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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, 9:00-3:00
81 Cumberland Street
Charleston, South Carolina 29401
(843) 722-3767
scdames81@gmail.com
website: nscda-sc.org with member password SC1893

The Powder Magazine and NSCDA-SC Colonial Council

Katherine Pemberton, Director TPM Hours: Monday to Saturday, 10:00-4:00
katherine@powdermag.org Sunday: 1:00-4:00
79 Cumberland Street
Charleston, South Carolina 29401
(843) 722-9350
Assistant Director: John Young
John@powdermag.org
Website: www.powdermag.org

The official website for the National Society

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. All conference calls need to be scheduled with Abby Aguilar, Office Manager, as only one conference call can be made using our PIN at a time. To schedule a conference call, contact her at scdames81@gmail.com or 843-722-3767.

www.FreeConferenceCall.com

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

Access Code: 314872#

Host Pin: 8922#

Video Conferencing

You may find it useful to use our Zoom account for video conferencing for committee work. All video conferences need to be scheduled with Abby Aguilar, Office Manager, to ensure meetings do not overlap. To schedule a video conference, contact her at scdames81@gmail.com or 843-722-3767.

NSCDA-SC

2021 - 2022 Board of Directors

Name	Position	Home Phone	Cell	Email
Armato, Kathy	Colonial Council Co-Chair/ Historical Activities Chair	none	803-466-5885	kathy.armato@gmail.com
Asman, Agnes	Fourth Vice President	803-787-6325	803-414-1116	agnesa1@sc.rr.com
Ball, Mitzi	Lowcountry TC Chair	none	843-224-1722	mball74@comcast.net
Barron, Lynn	Historian	none	803-361-5516	lynnbarron@hotmail.com
Bouch, Margaret	Assistant Registrar	none	843-834-5570	mmcdlbouch@bellsouth.net
Bridges, Angelyn	President	843-669-5352	843-230-8892	atb@sc.rr.com
Bristow, Anne	Columbia TC Chair	none	803-360-5694	annejbristow@gmail.com
Coen, Sally	Third Vice President	843-388-3620	843-696-7800	scoen@coencapital.com
Cotton, Ann	Museum Alliance Chair	none	843-343-8398	annccotton@gmail.com
Dotterer, Retta	Registrar	none	843-860-6105	rettadotterer@gmail.com
Ford, Frances	Colonial Council (TPM) Co-Chair	none	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
Grimball, Capers	Assistant Treasurer	none	843-364-0000	capers.grimball@gmail.com
Harper, Marsha	Patriotic Service Chair	none	864-238-2625	marshaharper107@gmail.com
Harris, Blair	Corresponding Secretary	none	803-920-3873	blair@rravertinesc.com
Hood, Jean	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	none	803-727-1903	pmclmckay@gmail.com
McLeod, Stone	Spartanburg TC Chair	none	803-917-5028	huntcason@gmail.com
Mundy, Mary	Honorary President	none	843-437-1961	maryhmundy@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
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@millergaffney.com
Todd, Sarah	Recording Secretary	864-585-3556	864-415-5180	sarahtrodd@gmail.com
Unger, Ellen	Collections	none	843-893-7508	cedarhall@outlook.com
Unger, Rebekah	Special Projects	none	843-343-6144	runger113@icloud.com
Waring, Jane	Trustee Emeritus for Sulgrave Manor	843-723-5788	843-723-5788	foxyoxy7@gmail.com
Weston, Elmira	Board Arrangements	none	803-920-9120	elmiraweston@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	salliepwhite@gmail.com
Wyche, Marguerite	Trustee for Sulgrave Manor	864-277-6798	864-270-2440	mwyche@wyche.com
NSCDA-SC Colonial Council	Pemberton, Katherine (Director)	843-722-9350	N/A	katherine@powdermag.org
Headquarters	Aguilar, Ably (Office Manager)	843-722-3767	N/A	scdames81@gmail.com

