



Southern California Chinese Lawyers Association

Code of Conduct

(Adopted January 28, 2024)

The Southern California Chinese Lawyers Association (“SCCLA”) is a member organization of Chinese American and Asian American lawyers, jurists, and law students throughout Los Angeles and Orange County.

Its mission is the advancement of the professional growth and interests of Chinese American and Asian American lawyers, jurists, and law students; improving the Chinese American and Asian American communities’ access to legal services; and promoting the interests of Chinese American and Asian American communities.

To accomplish its mission, it is critical that SCCLA adopt a Code of Conduct that is consistent with its values and shall be integral to all of its activities.

Accordingly, all SCCLA members, attendees of SCCLA events and participants in SCCLA sponsored programs, including but not limited to attendees, speakers, volunteers, sponsors, and vendors (each, a “SCCLA Participant” and collectively, the “SCCLA Participants”) acknowledge and agree to comply with and abide by the policies and procedures detailed in this Code of Conduct. SCCLA Participants are responsible for notifying their guests, if any, of the existence and contents of this Code of Conduct and each such guest shall similarly comply with the policies and procedures detailed herein.

Code of Conduct

All SCCLA Participants hereby agree to comply with and abide by the following guiding principles which for the sake of clarity shall each include any action or communication, whether written or oral, with, by, between, or among SCCLA Participants, including but not limited to in-person, virtual meetings, phone calls, emails, text and internet messages, online forums, and social media:

- Engage in professional behavior which promotes respect, care, and concern for others.
- Communicate and act in a manner which fosters a mutual sense of dignity and respect for the thoughts, opinions and ideas of others.
- Be mindful of and promote a diversity of perspective. SCCLA welcomes community dialogue and healthy discussion in which contrary opinions can and will often be shared amongst SCCLA Participants.
- Refrain in any conduct which may create an intimidating, hostile or offensive environment in which one or more SCCLA Participants may feel uncomfortable.
- At events where both alcoholic and non-alcoholic beverages are served, SCCLA Participants who choose to drink alcoholic beverages are expected to drink responsibly.
- Address and report inappropriate behavior and comments which may not be consistent with this Code of Conduct.

SCCLA strictly prohibits and actively discourages all forms of discrimination, harassment, retaliation, bullying, or intimidation on the basis of a protected class, including but not limited to race, color, religion, sex/gender, gender identity, sexual orientation, national origin, disability, pregnancy, marital status, familiar status, military status, or age. Inappropriate use of nudity or sexual images, unwanted touching, unwanted remarks of a sexual nature, and unwelcome comments about a SCCLA Participant's body or personal appearance will not be tolerated.

Reporting Inappropriate Conduct

Any SCCLA Participant may and should be encouraged to report an alleged violation of this Code of Conduct to any one of the Officers, in-person or at info@sccla.org. In the event of a reported violation of this Code of Conduct, the Officers will conduct a confidential investigation of the alleged violation, unless an Officer is alleged to have violated the Code of Conduct, in which case the remaining Officers will conduct the investigation. As part of the confidential investigation, in their sole discretion, the Officers may interview the SCCLA Participant whom is the subject of the reported violation. Any information, whether written or oral, derived from the investigation is to remain confidential to the extent practicable. If you have any questions or would like to learn more about this process, please contact any one of the Officers, in-person or at info@sccla.org.

Censure, Suspension, or Termination of Membership

Upon conclusion of the confidential investigation, if the Officers determine a SCCLA Participant has violated any portion of this Code of Conduct, the Officers may, in their sole discretion, contact such SCCLA Participant to share the results of the confidential investigation, express SCCLA's disapproval of the conduct in violation of this Code of Conduct and discuss, recommend, and implement potential remedies.

If the Officers determine that censure, suspension, or expulsion from membership or future events is required, the Officers will file written charges against the SCCLA Participant to be reported to the Board of Governors and provide at least ten (10) days' prior written notice of a proposed hearing before the Board of Governors. At the hearing, the SCCLA Participant charged shall be given the opportunity to be heard and to present evidence in answer to such charges. In order to issue a formal statement of disapproval, suspend, or expel such charged SCCLA Participant, the approval of at least two-thirds of the Board of Governors is required. Upon the approval of the Board of Governors, formal written notice will be provided to the charged SCCLA Participant.

Any SCCLA Participant against whom the Board of Governors has voted to issue a formal statement of disapproval, suspension, or expulsion from membership may appeal the determination by filing a written notice with the Secretary of SCCLA within sixty (60) days. In the event of an appeal, an affirmative vote of a majority of the Board of Governors present at the meeting shall be required to override any appealed censure, suspension, or expulsion.

Additionally, SCCLA reserves the right to report alleged violations by any SCCLA Participant to the State Bar of California, other State Bars or law enforcement, as applicable.