

American Association of University Women – Atlantic County Branch Board Administrative Policies

Conflict of Interest Policy

- I. Purpose: The purpose of this policy is to protect the interests of the Atlantic County Branch of the AAUW. (Any reference to the “Branch,” “AAUW,” or the “Board” refers to the AAUW – Atlantic County Branch.) In the regular course of business, members and/or agents of the Board or the Branch, may have the opportunity to advance their own personal interests with or against the interests of AAUW. Acting in such a manner is unacceptable and any party who acts outside of AAUW’s best interest may be subject to such action as the Board deems appropriate, including removal from the Board in accordance with its policies.
- II. Definitions:
 - a. Agent – Any individual or entity who is in the position to act on behalf of AAUW.
 - b. Financial Interest –The interest that any individual may have in the monetary transactions of AAUW. In particular, any interest that could have a direct bearing on the financial gain/loss of said individual.
 - c. Conflict of Interest – Any situation in which a member of the Branch, or any member of the Board has or may have a personal or financial interest that is adverse to the AAUW, or who is required to negotiate from a position adverse to the AAUW. An example might be if a member owns a catering service, and that member is given the task of organizing a lunch for AAUW members. Her financial interest, and the responsibility to negotiate the best price for AAUW creates a conflict of interest which must be disclosed to the Board.
- III. Procedure:
 - a. Duty to Disclose – Every Board member or Branch member of AAUW is obligated to disclose any known or potential conflicts of interest as soon as they arise. Failure to do so could result in action by the Board as it deems appropriate.
 - b. Investigating potential conflicts – When a possible conflict of interest arises, the Board will collect all of the pertinent information and may question any concerned parties. The Board shall permit the member to present her information to the Board. If the Board determines that a conflict exists, steps shall be taken to address the conflict. If no conflict exists, the inquiry may be documented regardless of whether or not the Board decides to take further action.

- c. Addressing conflicts of interest – When an actual conflict of interest is found, any transactions that may have been affected will be reviewed retroactively. Affected parties both within and outside of the business, including shareholders, directors, employees, and contractors will be notified. An investigation will also be conducted by the Board to determine the extent of the conflict and the intentions of the parties involved.
- d. The Board may determine that the apparent or technical conflict of interest does not result in any disadvantage to the interests of the AAUW.
- e. If the conflict in question involves a member or members of the Board, such a member will be excused from the final deliberations.

Code of Mutual Respect

Branch members of the AAUW – Atlantic County Branch will be guided by the following Code of Mutual Respect:

- I. Support the integrity and reputation of the AAUW.
- II. Refrain from any illegal, dishonest, or unethical conduct in connection with the AAUW.
- III. Treat all members and others associated with the AAUW with respect at all times and in all dealings. This includes actions in public, in private, in social media, and in any type of media including but not limited to online communication, public statements, or statements in the newspaper, and radio, or on television. Respectful conduct and communication regarding the AAUW and its members is always expected.
- IV. Follow all the provisions and requirements of the AAUW Branch's Conflict of Interest Policy.
- V. Avoid any discrimination within the organization or its activities based on race, religion, sexual orientation, ethnicity or any other personal attribute.
- VI. Portray the AAUW, its work and projects in a manner that is forthright and factual.
- VII. Avoid using the AAUW for partisan endorsements of any kind.
- VIII. Attempt to the extent possible, to present all sides of an issue being discussed by the Branch.

Retention of Records

- I. All legal documents and correspondence, tax returns, and Community Foundation of South Jersey documents shall be retained by our legal counsel. At the end of her term, all documents are to be given to the next Branch attorney.
- II. All Board and Branch Minutes and AAUW – Atlantic County Bylaws shall be retained by the Board Secretary. At the end of her term, those Minutes and Bylaws are to be given to next Board Secretary.
- III. Financial documents, other than the tax returns, are to be retained by the Finance Officer. At the end of her term those records are to be given to the next Finance Officer.

Fundraiser Guidelines between AAUW – AC and AWCO

- I. **Purpose:** To clarify the relationship between AAUW Atlantic County Branch and the Atlantic Women’s Charitable Organization.
- II. **Rationale:** Because AAUW-AC is a 501(c)(4), donations to our fundraising for scholarships and to STEM Camp were not taxable deductible. AWCO was established as a 501 (c)(3) so that donors may deduct their contributions in support of scholarships and STEM Camp, and so that funds raised in projects and activities in support of them are also not taxable income to AAUW.

Other purposes beyond STEM Camp and scholarships are possible as long as donor intention is secured as required by National AAUW’s Board of Director’s Policy Book.

AAUW-AC remains a 501(c)(4) in order to continue our advocacy work. A 501(c)(3) corporation cannot advocate without jeopardizing its tax-exempt status.

- III. **Expenses:** AAUW-AC can, but is not required to pay for the following expenses: ads, centerpieces, programs, name tags, display boards – saying all and everything about AAUW programs and projects – and help with check in. These things are certainly regularly a part of a project/program, but are not REQUIRED to make it happen.

To date the Board approved payment of these expenses for the March, 2023 Woman of Distinction Luncheon on a one time basis. It should not be construed as approval for future fundraising events.

- IV. **Expenses: AWCO** is required to pay for operating expenses defined as everything that is NEEDED to put on an event. An example is the cost of holding a fundraiser at a restaurant. Without a place to meet, there would be no event.
- V. **Logos: Both AAUW-AC and AWCO logos** should go on the following: email and letter solicitations and programs sponsored by AWCO.
- VI. **Logos: The AAUW-AC logo should go on nametags.**
- VII. **Required wording within AWCO solicitation letters:** Proceeds from this luncheon (or other type of event) will fund our Southern NJ Scholarship Program and our STEM Program for NJ girls at Stockton University, a proportion of which will be used for maintaining and growing the funding of these programs.

Typically at the bottom/end of the letter/ad/program, the following statement is required: This event is sponsored by Atlantic Women's Charitable Organization, a 501(c)(3) non-profit tax-exempt corporation.

AAUW Board of Directors Policy Book

@ <https://www.aauw.org/resources/member/governance-tools/bylaws-toolkit/>

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