**NSCDA-SC
2020 - 2021 Board of Directors**

Last Name	Spouse Name	Address	City	State	Zip Code	Vote
Armato	Steven Michael	326 Edisto Avenue	Columbia	SC	29205	Y
Asman	John David	1524 Lonsford Drive	Columbia	SC	29206	Y
Ball	Bruce Devon	9 Sayle Road	Charleston	SC	29407	Y
Barron	Porter Gable	1525 Wyndham Road	Columbia	SC	29205	Y
Bouch	Timothy William	5 Lamboll Street	Charleston	SC	29401	Y
Bridges	Saunders McKenzie, Jr.	715 Brockington Lane	Florence	SC	29501	Y
Bristow	Walter James III	1301 Greenhill Road	Columbia	SC	29206	Y
Coen	Richard Huguenin	724 Royall Avenue	Mount Pleasant	SC	29464	Y
Cotton	Philip Warren	34 Gibbes Street	Charleston	SC	29401	Y
Dotterer	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	1420 Shucker Circle, Apt. 421	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
Grimball	Francis Ellerbe	723 Kirk Court	Mt. Pleasant	SC	29464	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
Kellert	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
McLeod	Victor Charles III	627 Norwood Street	Spartanburg	SC	29302	Y
Mundy	Richard Ward	1106 Venture Place	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
Stokes	Robert Samuel	284 Pinckney Road	Georgetown	SC	29440	N
Thomas	Craig Westley	155 Wingo Way, Unit 436	Mt. Pleasant	SC	29464	N
Todd	George Cameron, Jr.	1122 Woodburn Road	Spartanburg	SC	29302	Y
Unger	Henry Wayne, Jr.	5A Rutledge Blvd	Charleston	SC	29401	Y
Unger	Henry Manning	103 East Bay Street	Charleston	SC	29401	Y
Waring	Charles Witte, Jr.	700 Quay Circle, Unit 708	Charleston	SC	29412	N
Weston	Robert Gabrey	5018 Hillside Road	Columbia	SC	29206	Y
Weston	Mary P.	12 Ashley Court	Columbia	SC	29204	Y
White	Daniel Bowman	24 Sirrine Drive	Greenville	SC	29605	Y
Wyche	Madison Baker	134 Rockingham Road	Greenville	SC	29607	N
NSCDA-SC Colonial Council		79 Cumberland St.	Charleston	SC	29401	-
Headquarters		81 Cumberland St.	Charleston	SC	29401	-

2021-2022 Board Manual

NSCDA-SC 2021-2022 Board Meetings

Annual Meeting 2021		Columbia (Virtual)
Thursday, April 15th		
General Meeting	11:00 AM	
Board Meeting	12:00 PM	
Board Meetings		
Tuesday, May 4, 2021	10:30 AM	Columbia
Tuesday, October 5, 2021 (Followed by General Meeting)	10:30 AM	Columbia
Tuesday, November 2, 2021	10:30 AM	Columbia
Tuesday, December 7, 2021 (Followed by Christmas Luncheon)	10:30 AM	Lowcountry
Tuesday, February 1, 2022	10:30 AM	Columbia
Tuesday, March 1, 2022	10:30 AM	Columbia
Annual Meeting 2022		Lowcountry
Wednesday, April 20th and Thursday, April 21st		

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 Elmira Weston, 5018 Hillside Rd., Columbia, SC 29206, (803) 787-5089, elmiraweston@gmail.com.**

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
Kathy Armato, Colonial Council Co-Chair, 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

Gunston Hall

10709 Gunston Road
Mason Neck, Virginia 22079

Make checks payable to Friends of Gunston Hall or visit 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

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
Jane Waring, Trustee Emeritus, foxyoxy7@gmail.com
Marguerite Wyche, Trustee, mwyche@wycheco.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 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. Robert Holmes Hood, Jr.
Treasurer

Mrs. Francis Ellerbe Grimball
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. Robert Holmes Hood, Jr.
15 Logan Street
Charleston, SC 29401

To be filled out by the Treasurer:

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

Treasurer's signature: _____

Mrs. Robert Holmes Hood, Jr.
Treasurer

Mrs. Francis Ellerbe Grimball
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. Robert Holmes Hood, Jr.
15 Logan Street
Charleston, SC 29401

To be filled out by the Treasurer:

Check number: _____	Budget Classification(s) _____	Amount _____
---------------------	--------------------------------	--------------

Date paid: _____	_____	_____
------------------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

Treasurer's Signature:

Mrs. Robert Holmes Hood, Jr.
Treasurer

Mrs. Francis Ellerbe Grimball
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.)	_____
TOTAL \$	_____

(Signature)

ATTACH COPIES OF ALL RECIEPTS

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

Mrs. Robert Holmes Hood, Jr.
Treasurer

Mrs. Francis Ellerbe Grimball
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. Robert Holmes Hood, Jr.
 15 Logan Street
 Charleston, SC 29401
jeanhoo@comcast.net

To be filled out by the Treasurer:

Journal Entry: _____	Budget Classification(s): _____	Amount _____
----------------------	---------------------------------	--------------

Date Entered: _____	_____	_____
---------------------	-------	-------

_____	_____	_____
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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:

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:
