Idaho State University Foundation

Policy II C Code of Ethical Conduct

1. Personal and Professional Integrity

All staff (when used in this code, employees or staff members include staff either employed directly by the Foundation or on behalf of the Foundation by the University), board members, and volunteers of the Idaho State University Foundation act with honesty, integrity, and openness in all their dealings as representatives of the organization. The organization promotes a working environment that values respect, fairness, and integrity.

2. Mission

The Idaho State University Foundation 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 the organization understand and are loyal to that mission and purpose.

3. Governance

The Idaho State University Foundation has an active governing body, the Board, which is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of the Idaho State University Foundation. The Board

   a. Ensures that its members have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of the Idaho State University Foundation and its public purpose

   b. Has 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

   c. Has a statement of personal commitment that provides attestation to the commitment to the Idaho State University Foundation’s goals and values

   d. Ensures that the chief executive and appropriate staff provide the Board with timely and comprehensive information so that the Board can effectively carry out its duties

   e. Ensures that the Idaho State University Foundation conducts all transactions and dealings with integrity and honesty
f. Ensures that the Idaho State University Foundation promotes working relationships with Board Members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness, and openness

g. Ensures that the organization is fair and inclusive in its hiring and promotion policies and practices for all board, staff, and volunteer positions

h. Ensures that policies of the Idaho State University Foundation are in writing, clearly articulated, and officially adopted

i. Has an Audit Committee that is responsible for engaging independent auditors to perform an annual audit of the Idaho State University Foundation’s financial statements. The audit committee also is responsible for overseeing the reliability of financial reporting, including the effectiveness of internal control over financial reporting, reviewing, and discussing the annual audited financial statements to determine whether they are complete and consistent with operational and other information known to the committee members, understanding significant risks and exposures and management’s response to minimize the risks, and understanding the audit scope and approving audit and non–audit services

j. Ensures that the resources of the Idaho State University Foundation are responsibly and prudently managed

k. Ensures that the Idaho State University Foundation has the capacity to carry out its programs effectively

4. Responsible Stewardship

The Idaho State University Foundation manages its funds responsibly and prudently. This should include the following considerations:

a. Spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management

b. Intends that all who are entitled to receive compensation for the organization are, reasonably, fairly and appropriately compensated

c. Knows that solicitation of funds has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs

d. Does not accumulate operating funds excessively

e. Draws prudently from endowment funds consistent with donor intent and to support the public purpose of the Idaho State University Foundation

f. Ensures that all spending practices and policies are fair, reasonable, and appropriate to fulfill the mission of the Idaho State University Foundation
g. Ensures that all financial reports are factually accurate and complete in all material respects

h. Ensures compliance with laws and regulations

5. Openness and Disclosure

The Idaho State University Foundation provides comprehensive and timely information to all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about the Idaho State University Foundation will fully and honestly reflect the policies and practices of the organization. Basic informational data about the Idaho State University Foundation, such as the Form 990, will be posted online or otherwise made available to the public. All solicitation materials accurately represent the Idaho State University Foundation’s policies and practices and will reflect the dignity of program beneficiaries. All financial, organizational, and program reports will be complete and accurate in all material respects.

6. Legal Compliance

The Idaho State University Foundation will employ knowledgeable legal counsel that will help ensure that the organization is knowledgeable of, and complies with, laws and regulations.

7. Organizational Effectiveness

The Idaho State University Foundation is committed to improving its organizational effectiveness and develops mechanisms to promote learning from its activities. The Idaho State University Foundation is responsive to changes in its field of soliciting funds from private sources and managing endowments and is responsive to the needs of its constituencies.

8. Inclusiveness and Diversity

The Idaho State University Foundation has a policy of promoting inclusiveness. Its staff, board, and volunteers should reflect diversity in order to enrich its programmatic effectiveness. The Idaho State University Foundation takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment, and constituencies served.

9. Fundraising

When the Idaho State University Foundation solicits funds it uses material that is truthful about the organization. The Idaho State University Foundation respects the privacy concerns of individual donors and expends funds consistent with donor intent. The Idaho State University Foundation discloses important and relevant information to potential donors.
In raising funds from public and private sources, the Idaho State University Foundation will respect the rights of donors, as follows:

a. Donors will be informed of the mission of the Idaho State University Foundation, the way the resources will be used, and the University’s capacity to use donations effectively for their intended purpose. Further, they will

i. Be informed of the identity of those serving on the Idaho State University Foundation’s governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities

ii. Have access to the Idaho State University Foundation’s most recent financial reports

iii. Be assured their gifts will be used for purposes for which they are given to the extent that such gifts are in compliance with University and Foundation policy.

iv. Receive appropriate acknowledgment and recognition

v. Be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law

vi. Be approached in a professional manner

vii. Be informed whether those seeking donations are volunteers, employees of Idaho State University or of the Foundation, or hired solicitors

viii. Have the opportunity for their names to be deleted from mailing lists that the Idaho State University Foundation may intend to share

ix. Be encouraged to ask questions when making a donation and to receive prompt, truthful, and forthright answers.

10. Reporting Responsibility

It is the responsibility of all directors, officers, and employees to comply with the code of ethical conduct and to report violations or suspected violations to the Chair of the Audit Committee or the general counsel of the organization. The person receiving the report will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days, unless the submission of the violation is anonymous. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.