

Community Partners International

Conflict of Interest Policy

The purpose of the following policy and procedures is to prevent the personal interest of board members from interfering with the performance of their duties to Community Partners International, or result in personal financial, professional, or political gain on the part of such persons at the expense of Community Partners International or its supporters, and 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 board members and officers. *Board* means the Board of Directors. *Officer* means an officer of the Board of Directors of Community Partners International.

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 board member or their organization stands to benefit from a Community Partners International transaction or staff member of such organization receives payment from Community Partners International 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.
 - c. A board member's organization receives grant funding from Community Partners International.
 - d. A board member is a member of the governing body of a contributor to Community Partners International.
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 Community Partners International's best interests. Both votes shall be by a majority vote without counting the vote of any interested director.
3. A Board member who is formally considering salaried employment with Community Partners International must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Board member's elected term which will not be extended because of the leave. A Board member who is formally considering employment with Community Partners International must submit a written request for a temporary leave of absence to the Secretary of the Community Partners International Board, c/o the Community Partners International's office, indicating the time period of the leave. The Secretary of Community Partners International will inform the Chair of the Board of such a request. The Chair will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of Community Partners International.
4. An interested Board 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. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board member.

5. Anyone in a position to make decisions about spending Community Partners International's resources (i.e., transactions such as purchases, grants, contracts) – 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.
6. A copy of this policy shall be given to all Board members at the official adoption of stated policy. Each Board member shall sign and date the policy at the beginning of his/her term of service and each year thereafter. Failure to sign does not nullify the policy.

Community Partners International

Board Member Conflict of Interest Disclosure Form

This form must be filed annually by all Board Members, as identified in the Community Partners International 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 their affixed signature, note their understanding of the implications of this policy.

Signature

Printed Name

Date