



# Jack and Jill of America, Incorporated

## CODE OF ETHICS

Effective Date: 3/1/2018

Article VIII, Section 3B

Procedure 5.1

*Policies and Procedures Manual*

### I. PURPOSE

The purpose of this procedure is to establish a Code of Ethics for Jack and Jill of America, Incorporated.

### II. POLICY

Jack and Jill of America, Incorporated (“the Organization”) must maintain standards that allow our members to serve as role models for our children and protect our organization from harassment, ridicule, scandal and/or legal liability. Any member who violates the Code of Ethics (in whole or in part) shall be subject to disciplinary action up to and including termination of her membership in Jack and Jill of America, Incorporated. This Code of Ethics shall be binding on all members, chapters, regions, and officers of the Organization.

Members are required to review and sign this Code of Ethics Acceptance Acknowledgement Form annually by September 30th of each program year. However, a member will not be exempt from following or otherwise not bound by this Code of Ethics merely by her failure to sign the Acknowledgement Form.

#### CODE OF ETHICS

Jack and Jill of America, Incorporated members shall:

1. Respect and comply with the National Constitution and Bylaws and all other official governing documents of Jack and Jill of America, Incorporated.
2. Remain accountable to the authority of the National Organization and the National Executive Board.
3. Respect our elected/appointed leaders and support them in conducting the business of Jack and Jill of America, Incorporated.
4. Abide by and actively support official Jack and Jill of America, Incorporated decisions at the chapter, regional and national levels, even in the event of personal disagreement.
5. Demonstrate behavior that reflects the high moral and ethical character of the Organization by exercising good manners, being polite, kind, honest, fair and conciliatory and refraining from profanity, derogatory, demeaning and insulting remarks, gossiping, harassment, and similar unprofessional activities.
6. Maintain confidentiality and be strictly prohibited from discussing any matters dealing with the operations of the Organization or disseminating any material or information contained in any files, records, or grievances with persons other than those who are allowed to have access to such information.
7. Not engage in litigious conduct towards the Organization or its members or participate in any litigation as an adversary of the Organization or its members in their capacity as a member of the Organization.
8. Not engage in any conduct that is a violation of any state or federal law. Any member who is convicted of a crime involving dishonesty, physical harm or threat of physical harms shall be deemed to have violated the Code of Ethics.
9. Be non-discriminatory, fair, and treat all individuals, both internal and external to the Organization equitably, with civility, respect, and dignity.

10. Manage the Organization's funds responsibly and prudently, following the prescribed procedures outlined in the Organization's Financial Handbook.
11. Maintain integrity and transparency in financial matters by remaining current with all dues and financial matters, avoiding the comingling of personal and Jack and Jill of America, Incorporated funds, utilizing the tax-exempt status only as legally permitted, and reporting misappropriation of the Organization's fund and/or property.
12. Not raise funds in the name of Jack and Jill of America, Incorporated or give the impression that funds are being raised on behalf of the Organization without due authorization.
13. Refrain from soliciting advertisement, endorsements and sponsorships that harm the image of the Organization or that conflict with its mission, values and programs.
14. Not file a frivolous Code of Ethics complaint.
15. Should Jack and Jill of America, Incorporated incur attorneys' fees and/or costs in having to respond to or defend a Code of Ethics violation, said attorney fees shall be assessed against and borne by the violator.

### III. PROCEDURE

#### A. Code of Ethics Violation Against a Chapter Member or Chapter Officer

1. Any Code of Ethics violation complaint must be reported within **thirty (30) business days** of its occurrence, or within **thirty (30) business days** of the discovery of its occurrence but not to exceed the past two program years.
2. If a member alleges a Code of Ethics violation against a Chapter member or officer in her own chapter, the presiding officer is the Chapter President.
3. The process is initiated by the member completing and electronically sending the National Grievance and Code of Ethics Violation Authorization Checklist and Form and required documentation to the presiding officer for resolution.
4. The Form shall include required information. Frivolous or baseless complaints and gratuitous personal attacks will not be accepted as appropriate subject matter and shall not be addressed. Any such allegations will be returned without action.
5. The Chapter President has the authority to accept or reject a Code of Ethics violation complaint within **fifteen (15) business days** of receipt and reserves the right to reject any complaint that is deemed frivolous or lacks merit. If rejected the process ends.
6. If the alleged Code of Ethics violation complaint is accepted by the Chapter President, she will notify the Respondent within **fifteen (15) business days** of acceptance and provide her with a copy of the confidential complaint, all supporting documents and **fifteen (15) business days** to provide a written response.
7. Within **seven (7) business days** of the receipt of the Respondent's written response to the alleged Code of Ethics violation complaint, the Chapter President shall send the complaint, response and all supporting documents to the Chapter Grievance Committee for review and disposition.
8. The Chapter Grievance Committee shall be appointed by the Chapter president at the beginning of the program year. If a member of the Chapter's Grievance Committee is a party to the complaint being reviewed, in anyway, she shall be recused.
9. The Chapter Grievance Committee shall have **thirty (30) business days** to convene and render its confidential decision to the involved parties and Chapter President by certified mail. The confidential decision shall outline the details of the violation, the rationale for the decision, timing and any disciplinary action and the consequences of non-performance of the imposed disciplinary actions.

