

## Mission Statement

The National Society of The Colonial Dames of America is dedicated to furthering an appreciation of our national heritage through historic preservation, patriotic service, and educational projects

## Society Identity

### Who are we?

The National Society of The Colonial Dames of America in the State of South Carolina.  
NSCDA - SC

## Addresses and Websites

### NSCDA-SC

Office Manager: Abby Aguilar                      Office Hours: Monday to Friday 9:00 to 3:00  
81 Cumberland Street  
Charleston, South Carolina 29401  
(843) 722-3767  
[scdames81@gmail.com](mailto:scdames81@gmail.com)  
website: [nscda-sc.org](http://nscda-sc.org) with member password SC1893

### The Powder Magazine and NSCDA-SC Colonial Council

Alan Stello, Director                      TPM Hours: Monday to Saturday 10:00 to 4:00  
[Alan@powdermag.org](mailto:Alan@powdermag.org)                      Sunday: 1:00 to 4:00  
79 Cumberland Street  
Charleston, South Carolina 29401  
(843) 722-9350  
Assistant Director: John Young  
[John@powdermag.org](mailto:John@powdermag.org)  
Website: [www.powdermag.org](http://www.powdermag.org)

The official website for the National Society

[www.nscda.org](http://www.nscda.org)

User Name: history

Password: future

## The Handbook

The Handbook is available online at NSCDA-SC.org by going to the Member section using the password SC1893. Any member may browse or print the PDF version. The ability to search for member information is also available. **Please note that we have an exclusive use policy meaning that it is not permissible to share information, especially member contact information, from the handbook with those outside of our organization for any reason.**

## Conference Calling

You may find it useful to use our free conference call ability for committee work. Please schedule any conference call with Abby Aguilar, Office Manager, as only one conference call can be made using our PIN at a time.

[www.FreeConferenceCall.com](http://www.FreeConferenceCall.com)

Dial-in-number : (712) 775-7031

Access Code: 314872#

Host Pin: 8922#

NSCDA-SC				
2020 - 2021 Board of Directors				
Name	Position	Home Phone	Cell	Email
Alkis, Becky	Spartanburg TC Chair	none	864-621-2352	mrla3449@yahoo.com
Armato, Kathy	Historical Activities Chair & Colonial Council Co-Chair	none	803-466-5885	kathy.armato@gmail.com
Bouch, Margaret	Assistant Registrar	none	843-834-5570	mmcdmouch@bellsouth.net
Brandt, Anne	Treasurer	843-324-9147	843-324-9147	annebrandtclame@gmail.com
Bridges, Angelyn	President	843-669-5352	843-230-8892	atb@sc.rr.com
Coen, Sally	Third Vice President	843-388-3620	843-696-7800	scoen@coencapital.com
Cotton, Ann	Museum Properties Chair	843-723-0602	843-343-8398	anncotton@gmail.com
Cunningham, Verd	Columbia TC Chair	803-254-5604	803-331-1954	verdce@earthlink.net
Dargan, Caroline	Historian	843-393-7983	843-687-0164	carolinedargan@att.net
Dotterer, Retta	Registrar	none	843-860-6105	rettadotterer@gmail.com
Ford, Frances	Colonial Council Co-Chair	843-762-1780	843-224-0149	fordf@cofc.edu
Foxworth, Cantey	Dames House Chair	none	843-343-9664	canteyfoxworth@gmail.com
Galloway, Sarah	First Vice President	864-582-7260	864-680-5037	sarahgalloway@aol.com
Germain, Ann	Second Vice-President	none	864-630-1447	annbull48@gmail.com
Gilpin, Lane	Pee Dee Town Committee Chair	none	843-858-3197	carpoolmom3@aol.com
Glenn, Libba	Recording Secretary	864-582-7553	864-590-4194	libbaglenn@gmail.com
Guignard, Emilie	Board Arrangements	803-782-8321	803-766-8879	nanny1310@bellsouth.net
Hamilton, Bet	Fourth Vice President	864-585-7905	864-590-4016	bethamilton396@gmail.com
Harper, Marsha	Patriotic Service Chair	none	864-238-2625	marshaharper107@gmail.com
Harris, Blair	Corresponding Secretary	none	803-920-3873	blair@travertinesc.com
Hood, Jean	Assistant Treasurer	none	843-364-3855	jeanhood@comcast.net
Johnson, Scottie	Honorary President	843-849-0848	none	rcj310wade@aol.com
Kellett, Mary Wynne	Georgetown TC Co-Chair	none	843-283-1732	mwckellett@hotmail.com
Kelly, Jackie	SC Regent for Gunston Hall	none	864-979-3011	porthigh@bellsouth.net
Maybank, Kay	Honorary Pres., Parliamentarian	none	843-729-7069	kmaybank1@gmail.com
McKay, Pat	Associate Trustee for Sulgrave Manor	803-782-2920	803-727-7903	pmclmckay@gmail.com
Mundy, Mary	Past President	843-377-2277	843-437-1961	marymundy@gmail.com
Phillips, Flo	Georgetown TC Co-Chair	none	843-385-2968	fkillen@sc.rr.com
Pressly, Anna	Greenville TC Co-Chair	864-232-9351	864-325-2096	apressly@bellsouth.net
Smith, Anne	Lowcountry TC Chair	none	843-817-1337	anwsmith@bellsouth.net
Stokes, Ann	Lady of Dumbarton House	843-436-1099	843-230-5252	annstokes@aol.com
Thomas, Miller	Young Dames Chair	none	917-378-8514	mg@millercaffney.com
Unger, Ellen	Collections	none	843-893-7508	cedarhall@outlook.com
Unger, Rebekah	Special Projects	none	843-343-6144	runger113@icloud.com
Waring, Jane	Honorary Trustee, Sulgrave Manor	843-723-5788	843-723-5788	foxyoxy7@gmail.com
Weston, Mary	Scholarship Chair	none	803-917-7761	mweston917@gmail.com
White, Sallie	Registrar for Associate States & Greenville TC Co-Chair	864-271-4061	864-918-1900	salliepwwhite@gmail.com
NSCDA-SC Colonial Council	Stello, Alan (Director)	843-722-9350	N/A	alan@powdermag.org
Headquarters	Aguilar, Abby (Office Manager)	843-722-3767	N/A	sclames81@gmail.com

