

**BYLAWS
OF THE
LANGO ASSOCIATION OF NORTH AMERICA (LAONA)**

ARTICLE 14 — CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

Section 1: Code of Conduct:

The main aim of the Lango Association of North America (LAONA) is to promote unity among the Lango and their descendants in North America, including their social, cultural and educational progress. In furtherance of this objective, the Association has developed a Code of Conduct (hereafter referred to as the “Code”) for engagement with one another and with people outside the Association in a way that expresses the beauty of the Lango culture and its people. The code of Conduct or standard of conduct is a guideline for members to streamline the way they work together and relate to each other to build and promote the purpose of the Association.

Guiding Principles

The code of conduct is based on the principles of ethical consideration and value for every individual and each other as human beings. It is in line with the principles enshrined in many binding international human rights instruments, including the Universal Declaration of Human Rights, Convention on the Social, Economic and Cultural Rights, Convention on the Elimination of All Forms of Discrimination against Women.

Values: The LAONA members shall share the core values of Honesty and Respect for individual and diversity regardless of social status, age, educational level or gender; Professionalism in all interactions; Responsibility; Transparency and Integrity in decision-making; and Pride in the Association.

Ethical Considerations: In the conduct of the affairs of the Association, every member is expected to comply with the applicable federal, state/province, and local laws of the country, as well as the Constitution and Bylaws of LAONA. The Association shall not permit any activity that fails to stand the closest possible public scrutiny. Accordingly, members must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing the Association’s operations. Violations of any element of the Code are subject to disciplinary measures.

Scope

The Code shall apply to the following members of the LAONA:

- Members of the Board of Directors;
- Members;
- Any individual employed by LAONA, using LAONA resources or facilities, or receiving funds administered by LAONA;
- Volunteers and other representatives when speaking/acting on behalf of the LAONA.

Standards of Conduct

The LAONA holds itself and its members to the following standards of conduct:

- 1. Behave ethically and with integrity:** Ethical conduct is a fundamental expectation of every member. On matter of confidentiality, all members must exercise the utmost discretion in handling confidential information related to official business of the Association, especially those that can endanger or jeopardize lives, damage the image of the Association or defame the name and character of an individual or individuals within the Association.
- 2. Exercise fairness and respect for others at all times:** The LAONA is committed to tolerance, diversity, and respect for all individuals, irrespective of age, gender, professional level, any other differences. All members are expected to strictly observe this Code, which is also in line with the Lango culture, where maximum respect is generally, not only accorded to gender, age and political differences, but also highly encouraged.
- 3. Manage responsibly:** The LAONA entrusts its members who hold offices within the Association to be committed and to manage their duties diligently and responsibly.
- 4. Protect and preserve LAONA resources:** As an Association that is dedicated to responsible stewardship, the LAONA expects its members to be mindful of and protect the resources that belong to the Association.
- 5. Promote a culture of compliance in conducting business:** The LAONA is committed to honoring legal requirements and to fostering a culture of ethics and compliance. All members are expected to comply with the Association's rules and regulations, the Constitution and the applicable laws of the country while conducting Association's business.
- 6. Guard against conflicts of interest and commitment:** The Association expects members to perform their duties conscientiously, honestly and in accordance with the best interests of the Association. Members must not use their positions or the knowledge gained as a result of their positions in the Association for private or personal advantage. Regardless of the circumstances, if a member senses that a

course of action he/she has pursued, is pursuing, or contemplating to pursue may result in a conflict of interest with the Association; he/she must abandon such action immediately and communicate all the facts to the Board of Directors.

- 7. Manage Public, Private, and sensitive/information:** Members are the creators and custodians of many types of information. In the conduct of the LAONA business, members are responsible for and must guard the sensitivity/confidentiality of the official information related to the Association. Any unauthorized dissemination and or use of the LAONA information/product, including but not limited to the use for personal gain, shall be considered a breach of confidentiality and trust, and shall be subject to disciplinary measures.
- 8. Promote health and safe environment in the Association:** The LAONA **encourages** all members to contribute to creating a safe and supportive environment for all of its members, and to uphold the image of the Lango community in North America. Therefore, all members have a shared responsibility to build and ensure a safe, friendly and healthy environment for all the LAONA members, staff, volunteers and visitors.
- 9 Maintain and promote good communication:** The Association encourages the members to remain alert to the importance of language and tone used in communicating with one another, especially while conducting official business. Every member is expected to show respect at all times, irrespective of age, gender, and social status when communicating officially or unofficially with one another. This includes how members address each other and respond to each other, particularly when discussing sensitive issues or matters. The use of harsh and profane language is unacceptable. Constructive dialogue is expected.
- 10 Promote cultural pride.** The Lango are a proud and dignified people. All members should attempt to behave in a manner that is befitting of the dignity of the Lango people – manifested in their generous, caring, loyal, respectful and trustworthy nature.
- 11 Respect for the land and authority.** Members must abide by and show respect for the local authority and the law of the land in which they reside, as well as respect the local cultures and practices.

