



SACNAS Board of Directors Code of Conduct and Ethics Policy

The purpose of the “Code of Conduct and Ethics Policy” is to help ensure that the Board of Directors of SACNAS adhere to and promote proper ethical standards, abide by the law, and preserve the organization’s integrity, reputation, professional and business relationships.

Recognizing it is not possible to address all ways in which ethical issues may arise, the following principles are intended as a guide in making sound judgments and decisions on behalf of SACNAS and its mission.

Pledge of Personal and Professional Conduct

Integrity -- I will demonstrate the highest standards of individual conduct, personal accountability, trustworthiness, fair dealings, considerations of the rights of others, and the highest principles of good business relationships.

Excellence -- I will strive to meet the highest standards of performance, quality, service and achievement.

Honesty -- I will communicate directly, respectfully, honestly and openly, and avoid misrepresentation, including misrepresentation through omission.

Diversity -- I will support and value diversity -- promoting an environment that embraces the similarities and differences all people bring to the organization.

Respect -- I will respect and act fairly toward all those with whom I come into contact and refuse to engage in or tolerate any form of discrimination or harassment.

Responsibility -- I will take responsibility for my actions and decisions and remain a careful steward of SACNAS funds and resources.

Compliance -- I will comply with SACNAS’ Code of Conduct and Ethics and all laws and regulations affecting SACNAS.

Professional Practices

As a SACNAS Board Member, you serve as a volunteer leader and organization ambassador. Board members should model the highest standards of ethics and individual conduct.

While the “Pledge” outlines general principles guiding our ethical conduct, the following points illustrate important applications that are relevant to the work of SACNAS Board Members. The points below are not intended to be all-inclusive. All volunteers are encouraged to utilize their own good judgment in maintaining the highest standards of ethics.

Governance

- I will commit myself to faithfully carrying out my duties and advancing the vision and mission of SACNAS.
- I will work cooperatively with others, determined to be a cohesive and integrated member of the team working towards a common purpose and celebrating a shared set of principles.
- I will encourage the full and open discussion of issues entrusted to me and will ensure that others have a genuine opportunity to be heard.
- I will carry out final decision of the Board, even if I originally disagreed.
- I will always thoroughly and fairly consider the final recommendations of committees, subcommittees, task forces, chapters, or management, even if I may have a different opinion.
- I will reveal any perceived, potential or actual conflicts of interest to the Board President and Executive Director and will withdraw from the meeting room during any discussion, review, and voting in conjunction with such matter.

Conflicts of Interest

- I will not place my personal interests in conflict with the interest of SACNAS and will avoid any conduct that may impair my judgment with respect to SACNAS.
- I will not, directly or indirectly, benefit improperly from my position or from any sale, purchase, or other activity of the organization.
- I will avoid situations involving impropriety or conflict, or the appearance of impropriety or conflict between duty to the organization and personal interest.
- I will not ask for or receive cash, kickbacks, bribes, gifts or favors from a potential supplier, customer, competitor, or donor as any payment, service, gratuity, gift, or favor to obtain a financial benefit or to vote a certain way.
- I will avoid any outside business relationships with donors, other businesses or competitors if that relationship creates a conflict of interest by influencing decisions made by me in the performance of my regular duties for SACNAS.
- I will ensure that travel, entertainment, and related expenses are incurred on a basis consistent with SACNAS policies and not for personal gain or interests or benefit any other related party.
- I will reveal to the Board President and Executive Director any perceived, potential or actual conflicts of interest.

Assets, Financial Reporting, and Transactions

- I will do my part in ensuring that SACNAS complies with prescribed accounting policies and procedures at all times.
- I will do my part in ensuring that organizational assets and transactions are handled with the strictest integrity, and that each transaction is executed in accordance with applicable procedures, authorization and documentation.
- I will not use, directly or indirectly, the organizational name or logo, organizational funds, property, computer connectivity, equipment, assets, copyrighted material or other organizational resources for any unethical, unlawful, or inappropriate purpose.

Fundraising

- I will enthusiastically promote genuine voluntary giving and prevent or inhibit any solicitations made under duress or coercion.
- I will be accurate and truthful in our fundraising requests and information.
- I will respect the informed choices of our donors by fairly and truthfully reporting our fundraising costs and overhead.
- I will be clear about how donated resources will be utilized.
- I will do my part to ensure that donated resources are used in the manner in which they were intended or transparently informing donors of any important alterations in the planned use of the funds.
- I will honor and uphold the requirements set forth in IRS publications [526](#) and [1771](#), the [Donor Bill of Rights](#), and the Association of Fundraising Professionals ([AFP](#)) [Code of Ethics](#)

Confidential Information

- I will not release business information that has not been made public to private individuals, organizations, or government bodies unless demanded by legal process.
- I will not use confidential information obtained in the course of my affiliation with SACNAS for the purpose of advancing any private interest or otherwise for personal gain.
- I will keep confidential all information shared on sensitive issues, such as compensation and performance data.

Political Contributions

- I will refrain from making - or create the appearance of making - any contributions to any candidate for public office or political committee on behalf of SACNAS.
- I will refrain from using any organizational financial resources, facilities, or personnel to endorse or oppose a candidate for public office.
- I will clearly communicate that I am not acting on behalf of the organization, if identified as an official of SACNAS, while engaging in political activities in an individual capacity.
- I will engage in personal political activities on my own time and at my own expense.

Reporting and Investigations

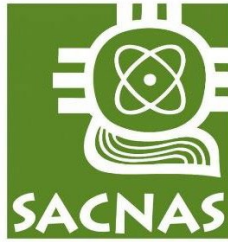
Upon receipt of the Code of Conduct and Ethics, each SACNAS Board Member will agree in writing to comply.

Questions and Reporting

- Any questions regarding the Code of Conduct and Ethics, its interpretation or application should be directed to the Board President and/or Executive Director.
- If a Board Member knows of a violation of the Code of Conduct and Ethics, she/he should immediately report it to the Board President and Executive Director. If reporting to that person(s) creates a conflict, it should be reported to the other individual solely.
- If a Board Member is concerned that she/he may not be in compliance with the Code of Conduct and Ethics she/he should complete the appropriate Disclosure Statement, and the Board President will provide a written response.

Follow-Up

The Board President will promptly investigate all alleged Code of Conduct and Ethics violations and will recommend action if required, to the full Board.



**Board of Directors
Code of Conduct and Ethics Policy**

Certificate

I acknowledge that I have received and read my personal copy of the SACNAS Board of Director Code of Conduct and Ethics. I understand that I am responsible for adhering to the principles of this Code of Conduct and Ethics, and I confirm that I will conduct myself in accordance with the principles of this policy. The certificate process is mandatory for all the Board of Directors.

I fully accept the SACNAS Board of Directors Code of Conduct and Ethics Policy.

Signature

Printed Name

Date

Please sign, date, and return to governance@sacnas.org. SACNAS must receive your signed compliance acknowledgement and any disclosed conflicts—perceived or noted—at least 5 business days before your first Board meeting of each calendar year. It is preferred to receive the signed document prior to January 1st of the calendar year.

NOTE – *If any additional conflicts arise during the year after signing the compliance document, you must disclose those within 10 business days or before any business transaction and/or vote related to the conflict, whichever is shorter.*