

# **TNNA Members' Code of Conduct**

## **Preamble**

The National NeedleArts Association (TNNA) strives to advance our community of businesses by encouraging the passion and leadership for needlearts through education, industry knowledge exchange and a strong marketplace

As a membership organization, TNNA offers the needlearts professional the opportunity to take an active role in shaping our industry. The association's structure has been created to enable people from all the needlearts disciplines to come together, voice their needs, opinions and concerns, and help mold a successful future.

## **The TNNA Code of Conduct**

This TNNA Code of Conduct outlines principles for all TNNA members to adhere to and uphold as well as specific types of conduct that are either required or prohibited. Violations of the TNNA Code of Conduct may result in disciplinary action. The TNNA calls upon its members to follow high ethical standards relating to integrity and respect for the rights, dignity, and diversity of others.

Although this Code of Conduct provides standards of conduct for many situations, it does not cover all possible situations that may arise. Accordingly, all members are expected to conduct themselves in a manner consistent with the spirit and letter of this Code of Conduct and to avoid even the appearance of improper behavior. This Code of Conduct may be amended at any time by majority vote of the TNNA Board of Directors.

## **Core Values and Principles**

The following section provides examples of both acceptable and unacceptable behavior.

### **Integrity**

TNNA members must uphold intellectual honesty. Plagiarism, in any form, is unacceptable and is a breach of professional conduct.

“Plagiarism means to steal and pass off (the ideas or words of another) as one’s own. To use (another’s production) without crediting the source.” - Merriam- Webster Dictionary

Submissions of written materials to TNNA may undergo electronic web-based analysis to ensure their originality and to identify possible cases of plagiarism. Submitting documents to TNNA publications implies that the authors grant permission that such analyses may be performed.

### Obligations to Respect Law and Privacy

TNNA members must respect the rights of others and agree not to upload, post, e-mail, transmit, or otherwise make available any content that (i) infringes any copyright, trademark, or other proprietary rights of any person or entity; (ii) is threatening, tortious, defamatory, libelous, indecent, obscene, pornographic, invasive of another's privacy, or promotes violence; or (iii) discloses any personal information about another person, including that person's name, e-mail address, postal address, phone number, credit card information, or any similar information, without the prior written consent of the person whose personal information will be disclosed.

### Respect for the rights, dignity, and diversity of others

TNNA members are expected to refrain from verbally or electronically harassing, threatening, or abusing any person, other member or TNNA staff. Additionally, members shall take care to not falsely demean the reputation or unjustly or unfairly criticize the work or character of other members or TNNA.

TNNA promotes environments that value respect, fairness and integrity. Disruptive behavior at association functions or events, such as creating noise or other disturbances to intentionally unsettle participants will not be tolerated. While substantive dialogue, including potential disagreements, concerning the analysis and conclusions of the work of other members relevant to needlearns is not only tolerated but encouraged, members must strictly avoid letting such dialogue or disagreements become personally critical or disparaging. All members deserve to be treated professionally and respectfully by other members, regardless of their views on contested or controversial matters.

### TNNA Intellectual property

TNNA members may not use TNNA logos, copyrighted TNNA materials, or the TNNA membership list in any way that suggests TNNA endorses products, positions, or events without formal authorization from the TNNA Executive Director. Without the prior approval of the TNNA Executive Director, the TNNA member list may not be used (i) to collect contact information for bulk postal mail or bulk email purposes, whether commercial, political, or otherwise; (ii) to solicit money or property; or (iii) for any commercial purpose other than to promote TNNA shows or to disseminate papers and articles that might be published in TNNA journals. Copyright ownership for many works published by the TNNA belongs to others, usually to individual members. If permission to use such material is desired, it must be sought from the copyright owner.

### Nonpartisanship and Impartiality

TNNA as an association takes no positions on political issues and never endorses political positions or candidates. Therefore, members shall not claim that TNNA either supports or opposes any public policy position, or takes other actions that could create the appearance that

TNNA has endorsed or validated any political position, nor attribute a political position to TNNA based on the work of other members or authors in TNNA publications and shows.

## **Reporting Code of Conduct Violations**

Any allegation of member misconduct in violation of this Code of Conduct shall be directed to the TNNA President. Upon receipt of the allegation, the President shall review the complaint and if he/she determines the complaint has merit, he or she shall forward the complaint to the Executive Committee for further review and action.

Following the Committee's collection and review of the relevant data, documentation, and, if it deems necessary, testimony, the Committee shall vote to determine if the TNNA Member has violated the Code of Conduct. In the event the majority of the Committee members find that a violation of the Code of Conduct has occurred, the Committee shall make a recommendation on the action to be taken, subject to a separate majority vote, from among the range of actions authorized below.

The Committee Chair shall write a report addressed to the TNNA Board of Directors, the TNNA member against whom the complaint was filed, and the complainant, detailing the findings of the Committee and its recommended action, within three (3) weeks of the Committee reaching a final determination. The accused member may provide a written response to the findings and recommendation of the Committee, which must be provided to the TNNA for distribution to the Board at least two (2) weeks prior to its next meeting. Upon his or her request, the complainant shall have the right to address the Committee however the recommendation of the Committee shall constitute the matter before the Board. Upon request of the accused member at least two (2) weeks prior to the next meeting of the Board, the accused member shall be given an opportunity to be heard by the Board at that meeting.

The TNNA Council shall review the report from the Committee Chair at its next meeting, hear any testimony offered by the accused member, and vote on the action to apply to the TNNA member against whom the complaint was filed. A two-thirds (2/3) affirmative vote of the entire Council shall be required to take action. The TNNA Council is under no obligation to accept the recommendation of the Committee but may impose a lesser or greater action at its discretion.

The Committee Chair shall then provide written notice to the TNNA member against whom the complaint was filed and to the complainant detailing what action, if any, is to be taken by the TNNA Council in response to the complaint.

The TNNA Board, shall have the sole authority to levy actions imposed herein for violation of this Code of Conduct. The member agrees not to appeal any decision to any court of law or

other party. Nothing herein shall be construed as limiting any party's rights to seek a judicial remedy for any claim or damages such person may have against an TNNA member in that member's individual capacity, but seeking or renewing membership in the TNNA constitutes that individual's formal agreement to abide by this Code of Conduct, to accept as final any determination reached by the Council, and to waive any right to bring legal action for claims or damages against the TNNA or any person acting for the TNNA in his or her capacity as an officer, board member, staff person, editor, manager, counsel, volunteer, member of the Committee, or in another recognized role, in the enforcement of this Code of Conduct.

### **Actions relating to Violations**

Violations of the TNNA Code of Conduct may subject a member to written reprimand, suspension of membership for up to 1 year, or expulsion from TNNA. TNNA reserves the right to seek legal remedies from members responsible for violations that have caused demonstrable damages or financial losses to the Association.

Conditions for readmission following expulsion, if any, will be stated in the notice of expulsion.