

DOWNTOWN MINNEAPOLIS NEIGHBORHOOD ASSOCIATION

CODE OF CONDUCT

I. Personal and Professional Integrity

All staff, board members, and volunteers of the Downtown Minneapolis Neighborhood Association (DMNA) act with honesty, integrity, and openness in all their dealings as representatives of the organization. The organization promotes a working environment that values respect, fairness, and integrity.

II. Mission

The DMNA has a clearly stated mission and purpose, approved by the board, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of the organization understand and are loyal to that mission and purpose.

III. Governance

The DMNA has an active governing body, the board, which is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of The DMNA. The board

- Ensures that its members have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of the DMNA and its public purpose.
- 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.
- Is responsible for the hiring, firing, and regular review of the performance of its neighborhood coordinator, and ensures that the compensation of the neighborhood coordinator is reasonable.
- Ensures that the neighborhood coordinator provides the board with timely and comprehensive information so that the board can effectively carry out its duties.
- Ensures that the DMNA conducts all transactions and dealings with integrity and honesty.
- Ensures that the DMNA promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness, and openness.
- Ensures that the organization is fair and inclusive in its hiring and promotion policies and practices for all board, staff, and volunteer positions.
- Ensures that policies of the DMNA are in writing, clearly articulated, and officially adopted.
- Ensures that the resources of the DMNA are responsibly and prudently managed.
- Ensures that the DMNA has the capacity to carry out its programs effectively.

IV. Responsible Stewardship

The DMNA manages its funds responsibly and prudently. This should include the following considerations:

- Spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management.
- Compensates staff, and any others who may receive compensation, reasonably and appropriately.

- Knows that solicitation of funds has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs.
- Does not accumulate operating funds excessively.
- Ensures that all spending practices and policies are fair, reasonable, and appropriate to fulfill the mission of the DMNA.
- Ensures that all financial reports are factually accurate and complete in all material respects.

V. Openness and Disclosure

The DMNA 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 the DMNA will fully and honestly reflect the policies and practices of the organization. Basic informational data about the DMNA, such as the Form 990, will be posted online or otherwise made available to the public. All solicitation materials accurately represent the DMNA's policies and practices and will reflect the dignity of program beneficiaries. All financial, organizational, and program reports will be complete and accurate in all material respects.

VI. Legal Compliance

The DMNA is knowledgeable of, and complies with, laws and regulations.

VII. Program Evaluation

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

VIII. Inclusiveness and Diversity

The DMNA has a policy of promoting inclusiveness and its staff, board, and volunteers reflect diversity in order to enrich its programmatic effectiveness. The DMNA takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment, and constituencies served.

IX. Social Media

Serving on the DMNA Board or an official committee places us in a somewhat public position in the downtown community. Members are encouraged to be mindful of how personal conduct and public statements may reflect back on the organization. This includes presence on social media, particularly where visible to the general public.

X. Fundraising

The DMNA solicitation of funds from the public or from donor institutions uses material that is truthful about the organization. The DMNA respects the privacy concerns of individual donors and expends funds consistent with donor intent. The DMNA discloses important and relevant information to potential donors.

In raising funds from the public, the DMNA will respect the rights of donors, as follows:

Donors will be informed of the mission of the DMNA, the way the resources will be used, and their capacity to use donations effectively for their intended purpose. Further, they will

- Be informed of the identity of those serving on the DMNA’s governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- Have access to the DMNA’s most recent financial reports.
- Be assured their gifts will be used for purposes for which they are given.
- Receive appropriate acknowledgment and recognition.
- Be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
- Be approached in a professional manner.
- Be informed whether those seeking donations are volunteers, staff, or hired solicitors.
- Be encouraged to ask questions when making a donation and to receive prompt, truthful, and forthright answers.

Reporting Responsibility

It is the responsibility of all directors, officers, and staff to comply with the code of ethical conduct and to report violations or suspected violations of the Code of Conduct to the DMNA Board or its Board Chair. The Board or the Board Chair will respond and acknowledge receipt of the reported violation or suspected violation within five business days, unless the submission of the violation is anonymous. All reported violations will be promptly investigated, and the appropriate corrective action will be taken if warranted by the investigation.

Violation of the Code of Conduct may result in removal from the DMNA Board.

This Code of Conduct was accepted by the Board of Directors, which must approve any permanent changes to these policies hereafter.

Approved on [Click or tap to enter a date.](#)

DMNA, Board of Directors