

JSCAS Code of Conduct

Johnson Space Center Astronomical Society Club Code of Conduct

- 1. Purpose:** The Code of Conduct governs the daily operation and activities of the Johnson Space Center Astronomical Society (heretofore known JSCAS in this document). It is designed to protect the integrity of JSCAS, promote a safe and comfortable environment for its members, and to insure all JSCAS business and activities are conducted in accordance with the laws governing non-profit corporations. Violations of these provisions shall be grounds for expulsion pending the decision of the President, Vice President, and ad hoc leadership committee and/or the membership.
- 2. Scope:** This code applies to JSCAS officers and members conducting JSCAS business, meetings, and activities (hereafter referred to as activities). Officers and members are also expected to abide by this code when dealing with those in the general astronomy community.
- 3. Code of Conduct:** These provisions cover the JSCAS code of conduct and apply while conducting JSCAS business, activities, or meetings (hereafter referred to as activities).
- 4. Legal Compliance:** All JSCAS activities shall be conducted in accordance with federal, local, state, municipal, and other laws. This includes the state of Texas and federal laws governing non-profit corporations.
- 5. Conflict of Interest:** Any officer or officer candidate must publicly declare any potential conflict of interest before running for or assuming office. Any conflicts may be grounds for disqualification from office, with the President, Vice President, and Leadership Committee making the determination.
- 6. Harassment:** No member may in any way harass or intimidate another JSCAS member or group of members, member or members of another astronomy club, the general public or staff of JSCAS related outreach activities, or the general public or staff of the George Observatory in an unwanted way as to make an uncomfortable environment for that member, groups of members, the general public or the George Observatory staff. Further, no member may in any way harass or intimidate another member or group of members through any form of communication medium, including mail, phone, email, forums, Google Group, Facebook, any form of Social Media, or any other communication medium that JSCAS members or the astronomy community uses to communicate.
- 7. Member and Public Safety:** No member may endanger the safety of him/herself, other FBAC members or the public at an JSCAS activity.
- 8. Payments from Club Funds & Kickbacks/Bribes Gifts:** As JSCAS has no dues or bylaws funds to/from the club are not an issue. However, no member may take or use the status/stature of the club to financially benefit in any way.

- 9. Disruptive Actions:** Any member or officer who is disruptive during club activities is subject to expulsion from the club.
- 10. Discrimination:** The Johnson Space Center Astronomical Society does not discriminate with respect to age, sex, race, creed, or physical disability. No officer or club member will practice or encourage such discrimination and would be subject to dismissal.
- 11. Public Policy Statements:** No member or officer is to make or establish official JSCAS policy statements without the concurrence of the President and Vice President.
- 12. Club Mailing List:** No member or officer may either misuse or disclose to an outside party (unless compelled by legal obligation) the information in the member directory published annually. This includes using the information for telemarketing of products or non-JSCAS business mailings.
- 13. Reporting Violations:** JSCAS encourages all members to report any violations of the Code of conduct in accordance with the Johnson Space Center Astronomical Society's Whistleblower Policy..

Whistleblower Policy

- 1. Purpose:** The Johnson Space Center Astronomical Society (JSCAS) Code of Conduct requires all officers and members to observe high standards of business and personal ethics in their conduct of club business. All officers and members must practice honesty in all dealings concerning the club and comply with all laws and regulations. This policy encourages members to raise concerns internally before seeking outside resolution. It also protects any member raising a concern in a good faith.
- 2. No Retaliation:** Any member or officer who reports a violation, in good faith, shall not suffer any harassment or retaliation of any kind. Any member who retaliates against someone who has reported a violation in good faith is subject to expulsion from JSCAS.
- 3. Reporting:** It is the clear responsibility of any officer or member to report any violations of the code of conduct or any other improper activities in accordance with the Whistleblower Policy. Any member may also report any violations anonymously to the President, Vice President, or club "Elder".
- 4. Reporting Process:** JSCAS has an open door policy with respect to the officers and members. Any suspected concern should be reported to an officer or as a whole. A last resort would be to raise the concern at a regular meeting to the membership present.

5. **Good Faith:** Anyone filing a complaint concerning a violation of the Code of Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed to be a violation of the Code of Conduct. Any allegations that prove to be unsubstantiated and which prove to have been made maliciously may be grounds for expulsion from JSCAS.
6. **Handling of Reported Violations:** All violations reported to the President and Vice President shall be acknowledged (if not reported anonymously) within seven (7) days. All reports will be promptly investigated and the appropriate action taken if warranted.
7. **Confidentiality:** Any reported violation will be kept confidential between the Executive Committee to the greatest extent possible, consistent with any laws or the need to investigate the complaint.

Initiated: 2013

Revised: 2014, 2017, 2022, 2023