



## Code of Ethics

The Code of Ethics for Communities In Schools of Northwest Michigan is to:

- *Serve students by surrounding them with a community of support.*
- *Empower students to stay in school and achieve in life.*
- *Have respect for the communities we work with and serve.*
- *Have integrity in our actions.*
- *Have responsibility for our decisions and their consequences.*

We are committed to:

- *Acting honestly, truthfully and with integrity in all our transactions and dealings;*
- *Avoiding conflicts of interest and appropriately handling actual or apparent conflicts of interest in our relationships when and if they do arise;*
- *Treating every individual with dignity and respect;*
- *Treating our employees with respect, fairness and good faith and providing conditions of employment that safeguard their rights and welfare; and*
- *Being responsible, transparent and accountable for all of our actions.*

## Conflict of Interest

CIS of Northwest Michigan recognizes that its board and employees have broad interests and participate in many community, charitable and business activities. The broader the individual's experience, the more valuable the board or staff member is to CIS of Northwest Michigan. From time to time, however, a board member or employee may be in conflict with CIS of Northwest Michigan's mission and organizational goals. Examples of this could include, but are not limited, to our audit/financial information, partnership decisions, and resource seeking. Situations also may arise where a board member or employee's business or personal interests may be affected by a CIS of Northwest Michigan partnership.

In all such cases, CIS of Northwest Michigan understands that the potential for conflict of interest needs to be recognized and disclosed and appropriate steps taken to prevent influence or favoritism by any board member or employee. Because of this, board members will complete a conflict of interest disclosure statement annually.

## Giving and Fundraising

CIS of Northwest Michigan requires board members to be actively involved throughout the year in fundraising efforts and requires board members to fulfill a giving/fundraising minimum. Board members have the following options to reach this minimum:

- Make a meaningful financial contribution over the course of the fiscal calendar;
- Assist in raising funds through acquiring corporate sponsorships, introducing new donors, etc.
- A combination of the activities in the first two bullets.

Board members unable to meet the minimum commitment will develop individual giving plans appropriate to their financial situation, with the approval of the board chairperson.

## Board Meeting Attendance Example

CIS of Northwest Michigan's board meets the third Thursday every other month with additional meetings scheduled as needed. Meetings are held:

November	May
January	June
March	September

The By-Laws for Communities In Schools of Northwest Michigan state that a board member may participate in a meeting by conference telephone or any similar communication equipment through which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section constitutes presence in person at the meeting.

The By-Laws for Communities In Schools of Northwest Michigan also state that Board members shall attend a minimum of 60% of scheduled board meetings during the year—October 1 through September 30. A member is to notify the President of the Board and/or Executive Director prior to the called meeting of his/her absence. An attendance record will be maintained for each meeting. If a member anticipates an extended absence, please make the Board aware of the circumstance so that the Board may plan for and manage the work assigned to that member. If there is an excess of 40% absences in a twelve-month period, the Board and member shall evaluate Board participation. A decision to ask a member to resign from the Board must have the support and recommendation of the Board Chair.