

Wisconsin Alumni Association Chapter Participant Code of Ethics

WAA requires each Chapter participant to comply with this Chapter Participant Code of Ethics to take part in Chapter events, programs, and volunteer opportunities. As a Chapter participant, you must act consistent with the below:

- **Role as a WAA and UW-Madison Ambassador**- You are acting as an ambassador for WAA and UW-Madison. We ask that all participants support the mission and priorities of UW-Madison, and adhere to the highest standards of personal and professional ethics.
- **Alcohol Policy** - WAA prohibits the overserving of alcohol at Chapter events and in no circumstance may an attendee under the legal age be served alcohol at a Chapter event. Alcohol is prohibited at Chapter events targeted at attendees under the legal age, unless served by a properly licensed third party responsible for checking the age of those being served.
- **Transportation Policy** - You assume personal responsibility for the safety of you and your passengers. WAA provides no insurance coverage and bears no liability for the use of personal vehicles in relation to Chapter events, programs, or volunteer opportunities.
- **Non-Discrimination and Anti-Harassment Policy** - WAA does not permit discrimination on the basis of race, color, religion, sex, national origin or ancestry, age, marital status, sexual orientation, disability, or any other characteristic protected by law. WAA also does not permit sexual harassment, or any other harassment prohibited by law. Any Chapter participant who receives a report of, or believes that they have observed or been subjected to prohibited discrimination or harassment should immediately report the conduct to both the Chapter's Board of Directors and WAA at chapters@uwalumni.com.
- **Policy on Minors at Chapter Events** – Minors must be accompanied at all Chapter events by a parent or guardian.
- **Applicable Laws** - Chapter participants must agree not to violate any federal, state, or local laws.

Chapter leaders include Chapter Board members and any other Chapter participants that control Chapter or donor money; play a role in planning or executing Chapter events; or receive information from WAA about students, alumni, and donors. In addition to the above, such individuals are expected to act consistent with the below:

- **Conflict of Interest Policy** - Chapter leaders must be aware of potential conflicts of interest involving financial transactions with the Chapter and must refrain from voting or discussing matters related such transactions. For example, Chapter leaders must disclose to the Chapter Board and abstain from any vote regarding the purchase of goods or services from them or a business in which they have a financial interest.
- **Stewardship of Donor Gifts** - Chapter leaders are responsible for properly stewarding gifts made by Chapter participants and friends. This includes, but is not limited to, ensuring that gift money is properly receipted (if the Chapter receipts directly), deposited into the appropriate University of Wisconsin Foundation and Alumni Association (WFAA) account, and that WFAA has the information necessary to give donors credit and acknowledgment for their gifts.
- **Chapter Finances** - Chapter leaders are responsible for controlling Chapter and donor money consistent with their mission to support UW-Madison and WFAA. This includes, but is not limited

to, ensuring that money is deposited into the appropriate financial account and spent consistent with member expectations. Chapter money and personal funds should never be commingled.

- **Data Disclosure and Confidentiality Agreement** - Chapter leaders may receive and have access to student, donor, and alumni information. Chapter leaders must sign an annual acknowledgment that they have read, understand, and agree to WAA's Data Disclosure and Confidentiality Policy.
- **Incident Reporting** - Report violations of this Chapter Participant Code of Ethics to WAA at chapters@uwalumni.com or your Chapter representative.

Chapter leaders are required to sign an annual certification that they have read, understand, and agree to this Chapter Participant Code of Ethics. It is the responsibility of each Chapter's Board to obtain certifications from non-Board Chapter leaders and transmit those certifications to WAA.

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If you have any questions or concerns about the Chapter Participant Code of Ethics, please contact your Chapter Board or Chapter representative.

Wisconsin Alumni Association
Chapter Participant Code of Ethics Certification

I certify that I have read, understand, and agree to WAA's Chapter Participant Code of Ethics and agree to abide by the expectations outlined within. Any violations of the Code of Ethics may result in the termination of the volunteer role or removal from WAA programs indefinitely. WAA reserves the right to modify its Chapter Participant Code of Ethics, and I agree that my participation in any WAA events or programs will constitute my acceptance of such changes.

By: _____

(Print Name)

Date

Volunteer Role (if applicable)

Email Address