

Code of Ethics Policy

Purpose

Given its mission, The Imperial Court de' Fort Worth/Arlington (ICFWA) hereby adopts an ethics policy to guide its board members, committees and general members in their conduct when acting on behalf of the ICFWA. The ethics policy contains broad principles reflecting the types of behavior the ICFWA expects towards constituents, members, peers and the public. The ethics policy is intended to provide a framework for ethical decision-making, as no policy can provide specific guidance for all situations. This policy is not intended as a stand-alone policy. It does not embody the totality of the ICFWA ethical standards, nor does it answer every ethical question or issue that might arise. Rather, it is one element of a broader effort to create and maintain a quality organization that gives ethical conduct the highest priority. This policy will be reviewed periodically.

Integrity

All directors, officers, members, and volunteers of ICFWA shall act with honesty, integrity, and openness in all of their dealings as representatives of ICFWA. ICFWA shall maintain a working environment that values integrity, fairness, and respect.

Mission and Vision

Our mission is to increase the impact of nonprofit community-based organizations and the people who work and volunteer in them. We pursue our mission by:

ICFWA Officers, Executive Committee Members and General Members will:

- Exercise care, good faith and due diligence in organizational affairs.
- Strive for excellence and innovation and demonstrate professional respect and responsiveness to constituents and others.
- Contribute to an organizational culture that respects the diverse, individual contributions of our membership.
- Respect the confidentiality of sensitive information about the ICFWA, its constituents, board and membership.
- Comply with applicable federal, state and local laws, regulations and fiduciary responsibilities.
- The ICFWA Officers and Executive Committee Members will provide credible and effective oversight to the organization's work.
- Abide by the governing documents and policies of the ICFWA.
- Be accountable for adhering to this Ethics Policy.
- Act at all times in accordance with the highest ethical standards and in the best interest of the ICFWA, its constituents and reputation.

Governance

The Board of Directors is responsible for setting the mission and the strategic direction of ICFWA and for exercising oversight of its finances and policies. The Board of Directors shall:

- Ensure that Board members possess the requisite skills and experience to carry out their duties and that all directors understand and fulfill their governance duties, acting for the benefit of ICFWA and its public purpose;

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- Adopt and implement a Conflict of Interest Policy so that conflicts of interest, as well as the appearance of conflicts of interest, are avoided or properly managed through disclosure, recusal, or other means;
- Ensure that ICFWA conducts all transactions and dealings with integrity and honesty;
- Ensure that ICFWA promotes working relationships with Board members, general members, and volunteers based on mutual respect, fairness, and openness;
- Ensure that ICFWA is fair and inclusive in membership rights, policies and practices for all Board, general membership, and volunteer positions;
- Ensure that key policies of ICFWA are in writing, clearly articulated, and adopted;
- Ensure that the resources of ICFWA are responsibly and prudently managed;
- Ensure that ICFWA has the capacity to carry out its mission effectively.

Law and Ethics

ICFWA shall comply with all applicable federal, state, and local laws and regulations and shall seek the advice of counsel when necessary or appropriate. Compliance with the law, however, is the minimum standard of expected behavior. ICFWA shall also adhere to the highest ethical standards. All resolutions and other legal actions by the Board of Directors shall satisfy two requirements: (1) they shall be legally permissible, and (2) they shall also reflect the highest ethical standards as determined by the Board of Directors in the exercise of its sole discretion.

Stewardship

In managing its funds responsibly and prudently, ICFWA shall:

- Devote a reasonable percentage of its annual budget to programs in pursuance of its mission;
- Incur administrative costs adequate to ensure effective accounting and legal compliance systems, internal controls, and effective operation expenses for the organization.
- Pay compensation, in return for services, that is reasonable but not excessive;
- Avoid accumulating ICFWA funds excessively;
- Draw prudently from designated funds in a manner consistent with the restrictions;
- Follow spending practices and policies that are fair, reasonable, and appropriate to fulfill the mission of ICFWA.

Diversity

ICFWA shall promote diversity and inclusiveness in its Board of Directors, membership, and volunteers.

Evaluation

ICFWA is committed to improve, continually, its public programs and its organizational quality.

- ICFWA shall periodically review its program and incorporate lessons learned into future programs. ICFWA shall be responsive to new developments in its field of activity and shall be responsive to the interests of its audiences and other constituencies.

Fundraising

ICFWA shall comply with the fundraising requirements of Texas's Nonprofit Integrity Act. ICFWA shall respect the privacy concerns of individual donors and shall follow donor intent in making expenditures. ICFWA shall disclose important and relevant information to potential donors. In raising funds from the public, ICFWA shall:

- Inform donors of the mission of ICFWA, how resources will be used, and the integrity of ICFWA causing donations to be used effectively for their intended purposes;
- Inform donors of the identity of those serving on ICFWA's Board of Directors;
- Disclose ICFWA's most recent financial reports;
- Represent that contributions will be used for the purposes for which they were given;
- Provide appropriate acknowledgement and recognition of contributions;
- Treat information about donations with respect and with confidentiality to the extent provided by the law;
- Encourage donors to ask questions when making a donation, and provide prompt, truthful, and forthright answers.

Transparency

ICFWA shall provide comprehensive and timely information to the public, the media, and all stakeholders and shall be responsive in a timely manner to reasonable requests for information. All information about ICFWA shall fully and honestly reflect the policies and practices of ICFWA. All solicitation materials shall accurately represent ICFWA's policies and practices. All financial and program reports shall be complete and accurate in all material aspects. All governance documents, as defined in the bylaws, shall be available upon request.

Confidentiality

All directors, officers, members and volunteers have a duty to safeguard information that is proprietary to ICFWA. Information about ICFWA that is confidential or proprietary and obtained by a director, officer, member or volunteer as a consequence of such person's association with ICFWA may not be disclosed to third parties unless expressly authorized by the BOD of the ICFWA.

Complaints

Any person, whether or not connected with ICFWA, may lodge a complaint of unethical conduct against a director, officer, member, or volunteer of ICFWA by filing such complaint, written or oral, with any director or officer of the board of directors.

Remedies

Any member of the Board of Directors who fails to comply with this Code of Ethics may, in the discretion of the Board of Directors, be removed from the Board. If any general member, life time member or volunteer fails to comply with this Code of Ethics, that person may be put on notice or removed, at the discretion of the Board of Directors, the Reigning Monarchs, and/or a majority vote of the membership.

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Annual Affirmation Statement

ICFWA shall provide a copy of this Code of Ethics to every director, officer, member, and volunteer. Each year the Annual Affirmation Statement, attached, shall be signed by each director, officer, member, affirming that such person has received a copy of this Code of Ethics, has read and understands it, and agrees to comply with it.

All Annual Affirmation Statements shall be submitted to the Secretary of the Organization and then filed with the minutes of the first meeting of the Organization held each year after Coronation.

ANNUAL AFFIRMATION STATEMENT
Imperial Court de' Fort Worth/Arlington

The Code of Ethics of The Imperial Court de' Fort Worth/Arlington (ICFWA) requires an annual affirmation that you have received, read, understand, and agree to comply with the Code of Ethics.

Please sign this Annual Affirmation Statement indicating your affirmation as described within the Organizations Ethical Policy and return this Statement to the Secretary of ICFWA each year as described within the Ethical Policy.

Your name: _____

Date: _____

Signature: _____