NSCDA-SC							
2020 - 2021 Board of Directors							
Last Name	Spouse Name	Address	City	State	Zip Code	Vote	
Alkis	Halis	211 Muirfield Drive	Spartanburg	SC	29306	Y	
Armato	Steven Michael	326 Edisto Avenue	Columbia	SC	29205	Y	
Bouch	Timothy William	5 Lamboll Street	Charleston	SC	29401	Y	
Brandt	Julian Victor III	1533 Fairway Drive	Charleston	SC	29412	Y	
Bridges	Saunders McKenzie, Jr.	715 Brockington Lane	Florence	SC	29501	Y	
Coen	Richard Huguenin	724 Royall Avenue	Mount Pleasant	SC	29464	Y	
Cotton	Philip Warren	34 Gibbes Street	Charleston	SC	29401	Y	
Cunningham	Stephen Mark	6303 Eastshore Road	Columbia	SC	29206	Y	
Dargan	Timothy George	1013 S. Charleston Road	Darlington	SC	29532	Y	
Dortter	Gaillard Townsend, Jr.	347 Seewee Circle	Mt. Pleasant	SC	29464	Y	
Ford	Francis Cordes	13 Country Club Drive	Charleston	SC	29412	Y	
Foxworth	Eugene Dewey	424 Greenwich Street	Mt. Pleasant	SC	29464	Y	
Galloway	Samuel Jackson, Jr.	619 Crystal Drive	Spartanburg	SC	29302	Y	
Germain	Joseph Kenneth, Jr.	322 Belmont Avenue	Greenville	SC	29601	Y	
Gilpin	Albert Thomas	923 Georgetown Road	Darlington	SC	29532	Y	
Glenn	James Robert	114 Williamsburg Drive	Spartanburg	SC	29302	Y	
Guignard	Emilie Bregy	1310 Brentwood Drive	Columbia	SC	29206	Y	
Hamilton	James William	396 Indian Creek Road	Spartanburg	SC	29302	Y	
Harper	Donald Asendorf	107 McIver Street	Greenville	SC	29601	Y	
Harris	Robert Keith	1405 Sarsfield Avenue	Camden	SC	29020	Y	
Hood	Robert Holmes, Jr.	15 Logan Street	Charleston	SC	29401	Y	
Johnson	Robert Campbell	114 Live Oak Parkway	Mt. Pleasant	SC	29464	N	
Kellett	James Pinckney	15 Barlowe Court	Murrells Inlet	SC	29576	Y	
Kelly	Douglas Neal	113 Babbs Hollow	Greenville	SC	29607	N	
Maybank	John Frampton	1 Bishop Gadsden Way, Unit C2	Charleston	SC	29412	N	
McKay	Douglas III	1346 Kathwood Drive	Columbia	SC	29206	N	
Mundy	Richard Ward	739 3rd Street	Mt. Pleasant	SC	29464	Y	
Phillips	Clarence Ernest III	151 Angel Oak Drive	Pawleys Island	SC	29585	Y	
Pressly	Jennings Gillem	120 View Point Drive	Greenville	SC	29609	Y	
Smith	Whitemarsh Seabrook III	12 Greenhill Street	Charleston	SC	29401	Y	
Stokes	Robert Samuel	284 Pinckney Road	Georgetown	SC	29440	N	
Thomas	Martha Miller Gaffney	155 Wingo Way	Mt. Pleasant	SC	29464	N	
Unger	Henry Wayne, Jr.	16 Short Street	Charleston	SC	29401	Y	
Unger	Henry Manning	103 East Bay Street	Charleston	SC	29401	Y	
Walker	Richard Lawson	1525 Tanglewood Circle	Florence	SC	29501	Y	
Waring	Charles Witte, Jr.	700 Quay Circle, Unit 708	Charleston	SC	29412	N	
Weston	Ms. Mary P.	12 Ashley Court	Columbia	SC	29204	Y	
White	Daniel Bowman	24 Serrine Drive	Greenville	SC	29605	Y	
NSCDA-SC Colonial Council		79 Cumberland St.	Charleston	SC	29401	-	
Headquarters		81 Cumberland St.	Charleston	SC	29401	-	

