



The Exchange Club of Naperville Ethics Policy 2014/2015

- ✓ **Club Members always operate in the best interests of the club and its mission.**
- ✓ **Club members are held to the highest standard in all ethical, professional, and moral principles, when acting on behalf of, or representing the club.**

Club expectations include:

1. A personal ethic that includes a willingness to attend regularly scheduled meetings, being well informed on critical Club issues, and taking an active approach to club leadership and fund raising efforts. Personally comply with all laws and regulations as well as Exchange Club of Naperville Bylaws, Policies and Procedures.
2. Ongoing responsibility to identify and communicate potential personal conflicts of interest and a willingness to abstain from votes and involvement in those areas.
3. Responsibility to take no private action that may, or will, compromise the Club and respect the confidentiality of the Club, its information, directors, and all members of the Club.
4. When involved in any and all Club matters, demonstrate a willingness to render all decisions based on the available facts and independent judgment. Encourage a full range of opinion by all members in order to seek the best possible solutions on all matters.
5. Assume a fiduciary responsibility for the club's financial state. When involved in any and all Club matters, take an active role in ensuring that the club optimizes the money that it earns and expends to support its primary missions.
6. Club Members will not use club rosters, email addresses or phone numbers to pursue political or campaign activities, or direct financial or personal gain for themselves or their associates. This includes the use of club emails to all members outside the specific confines of direct club business or its fundraising venues. This does not include the development of relationships through the club that might lead to future advantages.
7. Club Members will not use the name of the Exchange Club or their Club position for personal benefit or advantage.
8. Ethical Conflicts must be disclosed to the Naperville Exchange Club's Governance Committee for review. The Governance Committee will handle conflicts confidentially and with anonymity. The findings will be presented to the Board for resolution, when, and if needed.
9. **Acceptance of Gifts.** Club Members shall not, directly or indirectly, solicit any gift or accept or receive any gift having a value of \$50 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended or expected to influence him/her in the performance of official Club duties or was intended as a reward for any official action

on his/her part. Any gift above \$50 must be turned over to the Club's Board of Directors for dispensation or returned to the originator.

No Club Member shall be allowed to benefit in any way from any of the revenue or assets from the Club's fundraising activities, including all "in kind" contributions, saleable items, and cash that is intended for eventual dispersal to the agencies the Naperville Exchange Club supports. Any exceptions must be approved by the Club's Board of Directors. Full disclosure is required. Direct or indirect knowledge of a violation to this policy needs to be disclosed, confidentially, and anonymously, to the Club's Governance Committee.

In practice, no Club member can accept any Ribfest/fundraising or other sponsor donations, or accept any sponsor/vendor gifts valued above \$50 that could be construed as a favor to generate a particular decision.

10. Disclosure of interest resolution. It is the club's expectation that no Club member shall directly benefit financially from participation in club activities. To the extent that a Club member knows of another Club member who personally benefits from specific transactions with the Club, they are obligated to make that conflict known to the Club's Governance Committee for review.

Club Members will avoid investments that are in conflict with official duties. He/she shall not invest or hold any investment directly or indirectly in any financial, business, commercial, or other private transaction, that creates a conflict with his/her official duties. Club Members shall not benefit financially from insider information.

11. Private employment. Club Members shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her official duties. A Club member cannot use the Naperville Exchange Club to specifically improve his/her business situation.

In practice, entering into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the club of which he/she is an officer, board member, committee or club member needs to be communicated to the board and approved.

12. Club Members will help create a cooperative and productive working environment at all Club meetings and activities. They will demonstrate care for club and club members and the communities we serve, by treating others equitably, fairly, with respect and not engage in any form of discrimination or mistreatment.

I have read and agree to the terms of the above ethic policy of the Exchange Club of Naperville. *Alleged violations of these standards of conduct shall be reported to the Board Governance Committee. Disciplinary action will be determined by the Board, up to and including removal from the Club, and prosecution in a court of law.*

Signature _____ Date _____

Print Name _____