Conflict of Interest Policy for the

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Organization/Booster Club

The purpose of the following policy and procedures is to prevent the personal interest of board members and officers from interfering with the performance of their duties to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization or result in personals financial gain on the part of such persons at the expense of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization or its Members and supporters.

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 officers and board members of the \_\_\_\_\_\_\_\_\_\_\_\_\_. Board means the Board of Directors. Officer means an officer of the Board of Directors.

POLICY AND PRACTICES

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:

a. A board member is related to another board member by blood, marriage or domestic partnership.

b. A board member or their organization (business) stands to benefit from a\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ transaction or staff member of such organization receives payment from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for any subcontract, goods or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.

2. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ best interest. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.

3. An interested Board member or officer shall not participate in any discussion or debate of the Board or Director, 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.

4. Anyone in a position to make decisions about spending the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s resources, 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.

5. A copy of this policy shall be given to all Board members and Officers upon commencement of such person’s relationship with the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or at the official adoption of stated policy. Each board member and officer shall sign and date the policy at the beginning of her/his term of service and each year thereafter. Failure to sign does not nullify the policy. This policy and disclosure form must be filed annually by all specified parties.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Organization

Conflict of Interest

Disclosure Form

This form must be filed annually by all specified parties, as identified in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Conflict of Interest Policy Statement.

\_\_\_\_\_\_\_ I have no conflict of interest to report

\_\_\_\_\_\_\_\_ I have the following conflict of interest to report (please specify):

The undersigned, by his/her affixed signature, note his/her understanding of the implications of this policy and acknowledgement of having read and received Conflict of Interest Policy for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date