## NSCDA-SC 2020-2021 Board Meetings

<p><b>Annual Meeting 2020</b> Thursday, April 16th Board Meeting</p>	<p>10:30</p>	<p>Virtual</p>
<p><b>Board Meetings</b> Tuesday, October 6th</p>	<p>TBA</p>	<p>Columbia to be followed by General Meeting</p>
<p>Tuesday, November 3rd</p>	<p>TBA</p>	<p>Columbia</p>
<p>Tuesday, December 8th</p>	<p>TBA</p>	<p>Charleston to be followed by Christmas Meeting and Lunch</p>
<p>Tuesday, February 2nd</p>	<p>TBA</p>	<p>Columbia</p>
<p>Tuesday, March 2nd</p>	<p>TBA</p>	<p>Columbia</p>
<p><b>Annual Meeting 2021</b> Wednesday, April 14th and Thursday, April 15th</p>		<p>Columbia</p>

## Board Responsibilities and Expectations

**Board Meeting Attendance:** All voting members of the board are expected to attend all board meetings as well as the October General Meeting and Annual Meeting. When unable to attend, a board member should ask to be excused by the President. Non-voting members of the board are encouraged to attend as often as possible and to participate in board discussions. All board members are asked to stay for lunch following the board meetings. The time together is valuable in creating relationships which facilitate our work.

**Board Meeting Preparation:** Two weeks prior to each board meeting the President will send out an Attendance and Agenda Request via email. You are asked to respond as quickly as possible to let her know if you will attend and if you have an item for the agenda. **Please respond by replying to the request email. Do not respond verbally or by starting a new email.** If the item requires discussion or a vote, you must submit a written report for the board packet one week prior to the meeting. Written reports for items not requiring a vote or discussion are at your discretion. All motions must be submitted in writing to the Recording Secretary by email or at the meeting to ensure accuracy. Reports will be compiled along with the agenda prior to the meeting and distributed via email to all board members. You are asked to take the time to read and be familiar with the board packet prior to the meeting. In addition to notifying the President about your attendance, you must also contact the Arrangements Chair to let her know whether to expect you for lunch. A lunch may not be available for you if you miss the deadline. Last minute cancellations will still be responsible for the cost of lunch. The current **Arrangements Chair is Emilie Guignard, 1310 Brentwood Rd., Columbia, SC 29206, (803) 782-8321, nanny1310@bellsouth.net**

**Confidentiality and One Voice:** Board meeting discussions should remain confidential outside of the board meetings. Once a decision has been made, all board members must speak with one voice regarding that decision. Of particular importance is confidentiality regarding admissions. See Article X, Section B., Item 8. of the Bylaws: “The members of the Board of Managers and the Admissions Committees shall be honor bound not to divulge the proposals, elections or rejections of candidates for membership.”

