

CODE OF CONDUCT

The bylaws of the North American Vexillological Association (NAVA) state that “Membership may be revoked for good cause by unanimous action of the executive board.” By articulating this Code of Conduct, NAVA expresses expectations of behavior of its members and provides guidance on what may constitute “good cause”.

Membership in NAVA, engaging in NAVA’s social media platforms, and participating in any NAVA event (or meeting of which NAVA is a sponsor) indicates a person’s agreement to abide by this Code of Conduct.

NAVA members will not:

- Present themselves as speaking for NAVA unless doing so in their official capacity as elected or appointed officers or otherwise delegated responsibilities.
- Use the information in the NAVA membership directory for purposes other than NAVA-related activities.
- Knowingly violate NAVA policies on conflicts of interest, finances and expense reimbursement, annual meetings, or expense reimbursement.

At NAVA events, while using NAVA electronic messaging accounts, and in public communications and social media, participants will:

- Conduct themselves in a professional manner, welcoming to all participants and free from any form of discrimination, harassment, intimidation, or retaliation .
- Follow venue rules and treat each other with respect and consideration.
- Frame discussions as openly and inclusively as possible and to be aware of how language or images may be perceived by others.
- Avoid any inappropriate actions or statements based on an individual’s characteristics or attributes.
- Not engage in harassing, illegal, or disruptive behavior, such as:
 - Suggestive, inappropriate or intimidating language, including sexual language or imagery
 - Unwelcome jokes or comments
 - Unwanted touching or attention, stalking, harassment, photography or recording, or other physical behavior that is offensive, sexually-oriented or aggressive
 - Disruptive behavior, including drinking excessively
 - Threats or abuse of power, including abuses related to position, wealth, race or gender

- Unlawful surveillance, wiretapping or eavesdropping; the retrieval, receipt, viewing, storage, or transmission of obscene, pornographic, or offensive communications;
- Sending (uploading) or receiving (downloading) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization or as permitted by the doctrine of fair use.
- Advocating for, or encouraging, any of the above behaviors

Those asked to stop any prohibited behaviors are expected to comply immediately. Those who experience or observe actions in violation of this Code of Conduct should report them to NAVA leadership in person or via other means of communication. NAVA leadership will promptly investigate the facts and circumstances of any claim.

To the extent possible, NAVA will endeavor to keep the reporting concerns confidential; however, confidentiality cannot be guaranteed. If the investigation concludes this Code of Conduct was violated, sanctions may range from verbal warning, ejection from a meeting without refund, revocation of NAVA membership, removal from office, to notifying appropriate local authorities.

This Code of Conduct may be revised at any time by the North American Vexillological Association and its terms are non-negotiable. Any comments, questions, or concerns should be addressed to the NAVA board at board@nava.org.

Adopted 17 October 2019