

ASE CODE OF ETHICS



The purpose of the ASE Code of Ethics is to have a document that establishes and governs the professional behavior that is expected of all members and the consequences for any member who does not adhere to the Code.

As a matter of fundamental principle, ASE adheres and holds its members to the highest ethical standards. Patrons and supporters expect ASE to be good stewards of their resources and to uphold rigorous standards of conduct.

ASE is committed to the core values of integrity, honesty, fairness, openness, respect, and responsibility.

ASE's mission is to cultivate a community awareness of storytelling in African/African American rooted cultures through the spoken word. We also seek to educate and guide the development of our youth in that path.

STATEMENT OF VALUES

These values enumerate and govern the actions that ASE will take when implementing all policies and practices

- Accountability to the public
- Respect for the worth and dignity of individuals
- Responsible stewardship of resources
- Commitment to excellence and to maintaining the public trust

CONFLICTS OF INTEREST POLICY

1. Members of ASE shall not use their organizational relationship for their personal/private gain.
2. Members of ASE cannot use their position to obtain employment or compensation from a third party because of their membership in ASE. Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.
3. If a member is made aware of any employment opportunity that comes to ASE, as an organization, the member must give public notice to all other members via email and contact the Executive Committee.
4. Any member's contractual agreement resulting from an employment opportunity that comes to ASE as an organization, the member will donate 20% of the events earnings to ASE as a referral fee.
5. Any contractual agreement as a result of an employment opportunity that comes to the member as result of or through a partnership agency and not by direct member contact to the agency (which is an ASECOE violation), the member will donate 20% of the events earnings to ASE as a passive referral fee.

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6. No member may perform in the name of the ASE unless specifically designated to do so by the organization.
7. The ASE logo is not to be utilized by individual members on professional promotional materials or worn at individual contract performances.
8. Members of ASE shall refrain from serving as chair of or a member of any committee for personal/private gain.
9. Members of ASE shall refrain from engaging in any activities that could jeopardize ASE's reputation or its 501 C-3 status.

VIOLATIONS OF THE POLICY

- A. If the Executive Committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- B. If, after hearing the response of the member, and making such further investigation, the Executive Committee determines that the member has violated the ASE Code of Ethics, it shall recommend appropriate disciplinary and corrective action.
- C. The Executive Committee will bring all violations to the attention of the membership and all disciplinary and corrective action will be determined by a vote of the membership and recorded in the official minutes.

RECORDS OF PROCEEDINGS

A written record of the proceedings shall be prepared and presented to the said member(s). The minutes of the meeting shall contain:

- A. The names of the persons who disclosed or otherwise were found to have an actual or possible conflict of interest, the nature of the conflict, any action taken to determine whether a conflict of interest was present, and the Committee's decision as to whether a conflict of interest in fact existed.
- B. The names of the persons who were present for discussions or votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or agreement, and a record of any votes taken in connection therewith.

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PENALTY FOR MISCONDUCT



- A. In the event of any misconduct, maladministration, or malfeasance of an Office of ASE, the Officer may be removed from office.
- B. Any member who knowingly and intentionally violates any provision of this Code may, by majority of the Executive Committee, be recommended for suspension. Suspension of the member will occur after a vote of the majority of ASE members.

MEMBER AGREEMENT

____ I have received a copy of the ASE Code of Ethics (ASECOE). Further, I have read and understand the policy therein and agree to comply with all of its provisions. I also agree to abide by any organizational decision, if I am found to be in violation of ASE's Ethics Code.

____ As a point of particular acknowledgement, I hereby understand the policy as it pertains to the *CONFLICTS OF INTEREST* items 1 through 3 and 6 through 8.

____ I hereby agree understand further in particular, the policy as it pertains to the *CONFLICTS OF INTEREST* items 4 and 5.

Name: _____

Signature: _____ Date: _____