

CCARC CONFLICT OF INTEREST POLICY

1. **Purpose**

The purpose of this policy is to define and outline the process, policy and essential management controls for potential conflicts of interest.

The intent of this policy is to articulate a concise and enforceable policy that is in compliance with the *Washington Nonprofit Handbook, 2018*.

2. **Scope**

This policy applies to all leadership, staff, vendors, volunteers and other individuals and organizations with a role in CCARC.

3. **Policy**

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

- 3.1 Member of the Board of Directors or Officers or another organization they are affiliated with that potentially stands to benefit from a transaction with CCARC.
- 3.2 Member of the Board of Directors or Officer is a member of the governing body of a contributor, vendor or supplier to CCARC that would benefit from the relationship.
- 3.3 A club member or volunteer working on behalf of CCARC whose actions may derive a personal monetary benefit or other business interest.

4. **General policy statements**

The following general policy statements apply to all purchases and acquisitions:

- 4.1 A copy of this policy shall be provided to all members of the Board of Directors and officers at time of appointment and receipt of same certified in writing.
- 4.2 When the President, Chairman, Directors, or other officer is notified in writing of an actual or potential conflict of interest, the Board of Directors shall appoint a team to investigate the matter.

4.2.1 The team shall consist of at least two members of the Board of Directors and one club officer not directly involved in the alleged conflict of interest.

4.2.2 If no conflict of interest exists, no further action shall be taken.

4.2.3 If a conflict of interest has been identified, the team shall recommend in writing to the President and all members of the Board of Directors a corrective action plan within 30 days.

5. Maintenance

This policy shall be reviewed and revised as necessary to assure continuing accuracy and relevance.

6. References

- *Washington Nonprofit Handbook, 2018, published by Wayfind.*

7. Implementation

This policy is in effect upon approval.

Members of the Board Directors and Officer shall be oriented to this policy upon appointment as a component of their orientation.

Approved by the CCARC Board of Directors 6 Oct 2021