

Conflict of Interest Policy Highlanders Youth Rugby Chapel Hill

The purpose of the following policy is to prevent the personal interests of Officers, Staff Members, or Directors from interfering with the performance of their duties to Highlanders Youth Rugby Chapel Hill, a North Carolina nonprofit corporation, or result in personal, financial, professional, or political gain on the part of such persons at the expense of Highlanders Youth Rugby Chapel Hill.

Article I. Definitions

“Conflict of Interest” or “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 Directors of Carolina Youth Rugby, and such other individuals or organizations that may be so designated from time to time by the Board of Directors.

“Board of Directors” means the Board of Directors of Highlanders Youth Rugby Chapel Hill.

“Director” means a member of the Board of Directors.

“Officer” means an officer of the Board of Directors.

“Staff Member” means a person who receives all or part of his/her income from the payroll of Highlanders Youth Rugby Chapel Hill.

Article II. Policy and Practices

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors on all Conflicts of Interest, including, but not limited to the following;
 - a. A Director is related to an Officer, Staff Member or another Director genetically, by marriage, or by domestic partnership.
 - b. An Officer or Staff Member in a supervisory capacity is related to another Officer or Staff Member whom he/she supervises.
 - c. A Director or any organization affiliated to such Director stands to benefit from any Highlanders Youth Rugby Chapel Hill transaction or an officer, staff member, volunteer, or contributor to such organization receives any compensation from Highlanders Youth Rugby Chapel Hill for any subcontract, goods, or services other than as reimbursement for reasonable expenses incurred as provided in the Bylaws of Highlanders Youth Rugby Chapel Hill and any policy of Highlanders Youth Rugby Chapel Hill duly adopted by the Board of Directors.

- d. Any organization affiliated with a Director, Officer, or Staff Member receives any goods or services from Highlanders Youth Rugby Chapel Hill.
 - e. A Director, Officer, or Staff Member is a member of the governing body of a contributor to Highlanders Youth Rugby Chapel Hill.
- 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 of Directors shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the best interests of Highlanders Youth Rugby Chapel Hill. 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 Director who is formally considering employment with Highlanders Youth Rugby Chapel Hill must take a temporary leave of absence until the position is filled. Such a leave will be taken within such Director's elected term which will not be extended because of the leave. A Director who is formally considering employment with Highlanders Youth Rugby Chapel Hill must submit a written request for a temporary leave of absence to the Secretary of the Board of Highlanders Youth Rugby Chapel Hill, indicating the time period of the leave. The Secretary of the Board of Highlanders Youth Rugby Chapel Hill will inform the Chair of the Board of Directors of such a request. The Chair will bring the request to the Board of Directors for action. The request and any action taken shall be reflected in the official minutes of Highlanders Youth Rugby Chapel Hill.
- 4. An interested Director, Officer, or Staff Member shall not participate in any discussion or debate of the Board of Directors, or of any committee or subcommittee thereof on which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual Conflict of Interest. They may be present, however, to provide clarifying information in such a discussion or debate unless objected to by any present Director or committee member.
- 5. Anyone in a position to make decisions about spending the resources of Highlanders Youth Rugby Chapel Hill who also stands to benefit from that decision has a duty to disclose the Conflict of Interest as soon as it arises or becomes apparent and may not participate in any related final decision.
- 6. A copy of this policy shall be given to all Directors, Officers, and Staff Members upon commencement of such person's relationship with Highlanders Youth Rugby Chapel Hill or at the official adoption of stated policy. Each Director, Officer, and Staff Member shall sign and date the policy at the beginning of his/her term of service or employment. Failure to sign does not nullify the policy.

Highlanders Youth Rugby Chapel Hill Conflict of Interest Disclosure Form

This form must be filed with the Board of Directors of Highlanders Youth Rugby Chapel Hill by all specified parties, as identified in the Highlanders Youth Rugby Chapel Hill Conflict of Interest Policy as ratified by the Highlanders Youth Rugby Chapel Hill Board of Directors on 1 November 2009.

Check one:

I have no conflict of interest to report

I have the following conflict of interest to report (specify and add attachments if necessary)

The undersigned, by his/her affixed signature, expressly acknowledges his/her full and complete understanding of the implications of the foregoing policy.

Signature: _____

Printed Name: _____

Date: _____