**Financial Responsibilities:** Board members are legally responsible for the financial condition of the organization. We are fortunate to have a competent and diligent team on the Finance Committee. However, all board members are expected to understand the budget and to work within its confines. In addition, board member participation is essential for formulating and approving the budget for the following year. Board members are reminded not to solicit contributions on behalf of NSCDA-SC without approval of the board. Please be sure that your committee members understand this as well.

Board members are expected to contribute annually to all of the following:

**NSCDA-SC Colonial Council (formerly The Powder Magazine):** This is our very own NSCDA-SC building. It is the source of our educational programs and greatest impact on the public. It is almost exclusively supported by SC Dames and should be the primary beneficiary of your Dames contributions. Gifts are referred to as Partnerships.

**Dumbarton House:** This is our National Headquarters, which provides many resources to Dames and the public. Assistance to corporate societies by Dumbarton staff continues to increase. You should make every effort to contribute to the annual Friends of Dumbarton House campaign. In addition, Dumbarton House Fund for the Future and the current \$10 Million NSCDA Comprehensive Campaign deserve your consideration. Dumbarton House is supported by Dames nationwide.

**Gunston Hall:** built ca. 1755-59, was the plantation home of George Mason, founding father and principal author of the Virginia Declaration of Rights. His call for freedom of the press, tolerance of religion, and other individual rights inspired many seminal freedom documents worldwide, including the Declaration of Independence, the U.S. Bill of Rights, and the United Nations Universal Declaration of Human Rights. The Georgian-style mansion features some of the finest 18th-century ornamental architecture in the country, with exquisite interiors largely designed by Mason's indentured London carpenter William Buckland and intricately hand carved by William Bernard Sears. The Louis Hertle Deed of Gift, executed February 25, 1932, defined the creation of a Board of Regents. The Deed of Gift conveyed to the Commonwealth of Virginia George Mason's estate, Gunston Hall, and specified that this memorial, Gunston Hall, be managed and supervised by a Board of Regents, comprised of members of The National Society of The Colonial Dames of America.

**Sulgrave Manor:** A superb example of a 16th century Manor House and Garden. It was built by Lawrence Washington, direct ancestor of George Washington, the first President of the United States of America. In 1914, Sulgrave Manor was presented by a body of British subscribers to the Peoples of Great Britain and the United States in celebration of the Hundred Years of Peace between the two nations. In 1924, the NSCDA raised \$112,000 from to endow the Manor and Grounds in perpetuity. NSCDA continues to support the property by raising funds from members.

The confusing part for many of us is what seems to be an erratic timetable for the solicitations. One solution might be to give on your own schedule. Simply select a day each year, decide how much you want to give to each of the properties and write your checks all at once. See below for instructions on where to send in unsolicited donations.

### Sending in Unsolicited Donations

**The NSCDA-SC Colonial Council/The Powder Magazine (Owned by NSCDA-SC)**  
NSCDA-SC  
81 Cumberland Street  
Charleston, South Carolina 29401

Make checks payable to NSCDA-SC Colonial Council

Questions should be addressed to:

Frances H. Ford, Colonial Council Co-Chair, [fordf@cofc.edu](mailto:fordf@cofc.edu)  
Kathy Armato, Colonial Council Co-Chair, [kathy.armato@gmail.com](mailto:kathy.armato@gmail.com)

### **Dumbarton House**

2715 Q Street, NW  
Washington, DC 2007-3071

You can write one check payable to NSDCA/Dumbarton House and specify how much you want to go to Friends of Dumbarton House and/or how much to Dumbarton House Fund for the Future. Note that you are a SC Dame.



Questions should be addressed to:

Ann Stokes, SC Lady of Dumbarton House, [annstokes@aol.com](mailto:annstokes@aol.com)

## **Gunston Hall**

10709 Gunston Road  
Mason Neck, Virginia 22079

Make checks payable to Friends of Gunston Hall or visit [gunstonhall.org](http://gunstonhall.org) to give online. Note that you are a SC Dame.

