

Conflict of Interest Policy for the College of the Redwoods Foundation

The purpose of the following policy and procedures is to prevent the personal interest of board members and volunteers from interfering with the performance of their duties to the College of the Redwoods (CR) Foundation, or result in personal financial, professional, or political gain on the part of such persons at the expense of the CR Foundation or its members, 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.

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 the CR Foundation and retains a significant independent decision-making authority to commit resources of the organization. *Supporter* means corporations, foundations, individuals, 501 (c) (3) nonprofits, and other nonprofit organizations who contribute to the CR Foundation.

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 or their organization stands to benefit from a CR Foundation transaction or receives payment from the CR Foundation 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.
 - b. A board member's organization receives grant funding from the CR Foundation.
 - c. A board member is a member of the governing body of a contributor to the CR Foundation.
 - d. A volunteer working on behalf of the CR Foundation who meets any of the situations or criteria listed above.

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 the CR Foundation's best interests. Both 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.

3. An interested Board member or officer 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



National Council of Nonprofit Associations

©2004 National Council of Nonprofit Associations

May be duplicated, with attribution, by charitable organizations.

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.

4. Anyone in a position to make decisions about spending the CR Foundation'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.
5. A copy of this policy shall be given to all Board members upon commencement of such person's relationship with the CR Foundation or at the official adoption of stated policy. Each board member and volunteer shall sign and date the policy at the beginning of her/his term of service 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.



National Council of Nonprofit Associations

©2004 National Council of Nonprofit Associations

May be duplicated, with attribution, by charitable organizations.

College of the Redwoods Foundation

Conflict of Interest Disclosure Form

This form must be filed annually by all specified parties, as identified in the CR Foundation's Conflict of Interest Policy Statement (ratified by the CR Foundation's Board of Directors on June 10, 2009).

_____ 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



National Council of Nonprofit Associations

©2004 National Council of Nonprofit Associations

May be duplicated, with attribution, by charitable organizations.