

Conflict of Interest Policy

A conflict of interest is defined as an actual or perceived interest by a staff or board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain as a result of their position as a board member. Officers and members are obligated to always act in the best interest of Cedar Valley Makers. This obligation requires that any board member or member, in the performance of organization duties, seek only the furtherance of Cedar Valley Makers mission.

- A. The officers and members of Cedar Valley Makers should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organization fund raising-activities.
- B. No officer, or member of Cedar Valley Makers shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:
 - 1. The officer or member;
 - 2. Any member of their immediate family;
 - 3. Their partner;
 - 4. An organization in which any of the above is an officer, director or employee;
 - 5. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.
- C. The Cedar Valley Makers Board of Directors are volunteers. The board may adopt policies providing for reasonable reimbursement of directors for expenses incurred in conjunction with carrying out board responsibilities.
- D. **Employees**—It may be necessary to hire employees to handle day to day operational duties. Employees may be required to report to the board of directors but cannot be board members and will not vote.
- E. **Disclosure**--Any possible conflict of interest shall be disclosed by the person or persons concerned.
- F. **Board Action**--When a conflict of interest is relevant to a matter requiring action by the Board, the interested person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Directors, excluding the person(s) concerning whose situation the doubt has arisen.
- G. **Record of Conflict**--The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.



3/22/2015

Signature of Authorized Representative

Date