

Approved Jan. 15, 2014

**THE LGBT Resource Center for the Seven Rivers Region Inc.
“The Center: 7 Rivers LGBTQ Connection”**

CODE OF ETHICS

I. Integrity

All directors, officers, employees and volunteers of the LGBT Resource Center for the Seven Rivers Region Inc. (The Center) shall act with honesty, integrity and openness in all their dealings as representatives of the Center. The Center shall maintain a working environment that values integrity, fairness and respect.

II. Mission and Vision

Our mission is to be a voice and presence promoting understanding and building connections regarding sexual orientation and gender identity. Our vision is to be a recognized leader regarding sexual orientation and gender identity issues, advocating and collaborating for equity, dignity and full human rights for all.

We pursue our mission by:

- Advocating for the LGBTQ community
- Providing a safe and welcoming space for the LGBT community and its allies
- Collaborating with other organizations on projects that benefit the LGBT community and its allies

III. Governance

The Board of Directors is responsible for setting the mission and the strategic direction of The Center 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 The Center and its public purpose;
- Implement the 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;
- Be responsible for the hiring and regular performance review of the Executive Director and ensure that the compensation of the Executive Director is reasonable and appropriate;

- Ensure 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;
- Ensure that The Center conducts all transactions and dealings with integrity and honesty;
- Ensure that The Center promotes working relationships with Board members, management team, staff and volunteers based on mutual respect, fairness and openness;
- Ensure that The Center is fair and inclusive in its hiring and promotion policies and practices for all Board, management team, staff and volunteer positions;
- Ensure that key policies of The Center are in writing, clearly articulated and adopted;
- Ensure that the courses of The Center are responsibly and prudently managed;
- Ensure that The Center has the capacity to carry out its programs effectively.

IV. Law and Ethics

The Center 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. The Center also shall 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.

V. Stewardship

In managing its funds responsibly and prudently, The Center 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, competent staff and other expenditures critical to professional management;
- Pay compensation, in return for services, that is reasonable but not excessive;
- Avoid accumulating The Center's funds excessively;
- Draw prudently from restricted funds in a manner consistent with the restrictions;
- Follow spending practices and policies that are fair, reasonable and appropriate to fulfill the mission of The Center.

VI. Diversity

The Center shall promote diversity and inclusiveness in its Board of Directors, management team, staff and volunteers.

VII. Evaluation

The Center is committed to improve, continually, its public programs and its organizational quality. The Center shall periodically review its program and incorporate lessons learned into future programs. The Center shall be responsive to developments in its field of activity and shall be responsive to the interests of its audiences and other constituencies.

VIII. Fundraising

The Center shall comply with the fundraising requirements of the Minnesota Charitable Solicitation Law Act, Chapter 309 of the Minnesota Statutes. The Center shall respect the privacy concerns of individual donors and shall follow donor intent in making expenditures. The Center shall disclose important and relevant information to potential donors. In raising funds from the public, The Center shall:

- Inform donors of the mission of The Center, how resources will be used and the integrity of The Center causing donations to be used effectively for their intended purposes;
- Inform donors of the identity of those serving on The Center's Board;
- Disclose The Center'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;
- Provide an opportunity for donors to delete their names from mailing lists;
- Encourage donors to ask questions when making a donation, and provide prompt, truthful and forthright answers.

IX. Transparency

The Center 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 The Center shall fully and honestly reflect the policies and practices of The Center. All solicitation materials shall accurately represent The Center's policies and practices. All financial and program reports shall be complete and accurate in all material aspects.

The following governance documents shall be posted on The Center's website: Articles of Incorporation, Bylaws, Conflict of Interest Policy, Non-Discrimination Policy and Code of Ethics. Information about The Center that is confidential and obtained by a director, officer, employee or volunteer as a consequence of such person's association with The Center may not be disclosed to third parties unless expressly authorized by The Center.

X. Confidentiality

The Center and its representative are committed to creating a welcoming, respectful, accepting and supportive environment for all those affiliated with the Center, and confidentiality is required. All personal information regarding visitors or anyone affiliated with the Center must remain confidential; this is a lifelong commitment to confidentiality.

XI. Complaints

Any person, whether or not connected with The Center, may lodge a complaint of unethical conduct against a director, officer, employee or volunteer of The Center by filing such complaint, written or oral, with any director or officer.

XII. Remedies

Any director 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 employee or volunteer fails to comply with this Code of ethics, that person may be put on notice or terminated, in the discretion of the Executive Director of the Board of Directors.

XIII. Affirmation Statement

The Center shall provide a copy of this Code of Ethics to every director, officer, employee and volunteer. The Affirmation Statement, attached, shall be signed by each director, officer and employee, affirming that such person has received a copy of this Code of ethics, has read and understands it, and agrees to comply with it. Volunteers are not required to sign and submit such a Statement; however, all board members, employees and volunteers are required to sign the attached Confidentiality Statement.

All Affirmation Statements and Confidentiality Statements shall be submitted to the Executive Director. The Affirmation Statements shall be signed by a board member or employee on the date on which he/she begins a board term or employment and then filed with the minutes of the first meeting after the Statement is signed.

The LGBT Resource Center for the Seven Rivers Region, Inc.

AFFIRMATION STATEMENT

The Code of Ethics of The Center requires an affirmation that you have received, read, understand and agree to comply with the Code of Ethics.

Please sign this Affirmation Statement indicating your affirmation as described above.

Please return this Statement to the Executive Director of The Center.

Your name: _____

Date: _____