

# The Center for Creativity, Innovation and Discovery

## Conflict of Interest Policy

### Purpose and Philosophy

The purpose of this policy is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to the The Center for Creativity, Innovation and Discovery (“CCID”), and to prevent personal financial, professional, or political gain on the part of such persons at the expense of CCID or its members, supporters, and other stakeholders.

### Definitions

- *Conflict of Interest* (also “Conflict”) means a conflict, or the appearance of a conflict, or the appearance as perceived by other members of the Board, 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 CCID.
- *Board* means the Governing Board.
- *Officer* means an officer of the Governing Board.
- *Volunteer* means a person -- other than a Board member -- who does not receive compensation for services and expertise provided to CCID 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 CCID.
- *Supporter* means corporations, foundations, individuals, 501(c) (3) nonprofits, and other nonprofit organizations who contribute to CCID.

### Policy

- I. Full disclosure, by notice in writing, shall be made by the interested parties to the full Governing Board in all conflicts of interest, including but not limited to the following:
  - A Board member is related to another Board member or staff member by blood, marriage or domestic partnership.
  - A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
  - A Board member or his/her organization stands to benefit from a CCID transaction or staff member of such organization receives payment from CCID 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.
  - A Board member's organization receives grant funding from CCID.
  - A Board member or staff member is a member of the governing body of a contributor to CCID.

- II. Following full disclosure of a possible conflict of interest or any condition listed above, the Governing Board 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 CCID's best interests. Both votes shall be by a majority vote without counting the vote of any interested Board member, even if the disinterested Board member are less than a quorum provided that at least one consenting Board member is disinterested.
- III. A Board member or Committee member who is formally considering employment with CCID must resign from the Governing Board. The request and any action taken shall be reflected in the official minutes of a public board meeting.
- IV. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Governing Board, 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, that member may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
- V. Anyone in a position to make decisions about spending CCID'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 shall not participate as a Board member or employee in any discussions or in any decisions.
- VI. 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 CCID 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.
- VII. This policy and disclosure form must be completed and filed annually by all specified parties.

# The Center for Creativity, Innovation and Discovery Conflict of Interest Disclosure Form

Fiscal Year \_\_\_\_\_

This form must be filed annually by all specified parties, as identified in Governing Board's CCID's Conflict of Interest Policy.

\_\_\_\_\_ I have no conflict of interest to report

\_\_\_\_\_ I have the following conflict/s of interest to report (please specify):

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The undersigned, by his/her affixed signature, acknowledges understanding of the implications of this policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date