



Code of Eth

This proposed Code of Ethics was adopted
7/15/2013 by a vote of the Board.

I. Introduction

II. Statement of Values

III . The Code of Ethics

IV. Afterword

I. Introduction

As a matter of fundamental principle, Boys to Men Mentoring Network North Central Arizona shall adhere to the highest ethical standards because it is the right thing to do. As a matter of pragmatic self-interest, we do so because public trust in our performance is the bedrock of our legitimacy. Donors and volunteers support us because they trust them to carry out their missions, to be good stewards of their resources, and to uphold rigorous standards of conduct. Our clients – our boys and their families – rely on us to operate in ways that are consistent with our mission to serve them and ensure its lasting efficacy.

Boys to Men Mentoring Network North Central Arizona and must earn this trust every day and in every possible way. But organizations are, at base, people, and it is up to the people of the BtMAZ—board members, executive leaders, staff and volunteers—to demonstrate their ongoing commitment to the core values of integrity, honesty, fairness, openness, respect, and responsibility.

The nonprofit sector comprises a diverse array of organizations large and small, those that make grants and those that raise funds from the public, those that operate at the community and state level. That diversity is one of the abiding strengths of the nonprofit sector. Each organization in the nonprofit sector should have a formally adopted code of ethics with which all of their trustees, staff and volunteers are familiar and to which they adhere. This BtMAZ Code of Ethics is such a document.

Adherence to the law is the minimum standard of expected behavior. BtMAZ must do more, however, than simply obey the law. We must embrace the highest standards of integrity, transparency, openness and responsiveness to public concerns must be integral to our behavior.

II. Statement of Values

Any code of ethics is built on a foundation of shared values. BtMAZ values:

- The role of nonprofits in society (including relevance and outcomes) Innovation and excellence (including partnerships, collaboration, and commitment)
- Diversity and inclusiveness
- Accountability and transparency (including openness, honesty, trust and integrity)

These values lead directly to the Code of Ethics that follows. The values inform and guide the actions that BtMAZ takes in developing our policies and informing our practices.

III . The Code of Ethics

A. Personal and Professional Integrity

BtMAZ staff, board members and volunteers shall act with honesty, integrity and openness in all their dealings as representatives of the organization. BtMAZ promotes a working environment that values respect, fairness and integrity.

B. Mission

BtMAZ shall have a clearly stated mission and purpose, approved by the Board of Trustees, in pursuit of the public good. The BtMAZ mission is “To create fundamental positive change in the lives of boys 13 – 18 years old, their families, their communities and our volunteer mentors by harnessing the power of Rites of Passage.” All BtMAZ programs shall support that mission and all who work for or on behalf of the organization will understand and be in-line with that mission and purpose. The mission shall be responsive to the constituencies and communities served by BtMAZ and of value to the society at large.

C. Governance

BtMAZ shall have an active governing body, the Board of Trustees, which is responsible for setting the mission and strategic direction of the organization and providing oversight of the finances, operations, and policies of the organization. The Board of Trustees:

- Ensures that its board members or trustees 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 BtMAZ and its public purpose;
- 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; and

- Is responsible for the hiring, firing, and regular review of the performance of the Executive Director, and ensures that the compensation of the chief executive officer is reasonable and appropriate;
- Ensures that the Executive Director and appropriate staff provide the governing body with timely and comprehensive information so that the governing body can effectively carry out its duties;
- Ensures that the organization conducts all transactions and dealings with integrity and honesty;
- Ensures that the organization promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;
- Ensures that the organization is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions;
- Ensures that policies of the organization are in writing, clearly articulated and officially adopted;
- Ensures that the resources of the organization are responsibly and prudently managed; and,
- Ensures that the organization has the capacity to carry out its programs effectively.

D. Legal Compliance

BtMAZ will be vigilant in compliance with laws, regulations and applicable conventions that govern and regulate our organization.

E. Responsible Stewardship

BtMAZ shall manage its funds responsibly and prudently. This management should include the following considerations:

- BtMAZ spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
- BtMAZ spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- BtMAZ compensates staff, and any others who may receive compensation, reasonably and appropriately;
- BtMAZ has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- BtMAZ will maintain an appropriate level of funds to maintain our mission and purpose; BtMAZ ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and,
- All financial reports are factually accurate and complete in all material respects.

F. Openness and Disclosure

BtMAZ shall provide comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about BtMAZ will fully and honestly reflect the policies and practices of the organization. Basic informational data about the organization, such as the Form 990, reviews and compilations, and audited financial statements will be posted on the BtMAZ website or otherwise available to the public. All solicitation materials accurately represent the organization'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.

In raising funds, BtMAZ will respect the rights of donors, as follows:

- To be informed of the BtMAZ mission, the way the resources will be used and their capacity to use donations effectively for their intended purposes;
- To be informed of the identity of those serving on the BtMAZ governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to the most recent BtMAZ financial reports;
- To be assured their gifts will be used for the purposes for which they were given;
- To receive appropriate acknowledgement and recognition;
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature;
- To be informed whether those seeking donations are volunteers, BtMAZ employees or hired solicitors;
- To have the opportunity for their names to be deleted from mailing lists that BtMAZ may intend to share; and,
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

G. Program Evaluation

BtMAZ will regularly review program effectiveness and have mechanisms to incorporate lessons learned into future programs. BtMAZ is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities and the field.

BtMAZ will be responsive to changes in its field of activity and the needs of its constituencies.

H. Inclusiveness and Diversity

BtMAZ has a policy of promoting inclusiveness and its staff, board and volunteers reflect diversity in order to enrich its programmatic effectiveness. I. Fundraising

BtMAZ shall raise funds from the public and from donor institutions and be truthful in solicitation materials. BtMAZ will respect the privacy concerns of individual donors and expends funds consistent with donor intent. BtMAZ shall disclose important and relevant information to potential donors.

IV. Afterword

While the BtMAZ Board of Trustees has given its approval to this document, it will continue to be reviewed and revised as necessary.

A code of ethics is, by necessity, general in outlining broad ethical principles. It is not a detailed set of recommended practices on a specific issue. In many cases, those more specific recommended practices are provided by existing standards by national, regional, and subsector-specific groups. This code of ethics statement is intended as a model that organizations can draw from in reviewing or adopting a code of ethics.