**Alpha Delta State Ohio Educational Foundation**



**ETHICS POLICY**

**GOVERNING POLICY**

**Effective Date: 6/29/2018**

**Review Date(s):**

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**Number of Pages: 3**

**I. PURPOSE**

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

**II. HISTORY**

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

The Foundation 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 Alpha Delta State Ohio Educational Foundation. 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 Foundation 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 the Foundation. (*ADSOEF Bylaws*, ARTICLE II, Section C)

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

**V. COMMITMENTS SPECIFIC TO THE BOARD**

ADSOEF Board of Directors, the Foundation’s governing body and fiduciary agents,shall be committed to

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

B. ensure the legal and ethical integrity of the Foundation.

C. manage resources responsibly and ensure spending practices and policies are fair, reasonable, appropriate, and effective for the Foundation’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 Foundation documents, financialreports, and a list of funds and how to apply for them, available electronically on the Foundation’s website and by link from the Ohio State Organization website.

G. honor requests for information from the Board of Directors whose contact information is published on the Foundation’s website and in other communications vehicles used by the Board.

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 Foundation 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 the Foundation’s 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 the Foundation’s policies and procedures. (ADSOEF Whistleblower Policy)