

## **DAYTON INTERNATIONAL FESTIVAL, INC. (DIFI)**

### **CONDUCT UNBECOMING OF AN OFFICER, DELEGATE, MEMBER, OR VOLUNTEER**

#### Section 1. Standards of Conduct.

All officers, delegates, members, and volunteers of the Dayton International Festival, Inc. (DIFI) shall conduct themselves in a manner that upholds the mission, integrity, and reputation of the corporation.

- A. Each individual is responsible for adhering to the Constitution and By-Laws of DIFI.
- B. All individuals are expected to conduct themselves with honor, integrity, respect, and civility at all times.
- C. Any behavior that brings disrepute to the corporation, its officers, or its member organizations shall constitute conduct unbecoming and may be subject to disciplinary action, including impeachment, suspension, or disbarment.

### **IMPEACHMENT AND MEMBERSHIP SUSPENSION**

#### Section 1. Impeachment Proceedings

Impeachment proceedings against any officer, or suspension proceedings involving a delegate or volunteer, may be initiated by a written request by any member of the corporation and signed by two-thirds (2/3) of the delegates present at an official meeting of the organization and submitted to the DIFI Board of Trustees.

- A. Upon receipt of such request, the Board shall call a Special Meeting to be held not sooner than thirty (30) days and not later than sixty (60) days after written notice has been dispatched to the voting membership.
- B. A two-thirds (2/3) affirmative vote of the delegates present and voting at this Special Meeting shall constitute removal of the officer, delegate, or volunteer from office or duty.
- C. If the officer in question is the President, the First Vice President shall preside over the Special Meeting.

#### Section 2. Suspension Proceedings

Suspension proceedings involving a delegate, member, or volunteer may be initiated upon written request by any member of the corporation and must be endorsed by a majority vote of the Board of Trustees.

- A. The Board shall call a Special Meeting to be held not sooner than thirty (30) days and not later than sixty (60) days after written notice has been dispatched to the individual concerned and their member organization.

B. The individual shall have the right to attend the Special Meeting. The Board shall review the alleged misconduct and allow the individual to respond to the charges.

C. A two-thirds (2/3) affirmative vote of the Board members present at this meeting shall constitute suspension of the individual's privileges for a period deemed appropriate by the Board.

D. A suspended individual shall be deemed "SUSPENDED," may NOT attend or participate in any DIFI meeting, event, or activity during the period of suspension, and shall return all property or materials belonging to DIFI.

E. At the end of the period of suspension, the individual may, by written request to the Secretary, petition for reinstatement of full privileges and status.

F. A decision to suspend membership may be appealed through a written request endorsed by a majority of the voting members of the organization and submitted to the DIFI Board of Trustees. Upon receipt, the Board shall call a Special Meeting to be held not sooner than thirty (30) days and not later than sixty (60) days after written notice has been dispatched to the voting membership.

G. A negative vote of two-thirds (2/3) of the delegates present and voting at this Special Meeting shall overturn the suspension and restore the member's privileges.

#### **DISBARMENT FROM MEMBERSHIP**

##### Section 3A. Grounds for Disbarment

A member shall be disbarred from membership upon conviction of a felony or upon commission of any of the following acts:

- a. Malicious destruction of the official records of the corporation.
- b. Misuse or misappropriation of the corporation's funds.
- c. Engaging in conduct or activities unbecoming of a member of the corporation.

##### Section 3B. Procedure for Disbarment

1. Disbarment proceedings may be initiated by any member of the corporation through a written complaint submitted to the Board's Ethics Committee. The Committee shall investigate the matter and, by majority vote, recommend to the DIFI Board of Trustees whether formal proceedings should be initiated.

2. Written notice of the charges and the date of a Special Meeting shall be provided to the member not less than thirty (30) days before the meeting.

3. The member shall have the right to appear before the Board, present a defense, and submit a written explanation.

4. A two-thirds (2/3) affirmative vote of the Board members present and voting shall be required to confirm disbarment.

5. A disbarred member shall lose all rights, privileges, and association with the Dayton International Festival, Inc., and shall surrender all organizational property or materials in their possession.

Adopted by the Board of Trustees of the Dayton International Festival, Inc.

Date of Adoption: \_\_\_\_\_

President _____	Secretary _____
Board Member _____	Board Member _____