Alpha Delta State Ohio Educational Foundation (ADSOEF)

ETHICS POLICY

GOVERNING POLICY

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I. PURPOSE

ADSOEF Board of Directors (BOD), members and volunteers shall conduct themselves with honesty, integrity, respect, fairness, and openness in all their dealings as representatives of ADSOEF.

II. HISTORY

ADSOEF, a 501(c)(3) charitable affiliate of Ohio State Organization, was established to oversee funds transferred to ADSOEF by trustees of the A. Margaret Boyd Overseas Foundation, and funds transferred to ADSOEF by the Executive Board of Ohio State Organization (formerly known as Alpha Delta State Ohio).

ADSOEF exists to raise, manage, and distribute funds to serve charitable purposes relating to professional and personal growth of educators, and to promote educational excellence**.**

III. MEMBERSHIP

Members of Ohio State Organization, a state organization of The Delta Kappa Gamma Society International, are also members of ADSOEF with no additional dues. Members are professional women educators.

IV. ALL MEMBERS' COMMITMENTS

ADSOEF Directors, members and volunteers shall be committed to:

A. uphold and enhance personal and professional honor, and the dignity of all ADSOEF members, contributors, grantors, beneficiaries, and the general public;

B. create an environment where all members are heard, informed, respected and supported, and where all practices and activities are conducted with integrity, honesty, fairness, accountability, transparency, security, and service to others;

C. accept responsibility to keep up to date with emerging issues for educators and education, and to share that information;

D. refrain from restricting member involvement in ADSOEF. (ADSOEF *Bylaws*, ARTICLE II, Section C); and

E. conduct fundraising activities and solicitations for contributions in accordance with state and federal laws.

V. COMMITMENTS SPECIFIC TO THE BOD

ADSOEF BOD, the ADSOEF governing body and fiduciary agents, shall be committed to:

A. promote and provide oversight and guidance for the ADSOEF mission and purposes; work to keep ADSOEF relevant and healthy; and actively engage in all aspects of what is best for ADSOEF;

B. ensure the legal and ethical integrity of ADSOEF;

C. manage resources responsibly and ensure spending practices and policies are fair, reasonable, appropriate, and effective for ADSOEF's charitable mission and purposes;

D. accept legal and ethical obligations to stakeholders to conduct business in an open, transparent, professional and honest manner, and with total accountability for financial operations;

E. expend funds on administrative expenses that ensure effective accounting and investment systems, internal controls, fundraising costs, and other expenditures critical to professional management;

F. make ADSOEF documents, financial reports, and a list of funds and how to apply for them, available electronically on ADSOEF's website and by link from the Ohio State Organization DKG website;

G. honor requests for information from the BOD through the *Contact Us* section on the ADSOEF's website and in other communications vehicles used by the BOD;

H. uphold all principles stated in the Donor Bill of Rights, honor contributors' directives to use contributions for a designated fund(s), respond to requests for ADSOEF information in a timely manner, and preserve an individual's

expressed preferences for confidentiality and privacy. (ADSOEF Donor Bill of Rights Policy);

I. develop, adopt, evaluate and update policies and procedures that address fiscal stewardship, program and project effectiveness, and the needs of ADSOEF members on an ongoing basis;

J. establish procedures to ensure Directors are able to fulfill their governance duties. (ADSOEF *Bylaws*, ARTICLE V, Sections D and E);

K. establish a policy, requiring each Director's signature, to address and manage conflicts of interest or the appearance thereof. (ADSOEF Conflict of Interest Policy);

L. establish procedures to protect against theft, fraud, deception and other breaches, and to address concerns regarding adherence to ADSOEF policies and procedures. (ADSOEF Whistleblower Policy);

M. establish a policy requiring each Director's signature to protect ADSOEF information assets, sensitive data, digital assets, and to assure compliance with applicable laws and regulations. (ADSOEF Cybersecurity Policy; and

N. Establish a policy requiring each Director's signature to abide by the Confidentiality Policy. (ADSOEF Confidentiality Policy)