



# National Speakers Association North Texas Chapter Member Code of Conduct

## I. Professional Ethics and Conduct

- A. NSA North Texas (“Chapter”) and its Members (“Members”) are to adhere to the NSA National Code of Professional Ethics (“Code”). Violations of this Code are determined in accordance with NSA’s bylaws, policies, and procedures. Any disciplinary action will be binding and final upon the NSA Member and without recourse to NSA, the Chapter, its officers, members, or staff.
- B. **Representation:** Member has an obligation to his/her self and to the Chapter to represent his/her self truthfully, professionally, and in a non-misleading manner. Member shall be honest and accurate in presenting qualifications and experience in communication with others.
- C. **Professionalism:** Member shall act, operate his/her business, and speak in a most professional and ethical manner so as neither to offend nor bring discredit to oneself, the speaking profession, or to other Members.
- D. **Research:** Member shall exert efforts to understand each client’s organization, approaches, goals, and culture in advance of a presentation, in order to professionally apply expertise to meet each client’s needs.
- E. **Intellectual Property:** Member shall avoid either verbal or written duplication of any text, materials, titles, or thematic creations originated by others unless approved in writing by the originator.
- F. **Respect & Collegiality:** Member shall maintain a collegial relationship with fellow members based on respect, professional courtesy, dignity, and the highest ethical standards.
- G. **Confidentiality:** Member shall maintain and respect the confidentiality of business or personal affairs of clients, agents, and other speakers.
- H. **Business Practices:** Member is obligated to maintain a high level of ethical standards and practices in order to assist in protecting the public against fraud or any unfair practice in the speaking profession and shall attempt to eliminate from the profession all practices that could bring discredit to the speaking profession.
- I. **Diversity:** Member shall not participate in any agreement or activity that would limit or deny access to the marketplace by any other speaker, client, or general public. This shall include but not be limited to economic factors, race, ethnicity, creed, color, sex, age, sexual orientation, disability, religion, or country of national origin of any party.

## II. Logos, Symbols, and Intellectual Property

- A. Chapter and its Members will comply with all policies, procedures, and regulations as may be adopted from time to time by the compliance, membership procedures, and use of trademarks, copyright, and other intellectual property that is owned by or claimed by NSA National.
- B. The Chapter encourages Members and Honorary Members to promote membership in the Chapter and what it stands for by using the Chapter logos on business cards, resumes, websites, one-sheets, and social media profiles.



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- C. Members must not place the Chapter logo on any physical products without prior written approval by the Board of Directors. Requests should be submitted in writing to the Chapter President at least 15 days prior to the next regularly scheduled Board of Director's meeting. The President will then submit the request to the Board at least 10 days prior to the next regularly scheduled Board of Director's meeting.
- D. Chapter reserves the right to cancel or prohibit the use of its logo to any Member who violates logo usage policy. In the event legal action becomes necessary to enforce its trademark rights, Chapter will seek damages and attorney's fees from anyone who utilized its trademark in an unauthorized manner.
- E. The Chapter abbreviation for use on any written materials and social media is NSA-NT.
- F. The Chapter hashtags for use online and on social media are #NSANORTHTEXAS and #NSANT.

### III. Social Media Policy

- A. Members are personally responsible for the content he or she posts. Members must post responsibly and should remember to protect their own privacy.
- B. Members must not publish any confidential or proprietary information on a social site.
- C. Members must not discuss other Members' clients, vendors, or other partners without their approval and should link back to the original source whenever possible.
- D. Members must not post insults, obscenity, racial slurs, or ethnic slurs. Members must be respectful when addressing sensitive subjects like religion and politics.
- E. Members must be aware of and respect copyright, fair use, and financial disclosure laws.
- F. Members should post information to social media/the web to contribute to the knowledge pool. Whenever possible, post content that adds value to social friends and followers.
- G. Chapter may utilize a Facebook page and/or group, LinkedIn business page and/or group, Instagram, Twitter, and/or other Social Media platforms for Members and/or non-members as the Chapter Board of Directors determines.
- H. Users will not use the Chapter's website or social media sites to sell products and services unless the promotions are pre-approved in writing by the Chapter Board of Directors.
- I. The Executive Board reserves the right to remove people from any social media group for any reason deemed necessary or appropriate.

### IV. Membership

- A. **Member in Good Standing:** Current on dues and attended at least 5 Chapter monthly meetings (either on-site/in-person or virtually) during a fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup> annually). This criteria is utilized to determine eligibility to serve on the Leadership Team and/or qualify for Chapter Awards as outlined in the Policies and Procedures Manual.
- B. **Legacy Member**
  - 1. Maintained membership in Chapter for a minimum of 5 out of the past 10 years.
  - 2. Minimum of 65 years old.
  - 3. Makes fewer than 15 paid speaking presentations per year.



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4. Payments:
  - a. Dues are 50 percent of the current annual membership rate(s). Individual programs and events are at regular Member pricing.
  - b. Virtual All Access Pass (combined with membership dues) are at 50 percent of the current rate(s). Meeting upgrades as applicable are at regular Member pricing.
  - c. Face-2-Face All Access Pass (combined with membership dues) are at 50 percent current rate(s).
  - d. Receives all benefits of membership including eligibility for awards.
- C. **CPAE and/or Cavett Members**
  1. CPAE and/or Cavett awards are bestowed by National, per National's criteria. Upon award designation, recipient(s) is/are eligible for this Membership level.
  2. Payments:
    - a. Dues are 50 percent of the current annual membership rate(s). Individual programs and events are at regular Member pricing.
    - b. Virtual All Access Pass (combined with membership dues) are at 50 percent of the current rate(s). Meeting upgrades as applicable are at regular Member pricing.
    - c. Face-2-Face All Access Pass (combined with membership dues) are at 50 percent current rate(s).
    - d. Receives all benefits of membership including eligibility for awards.
- D. **Honorary Member**
  1. Deserving individual(s) as determined and invited by the Chapter Board of Directors. Invited potential honorary Member(s) must accept this designation.
  2. This membership category carries with it no Chapter voting rights, nor eligibility for Chapter Awards, or obligations of dues except as the Board of Directors determines.
  3. May attend meetings and events at Member pricing.
- V. **Membership Refund Policy**
  - A. Any Member resigning from membership is not entitled to any refund of dues or other fees, unless otherwise approved by the Board on a case-by-case basis due to extenuating circumstances.
  - B. Resigning Member remains obligated to pay any outstanding indebtedness to the Chapter unless otherwise approved by the Board on a case-by-case basis due to extenuating circumstances.
  - C. Resigning Member has no rights or claim against the Chapter after the end of the period for which they have already paid dues.
  - D. Resigning Member will no longer have access to Member benefits effective immediately.



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### VI. Financial Responsibility

- A. Any monies provided by Chapter for business use to a Member or staff/contractor is for Chapter business use only. Members and staff/contractors may not, under any circumstance, use the monies for personal purchases nor for guaranteeing personal reservations (hotel, rental cars, etc.), nor for any other non-Chapter-related business use.
- B. For all business purchases made for Chapter, an itemized receipt must be acquired from the seller before a payment may be granted upon approval of the Chapter Board of Directors.
- C. Any personal or inappropriate use of Chapter business monies constitutes an ethics violation and will be filed with the NSA National Ethics Committee by the Board of Directors. This may also be grounds for termination in the case of a staff/contract or Member.