Questions should be addressed to:

Jackie Kelly, SC Regent for Gunston Hall, [porthigh@bellsouth.net](mailto:porthigh@bellsouth.net)

## **Sulgrave Manor**

Mrs. Elaine Carter Blaylock  
Friends of Sulgrave Manor  
10245 Epping Lane  
Dallas TX 75229

Make checks payable to Friends of Sulgrave Manor. Note that you are a SC Dame.

Questions should be addressed to:

Pat McKay, Associate Trustee, [pmclmckay@gmail.com](mailto:pmclmckay@gmail.com)  
Jane Waring, Honorary Trustee, [foxyoxy7@gmail.com](mailto:foxyoxy7@gmail.com)

## Voting on Admissions

Voting takes place twice a year in May and November. All voting members of the board are expected to vote. All board members are honor bound to keep the people, process and results confidential. Proposals require a proposer and an endorser. Each proposal is considered by both a town committee admissions committee and the state admissions committee prior to being presented to the board with the recommendations from both committees. Candidates who receive two no votes will not be invited to membership. A blank on a ballot is considered a no vote. It is impossible for every member of the board to know every candidate. Therefore, you must rely on the recommendations from the admissions committees, the reputations of the proposer and endorser and the comments made during the voting session to make your decision. A general rule is that if there is no reason not to vote for someone, then you should vote for them.

Also, it is important to note that it is not up to the board to worry about lineage. It is the candidate's responsibility to prove qualifying lineage after she has been invited to join. We are voting on whether the candidate would be a welcome addition to our membership.

The words of former NSCDA President, Mrs. Joseph Rucker Lamar still serve as a reference:

*“The fact that we base membership on descent leads the public and some of our own members to assume that eligibility is the only requisite, barring actual undesirability, whereas it has always seemed to me (and I believe it did to the founders) that the only excuse for such a requirement lies in the fact that the descendant is worthy of the ancestor and has, if anything, added to his inheritance; not concealed it in a napkin. Of what use or value is distinguished ancestry, if it does not predicate distinction in the descendant? Otherwise, far from being a source of pride, it should be a reason for the opposite in the presence of those who, without such a stimulus, have achieved distinction.”*

## FORMS

You may find the following forms useful during your board service. Additional copies may be found at [nscda-sc.org](http://nscda-sc.org) under the member section using the password SC1893.

**Reimbursement Request:** Used to request reimbursement for authorized expenses. Receipts must be provided.

**Payment Authorization:** Used to request payment to a vendor/provider for authorized expenses. Bills/invoices must be provided.

**Trip Expense Form:** Used to request reimbursement for authorized travel. Receipts must be provided.

**Journal Entry Payment Authorization:** Used to request that funds be moved from one NSCDA-SC account to the other. An example would be a gift from a town committee to The Colonial Council.

**Whistleblower Policy:** This form is provided for your information and use if necessary.

**Conflict of Interest Policy:** All board members must provide this form to the President annually. Please fill out the form and give it to the President retaining the explanation for your records.

Mrs. J. Victor Brandt III  
Treasurer

Mrs. Robert Holmes Hood, Jr.  
Assistant Treasurer

## REIMBURSEMENT REQUEST

I request reimbursement of the enclosed bill(s) (or itemized expenses), check payable to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Notes/Purpose:  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach invoice(s)**

**Mail to:**

**Mrs. J. Victor Brandt III**  
**1533 Fairway Drive**  
**Charleston, SC 29412**

To be filled out by the Treasurer:

Check #:	Budget Classification	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Treasurer's signature: \_\_\_\_\_

Mrs. J. Victor Brandt III  
Treasurer

Mrs. Robert Holmes Hood, Jr.  
Assistant Treasurer

## PAYMENT AUTHORIZATION

I request payment of the enclosed bill(s) (or itemized expense), check payable to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Notes/Purpose: \_\_\_\_\_

**Please attach invoice(s)**

**Mail to:**

**Mrs. J. Victor Brandt III**  
**1533 Fairway Drive**  
**Charleston, SC 29412**

To be filled out by the Treasurer:

Check number: _____	Budget Classification(s)	Amount
Date paid: _____	_____	_____
	_____	_____
	_____	_____
	_____	_____

