

Code of Ethics

In order to honor its Founders, maintain a standard that allows its members to serve as role models for our children, preserve Jack and Jill of America, Incorporated as a desirable and honorable affiliation and to protect our organization from harassment, ridicule, scandal or legal liability, I do voluntarily agree to observe the following rules of conduct:

- A. To respect and comply with the Constitution and Bylaws and all other official governing documents of Jack and Jill of America, Incorporated, including regional and chapter documents.
- B. To remain subject to the authority of the National Organization and the National Executive Board.
- C. To respect our elected/appointed leaders and support them in conducting the business of Jack and Jill of America Incorporated.
- D. To present myself publicly in a way that reflects the high moral and ethical character of Jack and Jill mothers by:
 - i. Obeying the law.
 - ii. Exercising good manners.
 - iii. Displaying concern for my appearance by following established Jack and Jill of America guidelines.
 - iv. Refraining from profanity, acts of violence and criminal conduct.
- E. To demonstrate the high regard we have for each other as mothers by:
 - i. Avoiding derogatory, demeaning and insulting remarks.
 - ii. Being polite, kind, honest, fair and conciliatory.
 - iii. Keeping confidences and maintaining confidentiality.
 - iv. Abiding by and actively supporting official Chapter and Jack and Jack decisions, Regional Rules of order, Regional and National protocol and policies even in the event of personal disagreement.
- F. To work diligently to foster the programs of the Organization and participate fully in meetings and conferences that enhances personal knowledge and improves the organization's effectiveness.
- G. To maintain integrity in financial matters related to the Organization by:
 - i. Remaining current with all dues and financial obligations.
 - ii. Following accepted financial procedures.
 - iii. Avoiding the co-mingling of personal and Jack and Jill funds.
 - iv. Utilizing the tax-exempt status only as legally permitted.
 - v. Expecting that financial officers will maintain records, make them available for inspection and pass them on to succeeding officers as required.

Jack and Jill of America, Incorporated

- vi. Reporting the misappropriation of the Organization's funds and/or property to the appropriate authority and taking the necessary action to protect or retrieve funds and/or property belonging to Jack and Jill of America, Inc.
 - vii. Being sensitive to the dangers of conflicts of interest. Board members who are professional can advise on policies related to their expertise, but if they receive any compensation from the organization, a conflict may arise. Full disclosure is the first step, then, in each case careful and conservation judgment on the merits is called for.
- H. To invite for membership in Jack and Jill only those community minded mothers of sufficient high moral and ethical character and scholarship who have true interest in serving our Organization.
- I. To refrain from soliciting advertisement, endorsements and sponsorships that harm the image of Jack and Jill of America or that conflict with its program concerns and values.

I shall remain cognizant that others will judge the values and principles of Jack and Jill of America, Incorporated by my personal deportment and conduct. Furthermore, should I attain a leadership position in Jack and Jill of America, Incorporated that requires me to be an official spokesman or public representative; I understand that my conduct must rise to the highest standard.

In promising to obey these rules of conduct, I acknowledge that the continuation of Jack and Jill of America, Incorporated as an organization of women of high moral and ethical standards depend on my compliance.

A violation of this Code shall lead to disciplinary action, up to and including the termination of all membership privileges in Jack and Jill of America, Incorporated.

- Any violation of this Code of Ethics shall be reported to the Regional Director of the region where the violation occurred within 10 business days of its occurrence or the discovery of its occurrence.
- With regards to financial and other long term investigations, the report must be made upon the determination by audit or other investigation, that this Code may have been violated. In these instances, a reasonable period of time for reporting must be less than two years from the date of the actions, and shall be determined based on the facts and circumstances of each individual situation by the Regional Director.
- Within, 10 business days of receiving the report of a violation of this Code, the Regional Director shall convene the grievance committee to investigate and render an opinion as to whether a violation has occurred. The committee has 10 business days to review and render an opinion to the Regional Director. If more time is needed, the committee must make that request of the Regional Director. Any requests for an extension must be made within the first 10 business days of receipt and will be limited to an additional 5 business days.
- The Regional Director shall review all information submitted by the committee to determine if further action is needed. If the opinion of the committee is in the affirmative, the Regional Director shall, within 10 business days of receiving the opinion, render a decision stating whether or not a violation of this Code has occurred, providing written rationale for that

decision. The Regional Director's decision shall include a recommendation of an appropriate punishment, sanction, or action based on the violation.

- The Regional Director has the authority to impose disciplinary action for any breach of the Code of Ethics without filing a grievance. Prior to the Regional Director initiating the action, she must consult with the elected regional team and provide the details of the infraction. The Regional Director has the authority to send a letter to the chapter outlining the details of the recommended disciplinary action, along with any punishment or sanctions imposed, along with any consequences of non-performance of the imposed sanctions and directives.
- If the decision of the Regional Director is appealed, the National Executive Board shall have 10 business days to review the decision and recommendation as to the appropriate sanction and punishment for the violation. If the opinion of the National Executive Board differs from that of the Regional Director, she (the Regional Director) shall either accept the modification and/or change or request that the Advisory Council be convened. She shall make this request within 10 business days of the receipt of the opinion of the National Executive Board.
- If the subject of the ethics code violation is the Regional Director or a National Officer, the advisory council chair shall be immediately notified and shall act to convene the full advisory council. If the advisory council chairperson is the subject of the grievance, the National President shall be immediately notified and proceed to convene the full advisory council.
- If the request for the Advisory Council to be convened is made, it shall be convened within 30 days of the request and shall review the evidence submitted, decisions made, and rationales submitted. The Advisory Council shall, by a 2/3rds vote, decide any outstanding issues not agreed upon within that 30 day period.
- Time periods for all communications shall run from the date of receipt as evidenced by certified mail, return receipt requested, Federal Express, or other carrier with delivery confirmation.
- The final determination of any sanction or punishment shall be immediately communicated to the member(s) in violation by the Regional Director, unless: the National Advisory Council has been convened, and/or membership termination or suspension is the sanction. In such instances, the communication to the member shall be made by the National Corresponding Secretary on behalf of the Advisory Council. This communication shall be made by certified mail, return receipt requested.