

# Naperville Youth Club – Board of Directors

## Code of Ethics

The purpose of our code of ethics is to help ensure all Board Members of the Naperville Youth Club (NYC) adhere to and promote proper ethical standards, abide by the law, and preserve the organization's integrity, reputation, professional and business relationships. It reflects IRS principles regarding private inurement and excess benefit transactions, and our directors' duty of loyalty under state law.

It is not possible to address all the ways in which ethical issues may arise. The following principles provide a guide to make sound judgements and decisions on behalf of NYC and its mission.

### Pledge of Personal and Professional Conduct

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- **Integrity** – I will demonstrate the highest standards of individual conduct, personal accountability, trustworthiness, fair dealings, consideration of the rights of others, and principles of good business relationships.
- **Excellence** – I will strive to meet the highest standards of performance, quality, service and achievement.
- **Honesty** – I will communicate directly, respectfully, honestly and openly, and avoid misrepresentation, including misrepresentation through omission.
- **Diversity** – I will support and value diversity – promoting an environment that embraces the similarities and differences all people bring to the organization.
- **Respect** – I will respect and act fairly toward all those with whom I come into contact and refuse to engage in or tolerate any form of discrimination or harassment.
- **Responsibility** – I will take responsibility for my actions and decisions and remain a careful steward of NYC funds and resources.
- **Compliance** – I will comply with this Code of Ethics, laws and regulations affecting the NYC.

### Professional Practices

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As volunteer leaders of NYC, board members should model the highest standards of ethics and individual conduct. While the “Pledge” outlines general principles guiding our ethical

conduct, the following points illustrate important applications that are relevant to the work of NYC's Board Members. ***The points below are not intended to be all-inclusive. Board members are encouraged to utilize their own good judgement in maintaining the highest standards of ethics.***

**Governance:**

- I will commit myself to faithfully carrying out my duties and advancing the mission of NYC.
- I will work cooperatively with others, determined to be a cohesive and integrated member of the team working towards a common purpose and celebrating a shared set of principles.
- I will encourage the full and open discussion of issues entrusted to me and will ensure others have a genuine opportunity to be heard.
- I will fairly and rankly state my opinions on matters and carry out final decision of the Board or management, even if I originally disagreed.
- I will reveal any perceived, potential or actual conflicts of interest to either the Board President or other designated persona and will withdraw from the meeting room during any discussion, review and voting in conjunction with such matter.

**Conflicts of Interest:**

- I will not place my personal interests in conflict with the interest of NYC and will avoid any conduct that may impair my judgment with respect to NYC.
- I will not, directly or indirectly, benefit improperly from my position or from any sale, purchase, or other activity of the organization.
- I will avoid situations involving impropriety or conflict, or the appearance of impropriety or conflict between duty to the organization and personal interest.
- I will not accept from or give to any current or potential supplier, customer, competitor or donor any payment, service, gratuity, gift or favor.
- I will not ask for or receive cash, kickbacks, bribes, gifts or favors.
- I will avoid any outside business relationships with donors, other businesses or competitors if that relationship creates a conflict of interest by influencing decisions made by me in the performance of my regular duties for NYC.
- I will ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of NYC and not for personal gain or interests or benefit any other related party.
- I will reveal to the President of the Board any perceived, potential or actual conflicts of interest.

**Assets, Financial Reporting and Transactions:**

- I will do my part to ensure NYC complies with prescribed accounting policies and procedures.
- I will do my part in ensuring organizational assets and transactions are handled with the strictest integrity, and that each transaction is executed in accordance with applicable procedures, authorization and documentation.
- I will not use, directly or indirectly, the organizational name or logo, funds, property, computer connectivity, equipment, assets, copyrighted material or other organizational resources for any unethical, unlawful or inappropriate purpose.

**Fundraising:**

- I will enthusiastically promote genuine voluntary giving and prevent or inhibit any solicitations made under duress or coercion.
- I will be accurate and truthful in our fundraising requests and information.
- I will respect the informed choices of our donors by fairly and truthfully reporting our fundraising costs and overhead.
- I will be clear about how donated resources will be utilized.
- I will do my part to ensure donated resources are used in the way they were intended or will transparently inform donors of significant alterations to their gift's planned use.

**Confidential Information:**

- I will not release business information that has not been made public to private individuals, organizations, or government bodies unless demanded by legal process.
- I will not use confidential information obtained during my affiliation with NYC for the purpose of advancing any private interest or otherwise for personal gain.
- I will keep confidential all sensitive information, such as compensation and performance data.

**Political Contributions:**

- I will not make – or create the appearance of making – any contributions to any candidate for public office or political committee on behalf of NYC.
- I will refrain from using any organizational financial resources, facilities or personnel to endorse or oppose a candidate for public office.
- I will clearly communicate that I am not acting on behalf of the organization, if identified as an official of NYC, while engaging in political activities in an individual capacity.

- I will engage in personal political activities on my own time and at my own expense.

**Reporting and Questions:**

- Upon receipt of the Code of Ethics, each Board Member will agree in writing to comply with the Code of Ethics (Certificate of Disclosure Statements located at the end of this document).
- I understand any questions regarding the Code of Ethics, its interpretation or application should be directed to the President of the Board.
- In the alternative, I understand I can utilize NYC's confidential Ethics Hotline to report a violation of the Code of ethics via the telephone or the Internet.
- I understand that if I believe I may not follow the Code of Ethics, I should complete the Disclosure Statement, and the Board President will provide a written response.

**Follow-up:**

- The Board President will promptly investigate all alleged Code of Ethics violations and will recommend action if required, to the full Board.

**Naperville Youth Club**  
**Code of Ethics Certificate**

*I acknowledge I have received and ready my personal copy of the Naperville Youth Club's (NYC) Code of Ethics for board members. I understand that I am responsible for adhering to the principles of the code of ethics, and I confirm that I will conduct myself in accordance with the principles of the code of ethics. The certificate process is mandatory for all board members. **I am in compliance with the policy.***

|       |                   |       |
|-------|-------------------|-------|
| <hr/> | <b>X</b><br><hr/> | <hr/> |
| Name  | Signature         | Date  |

Please sign, date and return this certificate to:  
Amauri DaRocha, President, Naperville Youth Club

## DISCLOSURE STATEMENT

*I acknowledge I have received and ready my personal copy of the Naperville Youth Club's (NYC) Code of Ethics for board members. I understand that I am responsible for adhering to the principles of the code of ethics, and I confirm that I will conduct myself in accordance with the principles of the code of ethics. The certificate process is mandatory for all board members. **I may not be in compliance with the policy, due to:***

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X

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign, date and return this disclosure statement to:

Amauri DaRocha, President, Naperville Youth Club

### Executive Committee's Review and Comments

- ☐ You are in compliance with the Code of Ethics Policy.
- ☐ You are not in compliance with the Code of Ethics Policy. To be in compliance, you must: \_\_\_\_\_

X

\_\_\_\_\_  
Signature of Committee Chair

\_\_\_\_\_  
Date