



# CONFLICTS OF INTEREST

Peninsula High School VPO

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### Article I – Purpose

This policy is established to protect this tax-exempt organization’s (Organization) interest when it is contemplating involvement in transactions or arrangements where benefit to one or more Director or Officer of the Organization may benefit from such involvement. This policy is intended to be supplemental to any/all applicable municipal, state and federal laws concerning conflict of interest as applicable to nonprofit organizations.

### Article II – Definitions

Interested person(s) shall be defined as a Director, Officer or Committee Member holding delegated powers of the Board who has either a direct or indirect interest of financial nature.

Financial interest shall be defined as an interested person having either direct or indirect interest of financial nature. Interest of a financial nature shall be described as:

1. Having ownership or investment interest in any entity with which the Organization has executed transactions or arrangements;
2. Having a compensation arrangement with the Organization or with any entity or individual with which the Organization has executed transactions or arrangements;
3. Having a potential interest in or compensation with any entity or individual with which the Organization has executed transactions or arrangements.

Compensation includes, but is not limited to, remuneration either directly or indirectly as well as receipt of gifts or favors which are substantial.

A financial interest does not necessarily constitute a conflict of interest. A conflict of interest only exists if determined to be by the Board of Directors or a Committee appointed by the Board (Investigating party) for the purpose of determining if a conflict of interest exists.

### Article III – Procedures

Disclosure by an interested person(s) must be provided in connection with any actual or potential conflict of interest. A reasonable opportunity to disclose all material facts for the review by the investigating Directors and/or Committees, must be provided to the interested person(s).

Immediately following disclosure, the interested person shall be relieved of all duties, responsibilities, title and powers of the office or committee held until determination of such a conflict of interest is completed and pursuant actions are completed by the investigating party.

Determination of conflict(s) of interest is to be pursued in a timely fashion after the material facts and any discussion involving the interested person(s) are completed.

The investigating party shall convene a formal meeting at which time, date and location of their choosing, they will conduct their investigation and vote as to whether or not a conflict of interest exists.

The interested person(s) shall be allowed to make a presentation at the meeting of the investigating party yet shall not be entitled to participation in or to being present in the deliberations of the investigating party.

#### Article IV – Records

Accurate minutes of all meetings of the investigating party shall be kept and shall contain:

1. The name(s) of the person(s) who disclosed or were otherwise determined to have had financial interest in connection with an actual or potential conflict of interest;
2. The nature of the financial interest;
3. The actions taken to determine if a conflict of interest exists;
4. The decision as to whether or not a conflict of interest exists;
5. The names of all persons present in discussions and in determining if a conflict of interest exists;
6. The content of discussions in determining if a conflict of interest exists;
7. The decision of the investigating party;
8. The disciplinary actions taken if a conflict of interest existed.

#### Article V – Acknowledgement

All Directors of the Organization, at the first meeting of the Board of Directors following election of Directors, are to read and acknowledge having read, this policy, indicating their uncoerced willingness to comply with it.