

Clark County Community Foundation Inc.

Code of Ethics

I. Integrity

All directors, officers, employees, and volunteers of the Clark County Community Foundation Inc. (“Foundation or CCCF”) shall act with honesty, integrity, and openness in all of their dealings as representatives of the Foundation. The Foundation shall maintain a working environment that values integrity, fairness, and respect.

II. Our Mission

“The Clark County Community Foundation Inc. is dedicated to benefiting the citizens and communities of Clark County Wisconsin. Through vision, leadership, and stewardship of gifts received, the Foundation strives to make a positive impact on the quality of life, here in Clark County.”

We pursue our mission by:

- a. providing scholarships, grants and other forms of financial support as defined by the Foundation’s various policies and procedures;
- b. continuously refining the programs offered by the Foundation, based on its understanding of the current needs in Clark County (WI); and
- c. accepting financial support from donors and other supporting organizations.

III. Governance

The Board of Directors is responsible for setting the mission and the strategic direction of the Foundation and for exercising oversight of its finances and policies. The of Directors shall:

- a. ensure that Board members possess the requisite skills and experience to carry out their duties and that all directors understand and fulfill their governance duties, acting for the benefit of the Foundation and its charitable purposes;
- b. adopt and implement a Conflict of Interest Policy in order to avoid any conflicts of interest, the appearance of any conflict of interest, and to ensure that if conflicts do arise, that they are properly managed through disclosure, recusal, or other means;

- c. be responsible for the hiring and regular performance review of employees, and ensure that the compensation of those employees is reasonable and appropriate;
- d. ensure that senior management and appropriate staff provide the Board of Directors with timely and comprehensive information so that the Board of Directors can effectively carry out its duties;
- e. ensure that the Foundation conducts all transactions and dealings with integrity and honesty;
- f. ensure that the Foundation promotes working relationships with Board members, management team, staff and volunteers based on mutual respect, fairness and openness;
- g. ensure that the Foundation is fair and inclusive in its hiring and promotion policies and practices for all Board, management team, staff and volunteer positions;
- h. ensure that key policies of the Foundation are in writing, clearly articulated, and adopted;
- i. ensure that the resources of the Foundation are responsibly and prudently managed; and
- j. ensure that the Foundation has the capacity to carry out its mission and purpose effectively.

IV. Law and Ethics

The Foundation shall comply with all applicable federal, state, and local laws and regulations and shall seek the advice of counsel when necessary or appropriate. Compliance with the law, however, is the minimum standard of expected behavior. The Foundation shall also adhere to the highest ethical standards. All resolutions and other legal actions by the Board of Directors shall satisfy two requirements: (1) they shall be legally permissible, and (2) they shall also reflect the highest ethical standards as codified within this *Code of Ethics* document

V. Stewardship

In managing its funds responsibly and prudently, the Foundation shall:

- a. devote a reasonable percentage of its annual budget to programs in pursuance of its mission;
- b. incur administrative costs adequate to ensure effective accounting and legal compliance systems, internal controls, competent staff, and other expenditures critical to professional management;

- c. pay compensation, in return for services, that is reasonable but not excessive;
- d. avoid accumulating Foundation funds excessively;
- e. draw prudently from restricted funds in a manner consistent with the Foundation's *Spending Policy*; and
- f. follow spending practices and policies that are fair, reasonable, and appropriate to fulfill the mission of the Foundation.

VI. Diversity

The Foundation shall promote diversity and inclusiveness in its Board of Directors, management team, staff and volunteers.

VII. Evaluation

The Foundation is committed to continuously improve its programs and its organizational quality. The Foundation shall periodically review its programs and incorporate lessons learned. The Foundation shall be responsive to new developments that may impact its programs and shall be responsive to the interests of its constituents.

VIII. Fundraising

The Foundation shall comply with the charitable organization requirements of the State of Wisconsin – Department of Financial Institutions. The Foundation shall respect the privacy concerns of individual donors and shall follow the donor intent in making disbursements. The Foundation shall disclose important and relevant information to potential donors. In raising funds from the public, the Foundation shall:

- a. inform donors of the mission of the CCCF, and how their financial support will be used as part of its mission;
- b. inform donors of the identity of those serving on the Foundation Board of Directors;
- c. disclose the Foundation's most recent financial reports;
- d. represent that contributions will be used for the purposes for which they were given;
- e. provide appropriate acknowledgement and recognition of contributions;
- f. treat information about donations with respect and with confidentiality to the extent requested and/or provided by law; and
- g. encourage donors to ask questions when making a donation, and provide prompt, truthful and forthright answers.

IX. Transparency

- a. The Foundation shall provide comprehensive and timely information to the public, the media, and all stakeholders and shall be responsive in a timely manner to reasonable requests for information. All information about the Foundation shall fully and honestly reflect its policies and practices. All financial and program reports shall be complete and accurate in all material respects.

The following governance documents shall be posted on the CCCF's website (www.clarkccf.org).

- i. Articles of Incorporation;
 - ii. Bylaws;
 - iii. Conflict of Interest Policy;
 - iv. Code of Ethics;
 - v. Statement of Investment Policy
 - vi. Spending Policy
 - vii. Gift Acceptance Policy;
 - viii. Whistleblower Policy; and
 - ix. Audited / reviewed financial statements (as required) and IRS Form 990 for the most recent three years.
- b. The website shall invite comments by readers with regard to any governance document, and the readers shall be expressly encouraged to download any documents that may be useful to them.

X. Confidentiality

All directors, officers, employees and volunteers have a duty to safeguard information that is proprietary to the Foundation. Information about the CCCF that is confidential or proprietary and obtained by a director, officer, employee or volunteer as a consequence of such person's association with the Foundation may not be disclosed to third parties unless expressly authorized by the Foundation.

XI. Complaints

Any person, whether or not connected with the Foundation, may lodge a complaint of unethical conduct against a director, officer, employee, or

volunteer of the Foundation by filing a written complaint with any director or officer.

XII. Remedies

Any director who fails to comply with this Code of Ethics may, in the discretion of the Board of Directors, be removed from the Board. If any employee or volunteer fails to comply with this Code of Ethics, that person may be put on notice or terminated, at the discretion of the Executive Committee or the Board of Directors.

XIII. Annual Affirmation Statement

**Clark County Community Foundation Inc.
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Annual Affirmation Statement – Year _____

The Code of Ethics of the Foundation requires an annual affirmation that you have received, read, understand, and agree to comply with the Code of Ethics. Please sign this Annual Affirmation Statement and return it to the Foundation Secretary by January 31st of each year.

Your name: _____

Position: _____

Your signature: _____

Date: _____

Date reviewed by Executive Committee: __/__/____

(Signature – Foundation Secretary)

Reported to Board of Directors: __/__/____

(Signature – Foundation Secretary)