, logo, seal graphics, or social media is prohibited, unless specifically authorized in writing by NCNW or the host institution.

(15) Obstruction

Members who resist, fail to comply with, or ignore the directions of persons in authority, including NCNW officers, police, venue management, or institutional officials, acting in the performance of their official duties, may be subject to disciplinary action.

(16) Prohibited Political Activity

NCNW, as a 501(c) (3) organization, is prohibited by the Internal Revenue Service from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any

candidate for elective public office. Violation of this prohibition may result in revocation of tax-exempt status and the imposition of an excise tax.[1]

(17) Reckless Conduct

Members may not commit unsafe or intentional acts which compromise the physical welfare of members or guests, or which violate institutional or official security measures. Safety violations are prohibited and may include tampering with, evading or bypassing security equipment, devices or mechanisms. Physical violence constitutes a safety violation. Possession or use of weapons is prohibited.

(18) Sexual Misconduct

Sexual misconduct is prohibited, and includes, but is not limited to sexual harassment, obscene communication, distribution of pornographic photographs, indecent exposure and sexual activity forced on another person against their will, either by physical or psychological force.

(19) Social Media Misuse

Use of digital platforms and social media to defame, slander, or otherwise intimidate or harass NCNW or any person constitutes inappropriate communication.

(20) Violations of the NCNW Bylaws and approved governing documents

All members, sections, guilds, and state coalitions are required to comply with the NCNW Bylaws and approved governing documents.

Violation of this Code of Conduct may result in disciplinary action.

[1] This prohibition includes contributions and public verbal or written statements of support or opposition. Voter education activities (including presenting public forums and publishing voter education guides) conducted in a non- partisan manner do not constitute prohibited political campaign activity. Voter registration and get-out-the-vote drives are not prohibited political campaign activity if conducted in a non-partisan manner.

ENFORCEMENT OF THE CODE OF CONDUCT

Purpose

These NCNW Compliance and Enforcement Procedures (CEP) are integral to the Code of Conduct and are based on an expectation that the most desirable outcomes of the compliance process are the prevention and elimination of behavior that violates the Code of Conduct, rather than punishment.

A. **Authority to Implement and Enforce the Code of Conduct**

1. All NCNW members are responsible for complying with the Code of Conduct. Members of collegiate sections are also responsible for complying with requirements of the host educational institution. For purposes of the Code of Conduct, the term "member" refers to persons who have paid required dues to NCNW.

2. The Chair of the Board is responsible for setting the organization's policy and strategic goals, including final authority over appeals of determinations of Code of Conduct violations.

3. The President and CEO is responsible for managing NCNW's membership operations, and for leading members to accomplish NCNW's mission and vision, including initial determination of potential violations of this Code of Conduct.

4. Members who may be subject to disciplinary action for violation of the Code of Conduct are entitled to reasonable notice and an opportunity to be heard.

5. NCNW shall take reasonable measures to ensure that evidence arising from implementation of the Code of Conduct shall be confidential and that deliberations and determinations shall be free of conflicts of interest.

6. Questions regarding the Code of Conduct should be submitted in writing on the form provided for this purpose at www.ncnw.org, via email to NCNW National Headquarters Compliance Department at Legal@ncnw.org.

B. **Requests for Advice and Violation Complaints**

1. **Request for Advice**

A Request for Advice is used to inquire in advance whether a transaction, practice or course of behavior complies with or violates the Code of Conduct. A Request for Advice may also be used to determine whether a practice or situation justifies filing a Violation Complaint.

A Request for Advice prevents unnecessary disputes and violations of the Code of Conduct and encourages members to seek advice prior to following a course of action that may violate the Code of Conduct.

A Request for Advice may be initiated by any member of NCNW in good standing. The Request for Advice must be in writing, on the NCNW Code of Conduct Request for Advice form and submitted to compliance@ncnw.org. NCNW discourages filing frivolous Requests for Advice. Negotiation and compromise are encouraged. Submission of a Request for Advice shall be acknowledged in writing within fifteen business days of submission.

