

STATEMENT OF VALUES AND CODE OF ETHICS

Amended: May 3rd 2008



FLORIDA CARIBBEAN STUDENTS ASSOCIATION INCORPORATED (FCSA)

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ARTICLE

The Florida Caribbean Students Association (FCSA) Code of Ethics is a demonstration of our commitment to high ethical standards. This code recognizes that an organization is defined by the people who work for it, and that those people—board members, executive leaders, delegates, members and volunteers—must demonstrate their ongoing commitment to the core values of integrity, honesty, fairness, openness, respect, and responsibility.

Our code of ethics is a part of a larger, organization-wide commitment to ethical practices. Our values must be supported by policies and procedures that members and board follow, and several of these policies are posted on our website. FCSA also recognizes the importance of an organizational culture that supports high ethical standards, and we encourage such an atmosphere by fostering discussion on ethical issues, promoting transparency about our work, and setting the proper “tone at the top”.

FCSA’s Statement of Values and Code of Ethics was adapted from the model code of ethics for nonprofit organizations drafted by a special task force of the FCSA Constitutional review Committee. Distributed to FCSA members for review from January 2008 through March 2008, the FCSA Code was approved by the Council of Delegates on May 3rd, 2008.

Statement of Values

The FCSA Code of Ethics is built on the organization’s vision, mission, and values:

Vision

A just and inclusive society of active students, vibrant communities, effective institutions, and a healthy democracy.

Mission

To provide a medium of interaction between Caribbean students throughout the state of Florida, and to act as a representing body of Caribbean students on issues such as education, tuition, cultural and political awareness.

Values

Independence

- The freedom to be creative and uplift the human spirit
- The right to advocacy and freedom of speech
- A commitment to promoting and protecting the independence of the Association
- An obligation to serve as a leading voice for the common good

Interdependence

- Productive cooperation between the public, private, and nonprofit sectors
- Effective collaboration between funders and grant recipients

Inclusiveness and Diversity



- Embracing a variety of perspectives and people
- Respect for the views of others

Social Justice

- Full and fair opportunities for all
- Appreciating the worth and dignity of each person

Transparency, Integrity, and Accountability

- A commitment to the highest possible ethical standards
- Open and timely sharing of financial, governance, and program information
- Responsiveness to society, members, and delegates

Operational Excellence

- Effective programs and activities that meet meaningful needs
- Efficiency in the use of resources

The Code of Ethics

I. Personal and Professional Integrity

All officers, board members and volunteers of FCSA act with honesty, integrity and openness whenever they represent the organization. FCSA promotes a working environment that values respect, fairness and integrity.

II. Mission

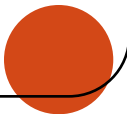
FCSA has a clearly stated mission and purpose, approved by the board of directors, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of FCSA understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by FCSA and of value to the society at large.

III. Governance

FCSA has an Executive Board that is responsible for setting the mission and strategic direction of the organization and for oversight of the finances, operations, and policies of FCSA. The board:

- Ensures that its members have the requisite skills and experience to carry out their duties, that all members understand and fulfill their governance duties by acting for the benefit of FCSA and its public purpose, and that all members have specified terms of service;
- 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;
- Ensures that the appropriate officers provide the board with timely and comprehensive information so that the board can effectively carry out its duties;
- Ensures that FCSA conducts all transactions and dealings with integrity and honesty;
- Ensures that FCSA promotes working relationships with board members, officers, volunteers, members, and other stakeholders that are based on mutual respect, fairness and openness;
- Ensures that FCSA is fair and inclusive in its recruiting and electing policies and practices for board, officer and volunteer positions;

Note: These points are adapted from Independent Sector Policy documents



- Ensures that policies of FCSA are in writing, clearly articulated and officially adopted;
- Ensures that the resources of FCSA are responsibly and prudently managed; and
- Ensures that FCSA has the capacity to carry out its programs effectively.

IV. Legal Compliance

FCSA is knowledgeable of and complies with all U.S. laws, regulations and applicable international conventions.

V. Responsible Stewardship

FCSA manages its funds responsibly and prudently. FCSA:

- Spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
- Spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent officers, and other expenditures critical to professional management;
- Compensates officers, and any others who may receive compensation, reasonably and appropriately;
- Has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- Does not accumulate operating funds excessively;
- Prudently draws from reserve funds consistent with donor intent and to support the public purpose of the organization;
- Ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and
- Ensures that all financial reports are factually accurate and complete in all material respects.

VI. Openness and Disclosure

FCSA provides 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 FCSA fully and honestly reflects its policies and practices. **Basic informational data about FCSA, such as the Form 990 and audited financial statements are posted on FCSA's website or otherwise available to the public.** All solicitation materials accurately represent FCSA's policies, practices, and programs. All financial, organizational, and program reports are complete and accurate in all material respects.

VII. Program Evaluation

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

VIII. Inclusiveness and Diversity

FCSA is committed to inclusiveness and diversity in its officers, board and volunteers. FCSA takes meaningful steps to promote inclusiveness in its recruiting, retention, promotion, board recruitment and constituencies served.



IX. Fundraising

When raising funds, FCSA is truthful in its solicitation materials. FCSA respects the privacy concerns of individual donors, expends funds consistent with donor intent, and discloses important and relevant information to potential donors. In raising funds from the public, FCSA respects the rights of donors:

- To be informed of the mission of FCSA, the way the resources will be used and its capacity to use donations effectively for its intended purposes;
- To be informed of the identity of those serving on FCSA's board of directors and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to FCSA's most recent audited financial report;
- 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 professional and respectful conduct from FCSA's officers;
- To be informed whether those seeking donations are volunteers, employees of the organizations or hired solicitors;
- To have the opportunity for their names to be deleted from mailing lists that FCSA may intend to share; and
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Note: These points are adapted from Independent Sector Policy documents

