

ARTICLE V

Conflict of Interest (Processes, potential instances)

A conflict of interest is defined as an actual or perceived interest by a member in an action or transaction that results in, or has the appearance of resulting in, personal, organizational, or professional gain. All members are obligated to always act in the best interest of the organization. This obligation requires that any member, in the performance of organization duties and business affairs, seek only the furtherance of the organization's mission and best interests. At all times, members are prohibited from using their position with the organization, job title, or the organization's name or property, for private profit or benefit.

- a. The members of the organization should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors/consultants and others with a business relationship with the organization. This provision is not intended to preclude bona-fide organization fundraising activities.
- b. No member of the organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his/her knowledge, any of the following has a financial interest in that purchase or contract:
 1. The member;
 2. Any member of their immediate or extended family;
 3. Their partner;
 4. An organization in which any of the above is an officer, director, trustee or employee;
 5. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.
- c. **Disclosure:** Any possible conflict of interest shall be disclosed by the person or person concerned to the Executive Council.
- d. **Executive Council Action:** When a conflict of interest is relevant to a matter requiring action by the organization's EC, any member shall call it to the attention of the EC and said person(s) shall not vote on the matter. In addition, the person(s) shall recuse themselves from the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict of interest exists, the matter shall be resolved by vote of the Executive Council, excluding the person(s) concerning whose situation the doubt has arisen.

Record of Conflict: The official minutes of the EC 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.