2. **Violation Complaint**

Any member in good standing may lodge a complaint concerning a possible violation of the Code of Conduct. The complaint must be in writing, on the NCNW Code of Conduct Complaint form and submitted to compliance@ncnw.org. Filing frivolous Violation Complaints is discouraged. Negotiation and compromise are encouraged. Submission of a Violation Complaint shall be acknowledged in writing within seven business days of submission.

A Violation Complaint must include the name, office or position, address, telephone number, section name, state, and signature of the author of the Violation Complaint. It must contain the section(s) of the Code of Conduct involved; a description of the questionable transaction, practice, incident or behavior; a list of potential witnesses or documents that tend to support the Violation Complaint; and efforts made to resolve the alleged violation.

A Violation Complaint must be delivered to the NCNW Headquarters no later than sixty (60) days following the date that the alleged violation or practice occurred, was discovered or could have been discovered.

Exception: Violation Complaints that allege criminal activity may be submitted at any time.

3. **Determination of Requests for Advice and Violation Complaints**

A review team comprised of no more than five NCNW members who are members of the Executive Committee, or who hold state or section office, shall be assigned to investigate the submission, with the approval of the Chair of the Board.

The appointed review team shall make an initial determination of the Request for Advice or Violation Complaint within thirty (30) days of the submission, unless additional information is required, or other exigent circumstances exist. The review team shall gather and review evidence, including witness statements.

Following evaluation of the evidence, the review team shall report its findings and recommendations to the President/CEO for review, modification, or approval in the form of Notice of Determination. The Notice of Determination should include the review team's findings, recommendations, rationale for the determination and any remedial, curative, or punitive measures imposed.

The Notice of Determination shall be transmitted to the member who submitted the Request for Advice or Violation Complaint, and to any person against whom the complaint was made. The Notice of Determination shall include the rationale for any remedial action, penalty, curative measures, or practices.

4. **Appeal**

Members who desire further consideration of the determination of a Violation Complaint or Request for Advice shall, within 30 days of receipt of the Notice of Determination, submit a Request for Appeal (RFA) to the Chair of the Board via email to legal@ncnw.org. The RFA shall set out in writing the reasons for the Request for Appeal.

There shall be only one Request for Appeal (RFA). Requests for Appeal shall be determined by the Chair of the Board.

Jotform SIGN | Document ID: 241014502476043

5. Penalties

If a submitted Violation Complaint is withdrawn before a determination is made, NCNW may proceed to gather evidence or take other steps necessary to resolve the complaint. In such a case, NCNW will become the complainant. All material related to the complaint (including material previously submitted by the parties) may be used in the proceedings.

If an NCNW member is the subject of a formal government legal proceeding and/or NCNW enforcement proceeding, the member will be considered an active member until the NCNW enforcement proceeding has been completed, whether or not the member attempts to voluntarily resign or terminate membership by failure to renew and/or apply for recertification.

NCNW may, in its discretion, defer any action on a Violation Complaint if a legal proceeding has commenced or is pending regarding the subject matter of a Request for Advice or a Violation Complaint, or for other exigent circumstances.

NCNW may also refer matters to federal, provincial, state, or local government agencies in appropriate situations.

Penalties for violation of the Code of Conduct may include consultation, counseling, warning, public or private reprimand, suspension from membership, suspension or removal from office, financial penalty, or termination of membership. The penalty shall be commensurate with the nature of the violation and with the degree of actual harm to persons, property or NCNW.

Adopted by the NCNW Executive Committee on March 21, 2024.

NCNW Code of Conduct Acknowledgment

I hereby acknowledge that I have read and agree to comply with the NCNW Code of Conduct. I understand that failure to comply with the Code of Conduct may lead to corrective action, including suspension or expulsion from elected or appointed office or membership in NCNW.

John Wallace jwallace@ncnw.org  04/11/2024

Jotform SIGN

Audit Trail

TITLE	Code Of Conduct, As Adopted 03-21-2024 Revised-
DOCUMENT ID	241014502476043
DOCUMENT PAGES	8
STATUS	COMPLETED
TIME ZONE	America/Los Angeles

DOCUMENT HISTORY

	Signed	Apr 11, 2024 07:23 AM	Signed by (jwallace@ncnw.org) IP: 50.246.114.180