



## **San Juan Island Community Foundation**

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### **Code of Ethics**

#### **I. Personal and Professional Integrity**

Board members, staff members and volunteers of the San Juan Island Community Foundation are expected to act with honesty and integrity in all their actions related to the Foundation and its Mission. Each shall be cognizant of their actual or perceived conduct and roles as representatives of the Foundation.

The Foundation promotes an operating environment that values respect, fairness, and integrity. We strive to practice these values and to maintain confidentiality regarding inquiries, applications, organizations, groups and individuals, including all internal deliberations of the Foundation.

We caution ourselves as Board members, staff members and volunteers to not:

- Deliberate or make our decisions based upon the race, religion, age, gender, cultural background or political persuasion of others.
- Disclose personal or sensitive information about others without the person's explicit permission

#### **II. Mission**

The Community Foundation has a clearly stated mission and purpose, approved by the Board of Trustees, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of the Community Foundation understand and are loyal to that mission and purpose. The mission is responsive to the individuals and community served by the Community Foundation.

#### **III. Governance**

The Community Foundation has an active governing Board that is responsible for setting the mission and strategic direction of the Community Foundation and oversight of the finances, operations, and policies of the Community Foundation.

#### **IV. Legal Compliance**

The Community Foundation seeks to be knowledgeable of and to comply with all laws, regulations, and applicable international conventions. The Foundation retains legal counsel when prudent and respects the opportunity to work with clients and donors and their professional advisors. The Foundation does not give legal or accounting advice.

#### **V. Responsible Stewardship**

The Community Foundation manages its funds responsibly and prudently as demonstrated through the following actions:

- Spends a majority of its annual budget on programs in pursuance of its mission;
- Complies with its Spending Policy for endowed funds, recognizing donor intent and remains in compliance with the Uniform Prudent Management of Institutional Funds Act (UPMIFA);
- Spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- Compensates staff and others reasonably and appropriately;
- Does not accumulate operating funds excessively;
- Ensures that all spending practices and policies are fair, reasonable and appropriate to the mission of the organization; and,
- Ensures that all financial reports are factually accurate and complete in all material respects.

#### **VI. Openness and Disclosure**

The Community Foundation provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about the Community Foundation will fully and honestly reflect the policies and practices of the organization. Basic informational data about the Community Foundation, such as the public copy of IRS Form 990, Board membership and active granting programs will be posted on the Community Foundation's website or otherwise made available to the public in its Annual Report. All materials shall accurately represent the Community Foundation's policies and practices. All financial, organizational, and program reports will be complete and accurate in all material respects.

#### **VII. Program Evaluation**

The Community Foundation regularly reviews program effectiveness and strives to incorporate lessons learned into future programs and be responsive to changes in its field of activity and the needs of its constituents.

#### **VIII. Inclusiveness and Diversity**

The Community Foundation has a policy of promoting inclusiveness, and its board, staff and volunteers aspire to reflect diversity to enrich its program outreach and effectiveness. The Community Foundation takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served.

## **IX. Fundraising**

As an organization that raises funds from the public, the Community Foundation pledges to be truthful in its solicitation materials as it discloses important and relevant information to potential donors. The Community Foundation respects the privacy concerns of donors and expends funds consistent with donor intent as follows:

- Inform donors of the mission of the Foundation;
- Inform donors as to the way the resources will be used;
- Commits to exercising prudent judgment in its stewardship responsibilities;
- Provide access to the Community Foundation's financial reports;
- Ensure that donor's gifts will be used for the purposes for which they were given;
- Give donors appropriate acknowledgement and recognition;
- Ensure that information about donors and their donations is handled with respect and with confidentiality to the extent provided by law;
- Ensure that organizations presented to donors have been screened and meet professional standards;
- Give donors the opportunity to unsubscribe from mailing lists;
- Never share our mailing lists; and,
- Ensure that donors feel free to ask questions when making a donation and for them to receive prompt, truthful and forthright service.

## **X. Grantmaking**

The Community Foundation, as a grant-maker, has particular responsibilities in carrying out its mission. The Foundation will:

- Communicate clearly and on a timely basis with potential grantees;
- Treat grant seekers and grantees fairly and with respect;
- Respect the expertise of grant seekers in their fields of knowledge;
- Seek to understand and respect the organizational capacity and needs of grant seeking organizations; and,
- Respect the integrity of the mission of grant seeking organizations.

I hereby agree to adhere to the expectations as stated in Part I (Personal & Professional Integrity) of this document and also agree to help ensure that the Foundation upholds its responsibilities outlined in Parts II-X.

Violations of this Code of Ethics may be considered grounds for constructive review, reprimand, or dismissal of a Board member, staff member or volunteer as decided by a two-thirds vote of the Board of Trustees.

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SJICF Board Member/ Staff Member / Volunteer

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Date