



STAHA Conflict of Interest Policy

This Conflict of Interest Policy is designed to help Board Members of STAHA identify situations that present possible conflicts of interest and to provide STAHA with a procedure for resolution. This policy supplements but does not replace any state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

I. Definitions

- A. *Conflict of Interest*: A situation in which the concerns or aims of two different parties are incompatible.
- B. *Interested Person*: Any person serving on the Association Board, any contractor, donor or volunteer, or any individual who has a personal interest in conflict with the the activities or finances of STAHA. All such circumstances should be disclosed to the Board.
 - 1. Anyone party to a contract or involved in a transaction with STAHA for goods or services.
(vendor)
 - 2. Anyone with a material financial interest in a transaction between STAHA and another entity in which the director or a family member or family business directly benefits.
 - 3. Anyone with a material financial interest in a business or enterprise that competes with STAHA such that it negatively impacts the goals of this organization.
- C. *Material financial interest*: Any financial interest or any form of compensation, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect or interfere with a board member's judgment with respect to decision making on behalf of STAHA.
- D. *Gifts, Gratuities, and Entertainment*: Accepting gifts, entertainment, or other favors from individuals or entities under circumstances where such action was intended to influence or possibly would influence a board member in the performance of his or her duties.
- E. *Contract or Transaction*: Any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over or direction of another organization (such as a vendor, another hockey organization, accountancy services.) The making of a gift to STAHA is not a contract or transaction.

II. Process

- a. Prior to entering into a contract or other transaction that may present a potential conflict of interest, any board member must disclose all facts material to the potential conflict of interest at an Association meeting. Such disclosure shall be reflected in the Minutes of the meeting.
- b. Any member of STAHA who is aware of a perceived potential conflict of interest *of any kind* should present relevant facts to the Board.
- c. Any director or member of STAHA who is unable to attend a meeting at which a conflict of interest shall be discussed must disclose *in writing* all facts material to the discussion. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the Minutes of the meeting.
- d. Any person(s) involved in a matter of conflict of interest shall not participate in or be permitted to hear Board or committee discussion of the matter except to disclose material facts and to respond to questions. Such person(s) shall not attempt to influence the outcome of the matter, either during or outside the meeting.
- e. Any person(s) involved in a potential conflict of interest with respect to a contract or transaction shall not be counted to establish quorum for purposes of the vote.
- f. Any person(s) involved in a potential conflict of interest may not vote on the contract or transaction, and shall not be present in the room when the vote is taken, whether by secret ballot or otherwise. Such ineligibility to vote shall be reflected in the Minutes of the meeting.
- g. In the event that it is not entirely clear that a conflict of interest exists, any concerned individual should disclose the circumstances to a board member. The matter will be presented to the Board in order to determine whether a conflict of interest exists warranting full Board discussion.

III. Confidentiality

All STAHA members shall not disclose confidential information acquired in connection with disclosures of conflicts of interest, or potential conflicts, which might be adverse not only to the interests of STAHA but also to any other parties involved. Furthermore, board members and volunteers shall not use or disclose information relating to the business of any entity involved in a conflict of interest discussion for individual, family, or Association profit or advantage.

IV. Administration of Policy

Annually all Association Board members will be provided with and asked to review and sign this policy. Any director or volunteer shall submit in writing any relationship(s), position(s), or circumstance(s) which might create to a conflict of interest or the perception of a conflict of interest.

SOUTH TAHOE AMATEUR HOCKEY ASSOCIATION

Acknowledgement of Conflict of Interest Policy

I hereby acknowledge receiving a copy and have read and agree to copy with the South Tahoe Amateur Hockey Association Conflict of Interest Policy. I have had an opportunity to ask any questions, and disclose any potential, or potentially perceived, conflicts of interest.

Print Name: _____

Position: _____

Signature: _____

Date: _____

Disclosures:
