

**POLICY**

**CONFLICT OF INTEREST**

**Adopted by the Board of Directors on June 3, 2010**

The purpose of the following policy and procedure is to complement RUSK RANCH NATURE CENTER (RRNC) bylaws to prevent the personal or other interest of staff members, board members, and volunteers from interfering with the performance of their duties to RRNC, or result in personal financial, professional, or political gain on the part of such persons at the expense of RRNC or its members, supports, or other stakeholders.

***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 staff members, officers, and board members of RRNC. ***Board*** means the Board of Directors. ***Officer*** means an officer of the Board of Directors. ***Volunteer*** means a person, other than a board member, who does not receive compensation for services and expertise provided to RRNC and retains a significant independent decision-making authority to commit resources of the organization. ***Staff Member*** means a person who receives all or part of her/his income from the payroll of RRNC. ***Supporter*** means corporations, foundations, individuals, 501 (c)(3) nonprofits, and other nonprofit organizations who contribute to RRNC.

***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 or staff member by blood, marriage or domestic partnership.
  - b. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
  - c. A board member or their organization stands to benefit from an RRNC transaction or staff member of such organization receives payment from RRNC 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.
  - d. A board member's organization receives grant funding from RRNC.
  - e. A board member or staff member is a member of the governing board of a contributor to RRNC.
  - f. A volunteer working on behalf of RRNC who meets any of the situations or criteria listed above.
2. Following full disclosure of a possible conflict of interest or any conditions 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 its best interests, such as exclude that individual from discussion and decisions about the subject that is the focus of the conflict of interest.
3. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, 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.

4. Anyone in a position to make decisions about spending RRNC's resources (i.e., transactions such as purchases contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); she/he should not participate in any final decisions.
5. A copy of this policy shall be given to all Board members, staff members, volunteers or other key stakeholders upon commencement of such person's relationship with or at the official adoption of stated policy. Each board member, officer, staff member, and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
6. This policy and disclosure form must be filed annually by all specified parties.

PRINT:

Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

SIGN:

Signature \_\_\_\_\_

Current Declaration:

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Signature \_\_\_\_\_