

CONFLICT OF INTEREST POLICY

Arizona Dance Coalition (ADC) – January 2021

The purpose of the following policy and procedure is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to, or result in personal financial, professional, or political gain on the part of such persons at the expense of or its board 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. Persons in a position of trust include staff members, officers, and board members of the Arizona Dance Coalition. *Board* means the Board of Directors. *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 Arizona Dance Coalition 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 Arizona Dance Coalition. *Member* means a Member of which shall be a state association of nonprofit organizations that represent a statewide and multi-sector or subsection 501(c)(3) constituency with a diverse range of corporate identities, or a regional association of nonprofit organizations that represent a specific region within a state or multi-state geographic area and a multi-sector or subsector constituency with a diverse range of corporate identities. *Supporter* means corporations, foundations, individuals, 501(c)(3) nonprofits, and other nonprofit organization who contribute to the Arizona Dance Coalition.

POLICY AND PRACTICES

1. Full disclosure, by notice in writing/electronic, 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 is **related** to another board member or staff member by blood, marriage or domestic partnership.
 - b. A staff member in a supervisory capacity is **related** to another staff member whom she/he supervises. A board member of their organization stands to benefit from a transaction, or staff member of such organization, receives payment from 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*.
 - c. A board member's organization receives grant funding from Arizona Dance Coalition.
 - d. A board member or staff member is a member of the governing body of a contributor to Arizona Dance Coalition.
 - e. A volunteer working on behalf of the Arizona Dance Coalition who meets any of the situations or criteria listed above.

At this time, January 26, 2021, no ADC board member is related, there is no staff, there are no contributors, and ADC does not provide grants, awards, or scholarships.

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 Arizona Dance Coalition'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. *A Board member or Committee member who is formally considering employment with Arizona Dance Coalition must take a temporary leave of absence until the position is filled.* Such a leave will be taken within the Board member's elected term which *will not be extended* because of the leave. A Board member or Committee member who is formally considering employment with Arizona Dance Coalition must submit a *written request* for a temporary leave of absence to the Secretary of the board, c/o the Arizona Dance Coalition office, indicating the time period of the leave. The Secretary will inform the Chair of the Board/President of such a request. The Chair/President will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of the Board meeting. *At this time there are no paid positions. Everyone is a working volunteer.*

4. *An interested Board member, officer, or staff member 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 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.

5. Anyone in a position to make decisions about spending Arizona Dance Coalition's resources (i.e., transactions such as purchases contracts from merchandise, printing, food vendors, etc.) – *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.*

6. 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 Arizona Dance Coalition 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.

ANNUAL STATEMENTS

This policy and disclosure form must be filed annually by all specified parties.

REMEDIES

Any director who fails to comply with this Conflict of Interest Policy may, in the discretion of the Board of Directors, be censured or be removed from the Board.

Please list your membership on the boards of other organizations and if you are an officer (include title), plus any membership in professional societies.

ANNUAL AFFIRMATION AND DISCLOSURE STATEMENT

The Conflict of Interest Policy of Arizona Dance Coalition requires an annual affirmation that you have received, read, understand, and agree to comply with the Conflict of Interest Policy. In addition, the Policy requires that you annually disclose (1) your affiliations with any organization with which Arizona Dance Coalition may have a financial relationship, and (2) persons with whom you have a close relationship (such as a family member or close companion) who are affiliated with any organization with which Arizona Dance Coalition may have a financial relationship.

Please sign this Statement indicating your affirmation as described above. Please disclose, in addition, any applicable affiliations known to you.

Please return this Statement to the Secretary by January 31.

Your Signature _____ Date _____