

ILLINOIS MATHEMATICS AND SCIENCE ACADEMY®

**PERSONNEL (GBIA)
BOARD OF TRUSTEES (BIA)**

BAN ON RECEIPT OF GIFTS POLICY

A. Covered Individuals and Definitions

No part-time, full-time or contractual employees of the Illinois Mathematics and Science Academy, or its Board of Trustees members, shall receive any gift or gratuity from any person or entity who:

1. is seeking political action from IMSA;
2. does business or seeks to do business with IMSA;
3. conducts activities regulated by IMSA;
4. has an interest that may be substantially affected by IMSA; or
5. is a registered lobbyist.

Examples of such persons and entities include but are not limited to lobbyists, current and prospective vendors and contractors, and current and prospective parents and students.

Further, no spouse or immediate family member living with the covered individual shall receive any gift or gratuity from the above-listed prohibited sources.

“Gift” and “gratuity” as used in this policy covers any gratuity, discount, entertainment, hospitality, loan, forbearance or anything else having monetary value, including cash, food, drinks and honoraria.

B. Exceptions

However, a gift or gratuity is exempt from this provision under the following circumstances:

1. where market value is paid for the item, the item is returned to the donor, or it or its value is donated to charity;
2. a lawful political contribution or attendance at a political fundraising event;
3. gifts from relatives;
4. gifts based on personal friendship unrelated to position or employment at IMSA;
5. commercially reasonable loans;

6. contributions to a legal defense fund;
7. intra- and inter-governmental gifts among officials and employees of IMSA and between IMSA and a member, officer or employee of any other State agency, federal agency or any governmental entity;
8. food, refreshments, lodging, transportation and other benefits resulting from outside employment or other outside activities and customarily provided to others in similar circumstances, not because of position or employment at IMSA;
9. pension or employee benefit plans;
10. educational materials and missions;
11. awards and prizes for contests and events open to the public;
12. honorary degrees and associated food and travel;
13. training costs and associated gratuities if the training is in the interest of IMSA;
14. meetings with government officials intended to educate IMSA officials on matters of public policy to which the covered individual may be invited to participate along with other public officials or community leaders;
15. travel expenses for meetings to discuss state business;
16. bequests and inheritances;
17. anything paid for directly by IMSA or under an IMSA contract;
18. personal hospitality provided in the host's private residence or other property, unless that host is a lobbyist or agent of a foreign principle;
19. attendance at a widely attended event, subject to the criteria specified below in Section C;
20. opportunities, benefits and services available on the same conditions to the public;
21. commemorative plaques and trophies;
22. food or beverages consumed on the premises and not exceeding \$75 per person in value on a single day;
23. promotional products of nominal value by Illinois companies; or
24. items of nominal value, provided that in a fiscal year the value of any single item does not exceed \$100 and the total value of all items received from any one source does not exceed \$100.

To determine whether a gift is provided on the basis of personal friendship (#4 above), the covered individual should consider the following circumstances:

1. the history of the relationship between the two parties, including any previous exchange of gifts;
2. whether the covered individual has actual knowledge that the individual giving the gift personally paid for or sought a deduction or reimbursement for the gift; and
3. whether the covered individual has actual knowledge of the gift giver giving the same or similar gifts to other covered individuals.

C. Attendance at Events

Individuals covered by this policy may accept free attendance at a widely attended convention, conference, reception or similar event, if:

1. the covered individual participates in the event as a speaker or panel participant by presenting information related to government, or by performing a ceremonial function appropriate to the covered individual's official position with IMSA; or
2. attendance at the event is appropriate to the performance of civic affairs in Illinois or the covered individual's official duties with IMSA.

An unsolicited offer for free attendance for a spouse or other individual at the event may be accepted so long as such individual is accompanying the covered individual.

A covered individual may accept an unsolicited offer for free attendance at a charity event, however, reimbursement cannot be accepted for transportation and lodging.

D. Reimbursement by Private Sources

A covered individual may receive reimbursement from a private source, other than a registered lobbyist or agent of a foreign principal, for necessary transportation, lodging and related expenses for travel to a meeting, speaking engagement or other similar event in connection with the duties of the covered individual, if:

1. the covered individual discloses the expenses reimbursed and the authorization to IMSA or other appropriate authority, within thirty (30) days after completion of the travel; and
2. if the individual seeking reimbursement is an IMSA employee, the employee receives advance authorization from his/her supervisor to accept reimbursement.

Activities substantially recreational in nature shall not be considered in connection with the covered individual's official duties.

Each application for advance authorization shall include:

1. the employee's name;
2. the name of the person making the reimbursement;
3. the time, place and purpose of the travel; and
4. a determination that the travel is in connection with the duties of the employee at IMSA and would not create the appearance that the employee is using public employment with IMSA for private gain.

Each disclosure of expenses to be reimbursed shall be signed by the covered individual (and in the case of an employee, by his/her supervisor) and shall include:

1. an estimate of total transportation expenses;
2. an estimate of total lodging expenses;
3. an estimate of total meal expenses;
4. an estimate of total other expenses; and
5. a determination that all those expenses are necessary transportation, lodging and related expenses.

E. Ethics Officer

In accordance with state law, IMSA shall designate an Ethics Officer whose duties shall include:

1. acting as a liaison with the Inspector General;
2. reviewing statements of economic interest and disclosure forms of any IMSA employee or board member required to file such documents, prior to filing with the Secretary of State; and
3. providing guidance to IMSA employees and board members in the interpretation and implementation of the *State Gift Ban Act*.

The Ethics Officer shall be the individual holding the position of Vice President-Strategy and Results unless designated otherwise by the President.

F. Documentation by Covered Individuals

The Ethics Officer may require documentation in the event of a question or complaint that needs to be investigated. Covered individuals are encouraged to document all gifts they are offered, the approximate value of each item, the source(s) of each item and the decision they make with regards to each item (accept and keep the item for personal use; accept and donate the item to charity; or decline and, if necessary, return the item to the giver).

ADOPTED: May 11, 1999
AMENDED: May 14, 2004
REAFFIRMED: May 16, 2012