10. If either party, is not satisfied with the Chapter Grievance Committee's decision, the decision may be appealed to the Regional Director within **seven (7) business days** of receipt of the decision from the Chapter Grievance Committee.
11. If the appeal is accepted by the Regional Director, the Regional Director will notify the Appellant of receipt and within **seven (7) business days** shall send the appeal and supporting documents to the National Grievance Council for review and disposition.
12. The National Grievance Council shall have **thirty (30) business days** to convene and render its decision to the Appellant and appropriate parties by certified mail. The decision on behalf of the National Grievance Council shall outline the details of the violation, the rationale for the decision, timing and any disciplinary action and the consequences of non-performance of the imposed disciplinary actions.
13. *The decision of the National Grievance Council is final.*

## B. Code of Ethics Violation Against a Chapter President

1. Any Code of Ethics violation must be reported within **thirty (30) business days** of its occurrence, or within **thirty (30) business days** of the discovery of its occurrence but not to exceed the past two program years.
2. If a member alleges a Code of Ethics violation against the Chapter president, she shall file the Code of Ethics violation complaint directly with the Regional Director.
3. The process is initiated by completing and electronically sending the National Grievance and Code of Ethics Violation Authorization Checklist and Form and required documentation to the presiding officer, the Regional Director, for resolution.
4. The Form shall include required information. Frivolous or baseless complaints and gratuitous personal attacks will not be accepted as appropriate subject matter and shall not be addressed. Any such allegations will be returned without action.
5. The Regional Director has the authority to accept or reject a Code of Ethics violation complaint within **fifteen (15) business days** of receipt and reserves the right to reject any complaint that is deemed frivolous or lacks merit. If rejected the process ends.
6. If the Code of Ethics violation complaint is accepted by the Regional Director, she will notify the Respondent within **fifteen (15) business days** of acceptance and provide her with a copy of the confidential allegation, all supporting documents and **fifteen (15) business days** to provide a written response.
7. Within **seven (7) business days** of the receipt of the Respondent's written response to the Code of Ethics violation complaint, the Regional Director shall send the complaint, response and all supporting documents to the National Grievance Council for review and disposition.
8. The National Grievance Council shall have **thirty (30) business days** to convene and render its decision to the Appellant and appropriate parties by certified mail. The decision on behalf of the National Grievance Council shall outline the details of the violation, the rationale for the decision, timing and any disciplinary action and the consequences of non-performance of the imposed disciplinary actions.
9. If either party is not satisfied with the decision of the National Grievance Council, the party may appeal and request a review of the decision by the National Advisory Council, by submitting any additional information they would like considered, in writing to the presiding officer, the National Vice President, within seven (7) business days of receipt the decision of the National Grievance Council.
10. The National Vice President shall have seven (7) business days to accept the appeal.
11. If the appeal is accepted, the National Vice President, shall then have fifteen (15) business days to convene the National Advisory Council to render its final confidential decision to the member, respondent, and Regional Director by certified mail. The decision on behalf of the National Advisory Council shall

outline the details of the violation, the rationale for the decision, timing and any disciplinary action and the consequences of non-performance of the imposed disciplinary actions.

