

Conflict of Interest Policy

First Unitarian Society of Ithaca

Adopted: September 19, 2023

All Trustees, Officers, agents, and Employees of First Unitarian Society of Ithaca (**Society**) shall disclose all real or perceived conflicts of interest that they discover or that have been brought to their attention in connection with our congregation's activities.

"Conflicts of interest" occur when a person is responsible for promoting the interest of the ministry at the same time he or she is involved in a competing personal interest (financial, business, personal, or relational).

"Disclosure" shall mean providing properly, to the appropriate person, a written description of the facts comprising real or apparent conflicts of interest. An annual questionnaire shall be distributed to Trustees, Officers, Board Committee Chairs and Ministry Partnership Team Chairs to assist them in considering such disclosures, but disclosure is appropriate and required at any time conflicts of interest may occur. The completed questionnaires shall be filed with the Clerk of the Board or such other person designated by the Board President to receive such notifications. At the Annual Meeting of the Society, all disclosures of real or perceived conflicts of interest shall be noted for the record in the minutes.

Capitalized nouns in this document are defined in either the Bylaws or the Board Policy Book.

An individual Trustee, Officer, agent, or key Employee who believes that he or she or an immediate member of his or her immediate family might have real or perceived conflicts of interest, in addition to filing a notice of disclosure, must abstain from:

1. Participating in discussions or deliberations with respect to the subject of the conflict (other than to present factual information or to answer questions),
2. Using his or her personal influence to affect deliberations,
3. Making motions,
4. Voting,
5. Executing agreements, or
6. Taking similar actions on behalf of the organizations where the conflict of interest might pertain by law, agreement, or otherwise.

At the discretion of the Board of Trustees or the Chair of a Committee or Team thereof, a person with real or perceived conflicts of interest may be excused from all or any portion of discussion or deliberations with respect to the subject of the conflict.

A member of the Board of Trustees or a Committee or Team thereof, who, having disclosed conflicts of interest, nevertheless shall be counted in determining the existence of a quorum at any meeting in which the subject of the conflict is discussed. The minutes of the meeting shall reflect the individual's disclosure, the vote, and the individual's abstention from participation and voting.

The President of the Board and Chairs of the Ministry Partnership Teams shall ensure that all Trustees, Officers, agents, Employees, and independent contractors of the organization are made aware of the organization's policy with respect to conflicts of interest.

Conflict-of-Interest Disclosure Annual Reporting Statement

I have read and understand the above Conflict of Interest Policy. I hereby declare and certify the following real or perceived conflict(s) of interest:

(If necessary, attach additional documentation.)

I agree to promptly inform the Board upon the occurrence of any event that could potentially create, for me, a conflict of interest.

Date _____

Signature _____

Printed
Name _____

Title _____