



## CODE OF ETHICS

### **I. Personal and Professional Integrity**

- A. All staff, board members and volunteers of the Coalition for Sonoran Desert Protection (“the Coalition”) act with honesty, integrity and openness in all their dealings as representatives of the Coalition.
- B. The Coalition promotes a working environment that values respect, fairness and integrity.

### **II. Mission**

- A. The Coalition’s mission is to achieve the long-term conservation of biological diversity and ecological function of the Sonoran Desert through comprehensive land-use planning, with primary emphasis on Pima County’s Sonoran Desert Conservation Plan. The Coalition achieves its mission by advocating for: 1) the protection and conservation of Pima County’s most biologically rich areas, 2) directing development to appropriate land, and 3) requiring appropriate mitigation for impacts to habitat and wildlife species.
- B. The Coalition’s programs support our mission and all who work for or on behalf of the Coalition understand and are loyal to our mission and purpose.
- C. The mission is responsive to the constituency and communities served by the Coalition and the mission benefits the society at large.

### **III. Governance**

- A. The Coalition’s Board of Directors is responsible for setting the mission and strategic direction of the Coalition and oversight of the finances, operations, and policies of the Coalition.
- B. The Board and individual directors and officers shall act in accordance with the Board Governance Policy, the Conflict of Interest Policy and any other policies adopted by the Board related to the appropriate conduct of directors and officers.
- C. Among its duties, the Board of Directors:

1. Ensures that its board members have the skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of the Coalition and its public purpose;
2. 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;
3. Is responsible for the hiring, firing, and regular review of the performance of the Executive Director, and ensures that the compensation of the Executive Director is reasonable and appropriate;
4. Ensures that the Executive Director and appropriate staff provide the Board of Directors with timely and comprehensive information so that the Board of Directors can effectively carry out its duties;
5. Ensures that the Coalition conducts all transactions and dealings with integrity and honesty;
6. Ensures that the Coalition promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;
7. Ensures that the Coalition is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions;
8. Ensures that board policies of the Coalition are in writing, clearly articulated and officially adopted;
9. Ensures that the resources of the Coalition are responsibly and prudently managed; and,
10. Ensures that the Coalition has the capacity to carry out its programs effectively.

#### **IV. Legal Compliance**

- A. The Coalition is knowledgeable of and complies with all applicable laws, regulations and professional standards.

#### **V. Responsible Stewardship**

- A. The Coalition manages its funds responsibly and prudently. This includes the

following considerations:

1. It spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
2. It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
3. It compensates staff, and any others who may receive compensation, reasonably and appropriately;
4. To the extent the Coalition has endowments or grants, it prudently draws from endowment or grant funds consistent with donor/grantor intent, legal guidelines and to support the public purpose of the Coalition.
5. The Coalition ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the Coalition; and,
6. All financial reports are factually accurate and complete in all material respects.

## **VI. Transparency and Disclosure**

- A. The Coalition provides appropriate and timely information to the public, its members, and all stakeholders and is responsive to reasonable requests for information.
- B. All information about the Coalition will fully and honestly reflect the policies and practices of the Coalition.
- C. Basic information data about the Coalition, such as the annual Form 990 and any audited financial statements, will be posted on the Coalition's website or will be made otherwise available to the public in accordance with a Public Reporting and Transparency Policy.
- D. All solicitation materials accurately represent the Coalition's policies and practices and will reflect the dignity of program beneficiaries.
- E. All financial, organizational, and program reports will be complete and accurate in all material respects.

## **VII. Program Evaluation**

- A. The Coalition regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs.
- B. The Coalition is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities and the field. The Coalition is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

### **VIII. Inclusiveness and Diversity**

- A. The Coalition promotes inclusiveness and diversity. The Coalition takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served.

### **IX. Fundraising**

- A. To the extent that the Coalition raises funds from the public or from donor institutions, the Coalition is truthful in its solicitation materials and will disclose important and relevant information to potential donors.
- B. The Coalition will respect the privacy concerns of individual donors and expend funds consistent with donor intent.
- C. To the extent it raises funds from the public, the Coalition will respect the rights of donors, as follows:
  - 1. To be informed of the mission of the Coalition, the way the resources will be used and the Coalition's capacity to use donations effectively for the intended purposes;
  - 2. To be informed of the identity of those serving on the Coalition's board and to expect the board to exercise prudent judgment in its stewardship responsibilities;
  - 3. To have access to the Coalition's most recent board approved program and financial reports;
  - 4. To be assured their gifts will be used for the purposes for which they were given;
  - 5. To receive appropriate acknowledgement and recognition;
  - 6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;

7. To expect that all relationships with individuals representing the Coalition will be professional in nature;
8. To be informed whether those seeking donations are volunteers, employees of the Coalition or hired solicitors;
9. To have the opportunity for their names to be deleted from mailing lists; and,
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.