



**National Speakers Association  
Code Violation Complaint Form**

To: **Code of Ethics and Professional Behavior Committee**

National Speakers Association

Send via email to [jaime@nsaspeaker.org](mailto:jaime@nsaspeaker.org)

Please check the appropriate boxes.

I witnessed a violation

I have reasonable belief a violation occurred

I am an NSA Member

I am not currently a member of NSA

1. Complainant name and contact information:

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred method(s) of communication \_\_\_\_\_ Call \_\_\_\_\_ Text \_\_\_\_\_ Email

2. Who do you believe violated the NSA Code of Ethics and Professional Behavior?

Respondent(s) Name(s): \_\_\_\_\_

3. Date(s) of Code Violation Incident(s) and/or date you learned of the violation:

4. Location/Occasion of Code Violation Incident(s):

5. Describe in your own words what you believe to be the code violation. Please include

- a) what you saw, heard, and/or experienced, and
- b) any other facts relevant or important to this matter.



6. Please check which Article(s) of the NSA Code you believe Respondent Violated:

- 1 Abundant Generosity
- 2 Elevating Excellence
- 3 Intentional Language
- 4 Honorable Innovation
- 5 Uplifting Humanity

7. Were other NSA members directly involved? If yes, please state their names and describe how they were involved:
8. Who else knows or may know information about the situation? (Please give names and telephone numbers if known. Also state if these individuals are NSA members.)
9. What communication, if any, have you and the Respondent had about the incident?
10. If you believe this matter is a violation of a local, state, or federal law, have you reported this incident to a governmental authority and/or law enforcement agency? If so, when, to whom, and what is the status?

After your Complaint is filed, the Committee on Ethics and Professional Behavior (CEPB) will make an initial determination as to whether the above allegations constitute a possible violation. If the complaint meets the initial determination of a possible violation, you may agree to participate in mediation or choose to go directly to the investigation process (see attached NSA Code Process flowchart).

Please check one of the following:

- If my complaint meets the initial determination of a possible ethical violation, I agree to participate in mediation and understand if the matter is not resolved in mediation, it will proceed to investigation.
- If my complaint meets the initial determination of a possible ethical violation, I do not wish to participate in mediation and ask that it proceed to investigation.

IT IS THE DUTY AND OBLIGATION OF ALL NSA MEMBERS TO COME FORWARD WITH EVIDENCE OF PERCEIVED VIOLATIONS OF THE CODE OF ETHICS AND PROFESSIONAL BEHAVIOR. HOWEVER, EACH NSA MEMBER MUST BE MINDFUL OF HIS/HER/THEIR PROFESSIONAL OBLIGATIONS REGARDING CONFIDENTIALITY AND THE POSSIBLE SANCTIONS FOR ABUSE OF THE COMPLAINT PROCEDURES. YOUR SIGNATURE SIGNIFIES THAT THE COMPLAINT IS BROUGHT IN GOOD FAITH AND NOT TO HARASS THE RESPONDENT.

Signature \_\_\_\_\_ Date \_\_\_\_\_



Appendix 1: NSA Code Complaint Flowchart