Treasurer's Signature: \_\_\_\_\_

Mrs. J. Victor Brandt III  
Treasurer

Mrs. Robert Holmes Hood, Jr.  
Assistant Treasurer

## TRIP EXPENSE FORM

Meeting Date: \_\_\_\_\_

Place: \_\_\_\_\_

Purpose: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

	\$\$	(Paid By Cash, Check, or Credit Card)
	<u>Amount</u>	
Registration Fee	_____	
Hotel Room	_____	
Meals	_____	
Air/RR Fare	_____	
Mileage for Personal Auto @ \$0.545 per mile	_____	
Or Gasoline for Personal Auto	_____	
Local Transport (incl. Tips)	_____	
Parking/Tolls	_____	
Miscellaneous (Hotel Tips, etc.)	_____	
<b>TOTAL \$</b>	<b>_____</b>	

\_\_\_\_\_

(Signature)

### ATTACH COPIES OF ALL RECIEPTS

Mail to: NSCDA-SC, Treasurer, 81 Cumberland Street, Charleston, SC 29401

Mrs. J. Victor Brandt III  
Treasurer

Mrs. Robert Holmes Hood, Jr.  
Assistant Treasurer

## JOURNAL ENTRY PAYMENT AUTHORIZATION

I authorize the transfer of funds within NSCDA-SC for the following payment(s):

To Portrait Book, Powder Magazine, Town Committee, or other Dames Entity:

Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Title: \_\_\_\_\_

Notes/Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please attach or scan invoice (if applicable)**

**Mail to:**

**Mrs. J. Victor Brandt III**  
**1533 Fairway Drive**  
**Charleston, SC 29412**  
**annebrandtdame@gmail.com**

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To be filled out by the Treasurer:

Journal Entry: _____	Budget Classification(s): _____	Amount _____
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Date Entered: _____	_____	_____
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_____	_____	_____
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_____	_____	_____
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Treasurer's signature: \_\_\_\_\_

## NSCDA Whistle Blower Policy and Report Form SC Society

Conduct of NSCDA-SC operations in an open, honest manner is vital to maintenance of public trust and successful accomplishment of the NSCDA-SC mission regarding our national heritage. Any employee or volunteer who knows of or suspects improper or illegal activities by any other employee or volunteer in connection with the finances or any other operation of the NSCDA-SC is encouraged to report the violation to the NSCDA-SC President or NSCDA-SC counsel, as the situation warrants. Any employee or volunteer directed to execute an action that is improper or illegal is enjoined from executing it and likewise encouraged to report it to any of the above noted individuals as the situation warrants. All reports shall be in writing and forwarded in a sealed envelope addressed directly to the recipient and marked "Being submitted pursuant to the NSCDA-SC Whistleblower Policy." Reports may be made on a confidential, anonymous basis. Reports will be forwarded promptly to the SC State Executive Committee, which will investigate every report and take appropriate corrective and disciplinary action. During the investigation every reasonable effort will be made to protect the confidentiality and anonymity of the reporting individual. Remedies may be singular or multiple and range from exoneration to a written warning, to a fine, to dismissal. The SC State Executive Committee shall retain records of concerns, complaints, investigations, and all subsequent actions for at least seven (7) years. Reprisal or punishment by the NSCDA-SC of any employee or volunteer who in good faith refuses to execute an improper or illegal directive, or of any employee who in good faith reports improper or illegal activities, is explicitly and legally prohibited.

From: \_\_\_\_\_ Date of Form: \_\_\_\_\_

To: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

I DO  DO NOT  allow my name to be revealed.

Nature of Incident (describe, use reverse side or additional pages if needed):

\_\_\_\_\_

\_\_\_\_\_

Date Form Received: \_\_\_\_\_

Details of Investigation (describe, use reverse side or additional pages if needed):

\_\_\_\_\_

\_\_\_\_\_

Results of Investigation: Guilty  Not Guilty

Extenuating Circumstances (describe, use reverse side or additional pages if needed):

\_\_\_\_\_

\_\_\_\_\_

Action Taken:

