

20. UDVC CONFLICT OF INTEREST POLICY

I. PURPOSE

To prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties, or result in personal financial, professional, or political gain on the part of such persons at the expense of Utah Domestic Violence Coalition (UDVC) or its members, supporters, and other stakeholders.

II. SCOPE

This policy applies to all staff members, board members, and volunteers at all locations of UDVC.

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 UDVC.

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 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 UDVC.

Member means a Member of UDVC which shall be an association of nonprofit organizations that represent a statewide and multi-sector or sub-sector 501(c)(3) constituency with a diverse range of corporate identities, or a regional association of nonprofit organizations that represent a specific region within a state or multi-state geographic area and a multi-sector or sub-sector constituency with a diverse range of corporate identities.

Supporter means corporations, foundations, individuals, 501 (c)(3) nonprofits, and other nonprofit organizations who contribute to UDVC.

III. POLICY

- A. 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 a UDVC transaction or staff member of such organization receives payment from UDVC 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 UDVC

- e. A board member or staff member is a member of the governing body of a contributor to UDVC.
 - f. A volunteer working on behalf of UDVC who meets any of the situations or criteria listed above.
- B. Following full disclosure of a possible conflict of interest or any condition listed in A above, the Board of Directors shall determine whether a conflict of interest exists. 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 UDVC's best interests. Both the vote determining whether a conflict exists and the vote to authorize or reject an existing conflict votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum, provided that at least one consenting director is disinterested.
- C. A Board member or Committee member who is formally considering employment with UDVC 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 or Committee member who is formally considering employment with UDVC must submit a written request for a temporary leave of absence to the Secretary of UDVC's Board, c/o the UDVC's office, indicating the time period of the leave. The Secretary of UDVC 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 UDVC.
- D. 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. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
- E. Anyone in a position to make decisions about spending UDVC'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); s/he should not participate in any final decisions.
- F. 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 UDVC 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.
- G. This policy and disclosure form must be filed annually by all specified parties.

Utah Domestic Violence Coalition

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Conflict of Interest Disclosure Form

This form must be filed annually (and at the time of any new conflict of interest) by all specified parties as identified in the UDVC Conflict of Interest Policy Statement (ratified by the UDVC Board of Directors on August 8, 2017).

I HAVE NO POTENTIAL CONFLICTS OF INTEREST TO REPORT

I HAVE THE FOLLOWING CONFLICTS / POTENTIAL CONFLICTS OF INTEREST TO REPORT:

The undersigned, by their affixed signatures, note their understanding of the implications of this policy.

Printed Name

Relation to UDVC (ie Employee, Board Member, Volunteer, Contractor)

Signature

Date

To be completed by UDVC Board of Directors

Request Approved

Request Denied

Comments (if any)

Board Member Signature

Date Reviewed by Board of Directors