



UNIFIED DEMOCRACY

POLITICAL ACTION COMMITTEE

I. Personal and Professional Integrity

All staff, board members, and volunteers of the Unified Democracy PAC act with honesty, integrity, and openness whenever they represent the organization. The Unified Democracy PAC promotes a working environment that values respect, fairness, and integrity.

II. Mission

The Unified Democracy PAC has a clearly stated mission and purpose, approved by the board of directors, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of the Unified Democracy PAC understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by the Unified Democracy PAC and of value to the society at large.

III. Governance

The Unified Democracy PAC has a board of directors that is responsible for setting the mission and strategic direction of the organization and for oversight of the finances, operations, and policies of the organization. The board:

- Ensures that its members have the requisite skills and experience to carry out their duties, that all members understand and fulfill their governance duties by acting for the benefit of the Unified Democracy PAC and its public purpose, and that all members have specified terms of service;
- 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;
- Ensures that the Unified Democracy PAC conducts all transactions and dealings with integrity and honesty;
- Ensures that the Unified Democracy PAC promotes working relationships with board members, staff, volunteers, members, and other stakeholders that are based on mutual respect, fairness, and openness;
- Ensures that policies of the Unified Democracy PAC are in writing, clearly articulated, and officially adopted;
- Ensures that the resources of the Unified Democracy PAC are responsibly and prudently managed; and
- Ensures that the Unified Democracy PAC has the capacity to carry out its programs effectively.

IV. Legal Compliance

The Unified Democracy PAC is knowledgeable of and complies with all U.S. laws, regulations, and applicable international conventions.

V. Responsible Stewardship



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The Unified Democracy PAC manages its funds responsibly and prudently. The Unified Democracy PAC:

- Spends its annual budget on programs in pursuance of its mission;
- Prudently draws from reserve funds consistent with donor intent and to support the public purpose of the organization;
- Ensures that all spending practices and policies are fair, reasonable, and appropriate to fulfill the mission of the organization; and
- Ensures that all financial reports are factually accurate and complete in all material respects.

VI. Openness and Disclosure

The Unified Democracy PAC 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 Unified Democracy PAC fully and honestly reflects its policies and practices. Basic informational data about the Unified Democracy PAC, such as the Form 3-X is available to the public. All solicitation materials must accurately represent the Unified Democracy PAC's policies, practices, and programs. All financial, organizational, and program reports are complete and accurate in all material respects.

VII. Program Evaluation

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

VIII. Inclusiveness and Diversity

The Unified Democracy PAC is committed to inclusiveness and diversity in its staff, board, and volunteers.

IX. Fundraising

When raising funds, the Unified Democracy PAC is truthful in its solicitation materials. The Unified Democracy PAC respects the privacy concerns of individual donors, expends funds consistent with donor intent, and discloses important and relevant information to potential donors. In raising funds from the public, the Unified Democracy PAC respects the rights of donors:

- To be informed of the mission of the Unified Democracy PAC, the way the resources will be used and its capacity to use donations effectively for its intended purposes;
- To be assured their donations will be used for the purposes for which they were given;
- To receive appropriate acknowledgement and recognition;



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- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
- To feel free to ask questions when making a donation and to receive prompt, truthful, and forthright answers.

Note: These nine points are adapted from A Donor Bill of Rights, developed by the American Association of Fund Raising Counsel, the Association for Healthcare Philanthropy, the Council for the Advancement and Support of Education, and the Association of Fundraising Professionals, and endorsed by the Unified Democracy PAC.