



# LEAGUE OF WOMEN VOTERS OF MAINE

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## LWVME & LVME EDUCATION FUND BOARD ETHICS POLICY

(Amended and readopted 3/25/2017)

The League of Women Voters of Maine (“League”) is a 501(c)(4) non-profit corporation, and the League of Women Voters of Maine Education Fund (“Ed Fund”) is a 501(c)(3) non-profit corporation, both nonpartisan political organizations (“organizations”) that work to encourage the active and informed participation of citizens in government, increase understanding of major public policy issues, and, in the case of the League, influence public policy through education and advocacy. The business of the League is managed under the direction of the board of directors (“board”), and the business of the Ed Fund is managed under the direction of the board of trustees (“trustees”). This ethics policy serves as a code of conduct for board members and trustees. Board members and trustees affirm their endorsement of the policy and acknowledge their commitment to uphold its principles and obligations by accepting and retaining membership.

- Each board member and trustee shall abide in all respects by the Ethics Policy and all other policies (including but not limited to the organizations’ articles of incorporation and bylaws) and shall ensure that his/her membership remains in good standing at all times. Furthermore, each board member and trustee shall individually and as a representative of the organizations obey all federal, state and local laws and regulations applicable to the organizations.
- Board members and trustees shall conduct the business of the organizations in good faith and with honesty, integrity, due diligence, and reasonable competence.
- Except as the board may otherwise require or as otherwise required by law, no board member or trustee shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of the organizations, and each member of the board and each trustee shall uphold the strict confidentiality of all meetings and other deliberations and communications.
- Board members and trustees shall exercise proper authority and good judgment in their dealings with the general public and shall respond to the needs of the organizations’ members and donors in a responsible, respectful, and professional manner.
- No board member or trustee shall use any information provided by the organizations or acquired as a consequence of membership in any manner other than in furtherance of his or her duties. Furthermore, no member of the board or trustee shall misuse the organizations’ property or resources and shall keep the organizations’ property secure.
- Each board member and trustee shall use his or her best efforts to regularly participate in training opportunities and shall perform his or her assigned duties in a professional and timely manner pursuant to the board’s’ direction and oversight.
- Upon termination of service, a retiring board member or trustee shall promptly return to the organizations all documents - electronic and paper, reference materials, and other property entrusted to the board member or trustee for the purpose of fulfilling his or her responsibilities. Such return will not relieve the retiring board member or trustee from his or her continuing obligations of confidentiality with respect to information acquired as a consequence of his or her tenure on either or both boards.
- The boards dedicate themselves to leading by example in serving the needs of the organizations and League members and also in representing the interests and ideals of the public.
- Board members and trustees shall not place themselves under any financial or other obligation to outside individuals or groups that might influence them in the performance of their official duties to the organizations.
- Board members and trustees shall not represent to third parties that their authority as board members or trustees extends any further than it actually extends; and they shall not engage in or facilitate any discriminatory or harassing behavior directed toward other board members or trustees, members, donors, program attendees, contractors, suppliers, or any others in any context relating to the organizations.