Section 2: Disciplinary measures

The Board of Directors shall ensure that appropriate administrative measures and procedures are put in place to support the observance of the Code.

Any member who violates any of the provisions of the LAONA Constitution or the Bylaws shall face a disciplinary measure. Below are examples of the misconducts that will warrant disciplinary measures:

A. Misconduct warranting disciplinary measures, include but not limited to:

1. Gross misconduct or behavior deemed detrimental to the Association's reputation e.g. defrauding the Association and corruption.
2. Conviction of illegal activities by the judicial court of a local jurisdiction.
3. Unauthorized use of the Association name or logo for personal transactions and or to solicit funds, grants, or donations from any person(s), group, agency, government or otherwise without the prior knowledge and authority from the Board of Directors of the Association.
4. Unauthorized use of the name(s) of any members of the Association for personal interest, gain and or pleasure.
5. Interference, intercession or collusion with any of the officer(s) or member(s) of the Association to undermine the Association or deprive it from receiving donation (monies, grants, property and otherwise).
6. Use of or refusal to withdraw any foul language or derogatory remarks made at meetings or forums. Such use of a derogatory language shall be considered detrimental to the smooth running of the affairs of the Association and therefore subject to a disciplinary measure.
7. Violation of family sanctity or discussing other members' family-related issues. Members' family issues are to be respected and are out of bounds of the Association business.
8. Interfering, tempering or changing the decision of the Board or disciplinary organ of the Association or any such unit including its officials.
9. Divulging, disseminating and or discussing Association's confidential information without prior notification and authorization by the Board of Directors.
10. Deliberately giving out false information to the Association or any of its organs with a view to undermine the Association or its members.
11. Repeated absence from official meetings and engagements of the Board or its organs without prior notice or justification.
12. Repeated lateness to Board meetings or social engagements, without proper or legitimate explanation.
13. Gross financial indebtedness to the Association.
14. Failure to meet one's financial obligations to the Association for a period of three consecutive years.

B. Sanctions

Misconduct is the failure by any member to comply with his/her obligations under the LAONA Constitution and Bylaws or to observe the standards of conduct expected of a

member of the Association. Disciplinary procedures shall be carried out against any misconduct by any member or group of members. Disciplinary measures shall vary according to the gravity of the misconduct and shall range from a simple warning to a dismissal from the Association or office of the Association.

Section 3: Disciplinary Committee's Duties and Procedures

Ad hoc disciplinary committee members shall be nominated by the Chair and confirmed by the Board of Directors. The committee shall consist of three members. Only members in good standing with a good knowledge and an understanding of the LAONA Constitution and the Bylaws shall be considered for the position.

A. Duties:

The duty of the Disciplinary Committee is to ensure that the Executive and the general membership function with discipline, justice and fairness.

B. Procedure for addressing misconduct

When an allegation of misconduct or breach of the Association's Constitution, Bylaws or Code is made against any member or group of members to the Board of Directors, the Board shall review the gravity of the allegation and decide whether to refer the matter to the disciplinary committee, or deal with it immediately. The Board may decide to deal with the case directly, if it considers it as mild and subject to light disciplinary measures such as warnings. When the Board decides to refer a case to the disciplinary committee, the committee shall investigate the allegation and decide on the action to be taken. It shall recommend the action to be taken to the Board, which shall announce the disciplinary measure. The individual or group of members involved shall be entitled to a fair and impartial hearing by the disciplinary committee in the manner hereunder specified:

- (I) All charges referred to the disciplinary committee shall be made in writing and signed by the Chair of the Board or his designee.
- (II) The Committee shall review the allegation/charges, and if it finds enough evidence to warrant action, the committee shall invite the accused for a hearing within 30 days of the referral.
- (III) The accused has the right to advise the disciplinary committee of any witnesses they deem can help to buttress their defense.
- (IV) After due consideration of the case, the disciplinary committee shall recommend to the Board the appropriate measure that should be taken which fits the misconduct.
- (V) The Board will issue the disciplinary measure as recommended by the Disciplinary Committee. However, the Board reserves the rights to accept the recommendation of the Disciplinary Committee entirely, or to modify the measure as it sees fit.

- (VI) If the accused is not satisfied with the decision reached, such member shall have the right to appeal the decision of the disciplinary committee for a re-hearing.
- (VII) In the case of an appeal, a special ad hoc committee comprising of one member of disciplinary committee, one member of the Board and one regular member of the Association in good standing and with a good knowledge of the LAONA Constitution and the Bylaws shall hear the appeal and make a final decision.
- (VIII) The procedure for the appeal to the special committee shall follow the provision in sub-section B (I) (II) (III) hereinbefore stated.

=====