

# Unitarian Universalist Advocacy Network of Illinois

## ETHICS POLICY

### I. Personal and Professional Integrity

All staff, members of the Board of Directors (“Board”), and volunteers of the Unitarian Universalist Advocacy Network of Illinois (hereinafter “UUANI”) act with honesty, integrity, and openness whenever they represent UUANI. UUANI promotes a working environment that values respect, fairness, and integrity.

### II. Mission

UUANI has a clearly stated mission and purpose, approved by the Board, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of UUANI understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by UUANI and of value to the society at large.

### III. Governance

UUANI has a Board that is responsible for setting the mission and strategic direction of UUANI and for oversight of its finances, operations, and policies. The Board commits itself to:

- Ensuring that its members have the requisite skills and experience to carry out their duties, that all members understand and fulfill their governance duties by acting for the benefit of UUANI and its public purpose, and that all members have specified terms of service;
- Maintaining a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal, or other means;
- Responsible action in the hiring, terminating, and regular review of the performance of the executive staff, and ensures that the compensation of the executive staff is reasonable and appropriate;
- Ensuring that Board members receive timely and comprehensive information so that they can effectively carry out their duties;
- Ensuring that UUANI conducts all transactions and dealings with integrity and honesty;
- Ensuring that UUANI promotes working relationships with Board members, staff, volunteers, members, and other stakeholders that are based on mutual respect, fairness, and openness;
- Ensuring that UUANI is fair and inclusive in its hiring and promotion policies and practices for Board, staff, and volunteer positions;
- Ensuring that policies of UUANI are in writing, clearly articulated, and officially adopted;
- Ensuring that the resources of UUANI are responsibly and prudently managed; and
- Ensuring that UUANI has the capacity to carry out its programs effectively.

### IV. Legal Compliance

UUANI is knowledgeable of and complies with all U.S. laws, regulations, and applicable international conventions.

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### **V. Responsible Stewardship**

UUANI manages its funds responsibly and prudently. UUANI:

- Spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
- 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 any others who may receive compensation, reasonably and appropriately;
- Has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- Does not accumulate operating funds excessively;
- Prudently draws from reserve funds consistent with donor intent and to support the public purpose of UUANI;
- Ensures that all spending practices and policies are fair, reasonable, and appropriate to fulfill the mission of the organization; and
- Ensures that all financial reports are factually accurate and complete in all material respects.

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

UUANI 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 UUANI fully and honestly reflects its policies and practices. **Basic informational data about UUANI, such as current, complete, and accurate financial statements are posted on UUANI's website or otherwise available to the public.** All solicitation materials accurately represent UUANI's policies, practices, and programs. All financial, organizational, and program reports are complete and accurate in all material respects.

### **VII. Program Evaluation**

UUANI regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. UUANI is committed to improving program and organizational effectiveness and developing mechanisms to promote learning from its activities and the field. UUANI is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

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

UUANI is committed to inclusiveness and diversity in its staff, Board and volunteers. UUANI takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, Board recruitment and constituencies served.

### **IX. Fundraising**

When raising funds, UUANI is truthful in its solicitation materials. UUANI respects the privacy

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concerns of individual donors, expends funds consistent with donor intent, and discloses important and relevant information to potential donors. In raising funds from the public, UUANI respects the rights of donors:

- To be informed of the mission of UUANI, the way the resources will be used and its capacity to use donations effectively for its intended purposes;
- To be informed of the identity of those serving on UUANI's Board and to expect the Board to exercise prudent judgment in its stewardship responsibilities;
- To have access to UUANI's current, complete, and accurate financial reports;
- To be assured their gifts will be used for the purposes for which they were given;
- To receive appropriate acknowledgement and recognition;
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
- To expect professional and respectful conduct from UUANI's staff;
- To be informed whether those seeking donations are volunteers, employees of the organizations, or hired solicitors;
- To have the opportunity for their names to be deleted from mailing lists that UUANI may intend to share; and
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

This Policy was adopted and made immediately effective by unanimous affirmative vote by the Board of Directors as of July 21, 2016.

(signed) *Dale Griffin*

President, Unitarian Universalist Advocacy Network of Illinois