12. *The decision of the National Advisory Council is final.*

### C. Code of Ethics Violation Against a Regional Officer

1. Any Code of Ethics violation must be reported within **thirty (30) business days** of its occurrence, or within **thirty (30) business days** of the discovery of its occurrence but not to exceed the past two program years.
2. In the event the Code of Ethics violation complaint is against a Regional Officer, arising from her conduct as a Regional Officer (and not her conduct as a local chapter member), the process is initiated by completing and electronically sending the National Grievance and Code of Ethics Violation Authorization Checklist and Form and required documentation to the presiding officer, the National President, for resolution.
3. The Form shall include required information and frivolous or baseless complaints nor gratuitous personal attacks will not be accepted as appropriate subject matter and shall not be addressed. Any such allegations will be returned without action.
4. The National President has the authority to accept or reject a Code of Ethics violation complaint within **fifteen (15) business days** of receipt and reserves the right to reject any complaint that is deemed frivolous or lacks merit. If rejected the process ends.
5. If the Code of Ethics violation complaint is accepted by the National President, she will notify the Respondent within **fifteen (15) business days** of acceptance and provide her with a copy of the confidential allegation, all supporting documents and **fifteen (15) business days** to provide a written response.
6. Within **seven (7) business days** of the receipt of the Respondent's written response to the Code of Ethics violation complaint, the National President shall send the complaint, response and all supporting documents to the National Grievance Council for review and disposition.
7. The National Grievance Council shall have **thirty (30) business days** to convene and render its decision to the Appellant and appropriate parties by certified mail. The decision on behalf of the National Grievance Council shall outline the details of the violation, the rationale for the decision, timing and any disciplinary action and the consequences of non-performance of the imposed disciplinary actions.
8. If either party is not satisfied with the decision of the National Grievance Council, the party may appeal and request a review of the decision by the National Advisory Council, by submitting any additional information they would like considered, in writing to the presiding officer, the National President, within **seven (7) business days** of receipt the decision of the National Grievance Council.
9. The National President, shall have **seven (7) business days** to accept the appeal.
10. If the appeal is accepted, the National President, shall then have **fifteen (15) business days** to convene the National Advisory Council to render its final confidential decision to the member, respondent, and Regional Director by certified mail. The decision on behalf of the National Advisory Council shall outline the details of the violation, the rationale for the decision, timing and any disciplinary action and the consequences of non-performance of the imposed disciplinary actions.
11. *The decision of the National Advisory Council is final.*

#### D. Code of Ethics Violation Against a National Officer

1. Any Code of Ethics violation complaint must be reported within **thirty (30) business days** of its occurrence, or within **thirty (30) business days** of the discovery of its occurrence but not to exceed the past two program years.
2. In the event the Code of Ethics violation complaint is against a National Officer, arising from her conduct as a National Officer (and not her conduct as a local chapter member), the process is initiated by completing and electronically sending the National Grievance and Code of Ethics Violation Authorization Checklist and Form and required documentation to the presiding officer, the National President, for resolution.

If the alleged Code of Ethics violation complaint is against the National President, the next highest officer at the national level shall preside over the process.

3. The Form shall include required information and frivolous or baseless complaints nor gratuitous personal attacks will not be accepted as appropriate subject matter and shall not be addressed. Any such allegations will be returned without action.
4. The National President has the authority to accept or reject an alleged Code of Ethics violation complaint within **fifteen (15) business days** of receipt and reserves the right to reject any complaint that is deemed frivolous or lacks merit. If rejected the process ends.
5. If the Code of Ethics violation complaint is accepted by the National President, she will notify the Respondent within **fifteen (15) business days** of acceptance and provide her with a copy of the confidential allegation, all supporting documents and fifteen (15) business days to provide a written response.
6. Within **seven (7) business days** of the receipt of the Respondent's written response to the Code of Ethics violation complaint, the National President shall send the complaint, response and all supporting documents to the National Advisory Council for review and disposition.
7. The National President, shall then have **fifteen (15) business days** to convene the National Advisory Council to render its final confidential decision by certified mail. The decision on behalf of the National Advisory Council shall outline the details of the violation, the rationale for the decision, timing and any disciplinary action and the consequences of non-performance of the imposed disciplinary actions.
8. *The decision of the National Advisory Council is final.*

#### IV. AFFECTED PARTIES

All Members



# *Jack and Jill of America, Incorporated*

## CODE OF-ETHICS

### ACCEPTANCE ACKNOWLEDGMENT

By my signature below, I hereby acknowledge that I have read, understand and agree to abide by the Jack and Jill of America, Incorporated Code of Ethics. I further understand that I am bound by this Code of Ethics (including any versions that may be adopted after the date of this Acknowledgement) and that the Organization's interpretation of this Code of Ethics shall control in all matters arising under or out of this Code of Ethics.

Member Signature \_\_\_\_\_

Member Printed Name \_\_\_\_\_

Date \_\_\_\_\_