



## ***Standards of Conduct Policy***

### **I. Statement of Policy**

It is the policy of the Board of Directors of the National Council of Juvenile and Family Judges (NCJFCJ) that the highest standards of conduct must be followed by all members including the Board of Directors and all officers of the organization. The NCJFCJ represents the highest standards of conduct and expects members, Directors and officers to set an example for their communities. Honesty and integrity are the necessary characteristics required of members, Directors and of officers in the conduct of their duties. The following standards of conduct establish the guidelines members, Directors and officers must follow.

### **II. Basic Policy**

Members, Directors and officers must:

- A. Conduct themselves in accordance with any applicable state, tribal or federal codes of conduct. Any standards in this code should be followed in conjunction with, and in addition to, but not in place of, other applicable ethical codes.
- B. Conduct themselves in a manner that avoids not only impropriety, but also the appearance of impropriety.
- C. Not give, or in any way appear to give, unjustified, favored treatment or advantage to any person, unit of government, or organization in matters related to the performance of the Director's or of the officer's duties, or the duties of the NCJFCJ.
- D. Avoid any action which might result in, or create the appearance of:
  1. using NCJFCJ membership for private gain,
  2. making an NCJFCJ decision outside of the official channels, or
  3. affecting adversely the confidence of the public in the integrity of the NCJFCJ.
- E. Violations of these standards of conduct include, but are not limited to:
  1. convictions for felonies,
  2. willful misconduct in connection with duties as members, Directors, or officers of the NCJFCJ or of the duties of the NCJFCJ, or
  3. willful misconduct, not in connection with duties as members, Directors or officers of the NCJFCJ which tends to bring the NCJFCJ into disrepute.

### **III. Conflict of Interest**

- A. All individuals within the organization, including Board of Directors members, staff, committee members and others as necessary will be required to sign Conflict of Interest Acknowledgment and Disclosure forms annually. Board members and staff are also required to complete conflict of interest training at time of election or hire. Additionally, all real or perceived conflicts of interest will be brought to the attention of the Audit Committee or the National Council Conduct Committee, depending on the nature of the conflict, for consideration, resolution and direction.

- B. All individuals covered by this Standards of Conduct Policy must agree to abide by the NCJFCJ Conflict of Interest Policy. The purpose of the Conflict of Interest Policy is to protect the National Council of Juvenile and Family Court Judges' interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, staff member, committee member or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

#### **IV. Improper Use of Official Information**

- A. No Director or officer shall use for their financial gain or for that of another person, or make any other improper use, whether by direct action on their part or by counsel, recommendation, or suggestion to another person, information which comes to the Director or the officer by reason of their status as a member of the Board, as an officer of the NCJFCJ, or as a member of the NCJFCJ, and which has not become part of the body of public information.

#### **V. National Council Conduct Committee**

- A. There shall be established a National Council Conduct Committee to review matters arising under, and to render advice regarding, this Code of Conduct and the NCJFCJ Director Duties and Responsibilities Agreement.
- B. The make-up, appointment, and terms of the Conduct Committee, as well as roles and responsibilities, are defined within the NCJFCJ Bylaws, Article VII. G. 2.

*(The "Standards of Conduct," with language specific to each Board, were adopted July 17, 1991, in Rapid City, SD by: Officers and Members, Board of Trustees, National Council of Juvenile and Family Court Judges; Officers and Members, Board of Trustees, National Council of Juvenile and Family Court Judges Fund, Inc.; Officers and Members, Board of Trustees, National Juvenile Court Foundation, Inc.; Revised Jan. 10, 1998, and adopted at the Board of Trustees' Meeting, Santa Barbara, CA; Revised July 26, 2008, and adopted at the Board of Trustees' Meeting, Norfolk, VA)*