

National Space Society Code of Conduct

The National Space Society (NSS) is committed to maintaining a professional and ethical environment that protects the reputation and integrity of the Society. Therefore, NSS expects Members of the Board Directors, Officers, Directors/Managers/Coordinators, or employees (collectively, NSS “Leaders”) working on behalf of the Society to uphold the highest standards of professional and ethical behavior, including compliance with this code of ethics and conduct, and applicable laws and regulations, in all Society-related transactions, activities and interactions. The Society may take appropriate actions in the event of a violation of this code.

1. Core Values

- In all matters act with integrity and honesty.
- Demonstrate mutual respect, teamwork, and civility in all Society activities.
- Conduct open and honest discussion of differences in viewpoint without resort to ad hominem attacks.
- Adhere to the following NSS policies which may be amended from time to time:
 1. The NSS Nondiscrimination Statement
 2. The Diversity Statement in the NSS Corporate Policies
 3. NSS Policy Regarding Harassment and Discrimination
 4. NSS Conflict of Interest Policy.
- In connection with any NSS activities, discourage actions or behaviors which are contrary to the core values of the Society as expressed in this Code. Such behaviors would include, but are not limited to discrimination based on race, color, religion, sex or national origin, harassment of any kind, intimidation, bigotry, or other nonprofessional behaviors.
- The Society is a non-partisan organization. As such, Leaders shall:
 1. Avoid bringing partisan and/or politicized issues into Society forums, meetings, or activities.
 2. Not disparage or attack other Leaders or members as a result of a partisan role they may hold outside of the Society
 3. Avoid making any statement, positive or negative, about political candidates, parties or partisan leaders in Society forums, meetings, or activities.
 4. Notwithstanding the above, civil discussions that directly relate to the positions of politicians or partisan figures with regard to space policy are appropriate within the Society.

2. Society Funds

Leaders who are responsible for the handling of Society revenues, accounts, and associated records and materials are entrusted with the job of ensuring appropriate safekeeping.

3. Member Service and Member/Donor/Public Relations

In every member/public interaction as a representative of NSS, leaders are expected to treat others with respect, professionalism, courtesy and helpfulness whether by telephone, in person, or in writing.

When communicating in public, leaders shall distinguish clearly between their personal views and an official message of the Society. Leaders may not misrepresent their NSS position or authority.

4. Society Records

Leaders, during and after their term in a leadership position, are expected to keep confidential records and information received while a Leader that the Society expects to be confidential. Such confidential information includes, for example, information about the internal operations and finances of the Society, personal information about Society members, leaders, donors, volunteers, possible donors and volunteers, and unpublished policy discussions and related documents.

5. Improper Payments

Leaders will not permit, encourage, facilitate, make, or offer (whether directly or via any third party) any improper benefit or payment in any country to any person or entity.

An improper benefit includes:

- Any bribe, payoff, kickback, benefit or advantage offered or promised, which is made to obtain or retain an advantage in a commercial transaction or to induce or reward an improper performance of a duty;
- Any gift, payment, favor, entertainment or other thing of value beyond gifts of nominal value or beyond appropriate and proportionate gifts, favors or entertainment of a moderate nature; or
- Any commission, discount or consulting or professional fee not reasonably related to services actually and legally performed.

6. Considerations Related to Actions to be Taken in Response to Violations of the Code of Conduct

Levels of severity:

- Lessor, such that an escalating set of penalties starting with a warning are appropriate.
- Greater, such that the Society action may move immediately to the most severe level.

Possible actions to be taken in response to violations:

1. Warning from a colleague or overseeing leader

2. A censure vote at one of the committees, the Executive Committee level, or the Board of Directors' level stating formally that a person violated the code of conduct.
3. Removal from committee membership (requires an Executive Committee vote).
4. Removal as Chair of that committee (requires an Executive Committee vote).
5. Removal from a position as Director/Manager (requires an Executive Committee vote).
6. Removal from a position as an Officer (requires a majority Board of Directors vote).
7. Removal from the Board of Directors (requires a 2/3 Board of Directors vote).