

**Conflict of Interest Policy Guidance for**

**The WICT Network Chapters**

**(Effective 1/1/20XX)**

Every non-profit organization (including The WICT Network Global and each of the Chapters) must adopt a conflict of interest policy to ensure that they are not facilitating excessive personal benefit or self-dealing, as this may result in serious penalties.

To help your chapter remain in compliance with federal regulations that govern nonprofits, The WICT Network HQ is providing you with the attached template that you may personalize with your chapter’s information. The policy encourages volunteer leaders to disclose any information that could be perceived by a reasonable person to be a conflict of interest. Note that your state may also have certain requirements that you may need to incorporate into the policy.

You should review and vote to adopt this policy with your board of directors every year, and each volunteer leader must disclose any potential conflicts and sign where indicated on page 4. The Chapter Treasurer should collect the signed documents and provide them to the Chapter President for review.

Once signatures have been obtained from all volunteer leaders, the Chapter President should sign below and return this page only to The WICT Network HQ. The individual forms with signatures may be scanned and stored electronically or otherwise archived for 3 years.

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Signature Date

Name:

Title:

Chapter Name:

Date shared and adopted by the Chapter Board of Directors:

Email:



**[Insert Chapter Name Here]**

Conflict of Interest Policy

1. **Policy Statement.**  Each officer, director, and committee or task force member (“volunteer leader”) should avoid both actual and apparent conflicts of interest that would interfere with their ability to discharge their fiduciary responsibilities to **[INSERT CHAPTER NAME HERE]. [INSERT CHAPTER NAME HERE]** encourages its volunteer leaders to follow ethical standards, to be in compliance with all laws, and to avoid any conflict of interest, or appearance of such, including having their titles or affiliation used to publicize personal or company activities, programs, or events (especially those conducted for private profit). Each volunteer leader is required to disclose annually their interests that could give rise to a conflict of interest.
2. **Conflict of Interest Defined.** The term “conflict of interest” includes, but is not limited to, circumstances where a volunteer leader, or a member of his or her immediate family:
3. owns any financial or other proprietary interest in any entity supplying (or seeking to supply) goods or services to The WICT Network;
4. accepts, agrees to accept or solicits any substantial benefit from a third party on account of that party’s past, present, or future business relationship with The WICT Network;
5. receives any substantial financial benefit from a pending decision of The WICT Network or from an organization or individual being evaluated by The WICT Network; or
6. serves as an officer, director or committee member of any competing organization, i.e., any nonprofit or business enterprise whose purposes, products, and/or services compete with those of The WICT Network.
7. **Disclosure of the Existence of a Conflict.** If any volunteer leader of The WICT Network knows, believes, or has reason to know or believe, that he/she has a conflict of interest or a potential conflict of interest with respect to any transaction involving The WICT Network, any decision of the Board, any decision of a committee or task force, or any action taken by an officer (“transaction”), such person shall inform the Board of the Committee of the existence of such conflict of interest or potential conflict of interest.
8. **Effect of the Existence of a Conflict of Interest.** In the event that it is determined that a conflict of interest exists, and the volunteer leader has made full disclosure of the facts surrounding the conflict, then the Board of Directors shall determine whether the volunteer leader may fully participate in the deliberations and vote on the affected transaction. If the volunteer leader merely discloses the existence of the conflict of interest or potential conflict of interest, yet fails to disclose or is prohibited from disclosing all material facts regarding the conflict, then such volunteer leader shall be prohibited in participating in any manner or form in the deliberations or decisions regarding the affected transaction.
9. **Resignation.** No individual who has an actual conflict of interest shall be required to resign his or her position with **[INSERT CHAPTER NAME HERE]** merely because of the existence of a conflict; however, the remaining members of the Board of Directors may make a fair and full evaluation of all facts pertaining to the conflict of interest to determine its extent. If the remaining members of the Board of Directors make a determination in writing that the nature and extent of the conflict of interest is so substantial and of such a continuing nature that it would be impossible for the volunteer leader to discharge the duties of his or her office with the requisite degree of loyalty and integrity , then the Board of Directors may require the resignation of the volunteer leader who is subject to the conflict of interest or secure removal of the volunteer leader as permitted by law.

**DISCLOSURE**

I have reviewed the **[INSERT CHAPTER NAME HERE]** Conflict of Interest Policy and agree to be bound by its provisions for the duration of my appointed or elected term. I would like to disclose the following information in support of the policy (e.g., competing organization to which I belong, other organizations that I have financial or proprietary interest that may be affected by my **[INSERT CHAPTER NAME HERE]** service, and so on).

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Signature Date

Name:

Title:

Volunteer Leadership Position:

Chapter:

Email: