



THE ETHICS COMMITTEE GUIDELINES

American GI Forum of the US

AUTHORITY

The Ethics Committee is an AGIF-US Standing Committee pursuant to the Policies, Practices, and Procedures Manual (PP&PM, p.8).

PURPOSE

The purpose of the Ethics Committee is for the American GI Forum of the United States, state, and local chapters to uphold the Policies, Practices, and Procedures - Code of Ethics, Code of Conduct, and policies approved by the National American GI Forum of the United States (AGIF-US) **Conference; and to process Complaints brought to the National and State Commanders.**

American GI Forum State Chapters (**Organizations**) shall create their own Ethics Committee and follow the same structure as set forth in these guidelines. The State Ethics Committee will review all local complaints.

COMMITTEE STRUCTURE

The National Commander **with the concurrence of the** National Chairwoman will nominate Ethics Committee members that will consist of the National/State Legal Advisor, National/State Parliamentarian, and three American GI Forum members who will be vetted by the National/State Executive Board. The Ethic Committee members shall serve at the pleasure of the National/State Commander **and National/State Chairwoman.**

QUALIFICATIONS

The three (3) AGIF members appointed to the Ethics Committee shall submit their resume and/or curriculum vitae, which is a brief account of a person's education, qualifications, and previous experience in ethics, whether it be courses taken, or prior employment experience. They **shall** be active members in good standing with the American GI Forum for a period of five years, in the event they have served on a State or National Board then the membership requirement will be for three years. At time of their tenure, they **will** have no complaints brought against them. These three individuals must be approved by the National **Executive** Board based on their qualifications.

RESPONSIBILITIES

The Ethics Committee shall be responsible to uphold the Code of Ethics that is in the AGIF Policies, Practices, and Procedures Manual. (See PP&PM p.5 and p. 6.) In **addition**, the areas of:

- Conflict of Interest
- Sexual Harassment
- Whistleblowers
- Nepotism

The Ethics Committee shall be responsible to uphold the Code of Conduct and the policies that are approved by the American GI Forum of the United States (AGIF-US) **Conference**, including:

- Conference Dress Code Policy
- Document Retention and Destruction Policy
- Member Confidentiality Policy
- Communications Policy
- Conflict of Interest Policy

among any other approved policies of the American GI Forum of the United States.

PROCEDURE

1. The National and/State Commander **shall** bring any Complaint they receive to the attention of the Ethics Committee Chair immediately and no later than five (5) days from their notification by the Complainant.
2. The Ethics Committee Chairperson will report the committee's findings and recommendations to the National Executive Board and/or State Executive Board, at a special meeting in executive session, within fifteen (15) days. If the Complaint involves the issues of misappropriation of funds, embezzlement of funds, or sexual harassment the Complaint will be handled on an expedited basis and the special National/State Executive Board meeting will be held within ten (10) days.
3. The National/State Executive Board shall decide whether the Complaint has merit and/or if further investigation is required based on the Ethics Committee's recommendations.
4. If the Complaint does have merit it will proceed through the Complaint process as outlined in the Policies, Practices, and Procedures Manual. (See AGIF Policies, Practices, and Procedures Manual. (See PP&PM Section 11.

Suspension, Removal from Office, or Expulsion Procedures. p.20 through p. 30)

5. The Complaint must be handled on an expedited basis if the presentation of charges involves misappropriation of funds, embezzlement of funds, or sexual harassment.
6. The Ethics Committee shall maintain a record of their proceedings and may develop any additional criteria in managing their responsibilities.