\_\_\_\_\_

\_\_\_\_\_

Keep Form Until (7 Years From Date of Receipt): \_\_\_\_\_



### **NSCDA Conflict of Interest Policy SC Society**

**Purpose:** The purpose of this conflict of interest policy is to protect NSCDA-SC's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, board member, employee or volunteer of the NSCDA-SC or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**Definitions:** *Conflict of Interest* (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, volunteers and board members of the NSCDA-SC. *Board* means the SC Society Board. *Officer* means an officer of the SC Society Board. *Volunteer* means a person ~ other than a board member ~ who does not receive compensation for services and expertise provided to and retains a significant independent decision-making authority to commit resources of the organization. *Staff Member* means a person who receives all or part of her/his income from the payroll of the NSCDA-SC. *Member* means a Member of which shall be a state association of nonprofit organizations that represent a statewide and multi-sector or subsector 501 (c)(3) constituency with a diverse range of corporate identities, or a regional association of nonprofit organizations that represent a specific region within a state or multi-state geographic area and a multi-sector or subsector constituency with a diverse range of corporate identities. *Supporter* means corporations, foundations, individuals, 501 (c)(3) nonprofits, and other nonprofit organizations who contribute to the NSCDA-SC.

Anyone in a position to make decisions about spending NSCDA-SC resources (i.e., transactions such as purchases, contracts) - who also stands to benefit from that decision - has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.

## Policy and Practices:

1. **Duty to Disclose:** Full disclosure, by notice in writing, shall be made by the interested parties to the President of the SC Society in all conflicts of interest. Common examples of potential conflicts of interest include:
  - a. Holding a substantial financial interest in a competitor, supplier, vendor, donor, contributor, or customer;
  - b. Accepting cash or gifts of greater than a normal value from customers, donors, companies, or other individuals in exchange for some benefit;
  - c. Using the organization's resources (funds, equipment, facilities, know-how, or personnel) for other business or personal activities from which the employee or board member might materially benefit;
  - d. Using, permitting or requiring others to improperly use the organization's equipment, materials or other assets owned by the organization;
  - e. engaging in a personal or romantic relationship that could permit an employee or board member to use his or her position to influence within the organization for personal gain or for the benefit of others or which could create the appearance of preferential treatment
  - f. A board member or staff member is a member of the governing body of a contributor to the NSCDA-SC.
  
2. **Determining whether a conflict of interest exists:** After an employee alerts his/her supervisor of a potential conflict of interest and/or Board member or officer alerts the President of the SC Society, the materials and facts will be reviewed independently to assess the existence and/or nature of a conflict.
  - a. Addressing a conflict of interest: The President of the SC Society determines if there is need for action or if there is an alternative solution to the current conflict. Once a decision is made, the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the NSCDA-SC's best interests and the individual will be alerted of the outcome.
  - b. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board, or of any committee or subcommittee thereof in which the subject of discussion

is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.

3. **Documentation:** A record will be kept of the names of the persons who disclosed an actual or possible conflict of interest, the nature of the conflict, and any action taken to determine whether a conflict of interest was present, and how the issue was resolved.
4. **Violations of the Conflicts of Interest Policy:** If there is reasonable cause to believe that a board member, employee or volunteer failed to disclose actual or possible conflicts of interest, he/she will be informed of the basis for such belief and afford the interested person an opportunity to explain the alleged failure to disclose. After hearing the responses and after making further investigation as warranted by the circumstances, it will be determined if the interested person has failed to disclose an actual or possible conflict of interest and appropriate corrective or disciplinary action will be taken.
5. **Annual Statements:** A copy of this policy shall be given to all Board members, staff members, volunteers or other key stakeholders upon commencement of such person's relationship with the NSCDA-SC or at the official adoption of stated policy. Each board member, officer, staff member, and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.



## NSCDA Conflict of Interest Policy Annual Conflict of Interest Acknowledgement

I have read and understand the NSCDA-SC's policy on conflict of interest. As part of the NSCDA-SC, I understand that this policy on conflict of interest applies to me. I understand that I am expected to conduct business in accordance with the letter, spirit, and intent of all relevant conflict-of-interest laws and the conflict-of-interest policy and to refrain from any illegal, dishonest, or unethical conduct. I understand that if a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the board and/or with the SC President or his or her designee for advice and consultation. Furthermore, I understand that this document can be amended at any time. In compliance with the NSCDA-SC's conflict-of-interest policy, I wish to disclose the following positions and relationships which might give rise to a situation in which a real or perceived conflict of interest exists with the NSCDA-SC. These business and professional activities in which I or a family member engages include the following:

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I affirm that I will comply with the letter and the spirit of the NSCDA-SC Conflicts of Interest Policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Position:

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