



**Phi Chi Theta
Conflict of Interest Policy
Adopted by the Executive Council on November 25, 2008**

The purpose of the following policy and procedures is to complement Phi Chi Theta bylaws to prevent the personal interest of staff members, executive council members, and volunteers from interfering with the performance of their duties to Phi Chi Theta, or result in personal financial, professional, or political gain on the part of such persons at the expense of Phi Chi Theta or its 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 executive council members of Phi Chi Theta. *Officer* means an officer of the Executive Council. *Volunteer* means a person -- other than a council member -- who does not receive compensation for services and expertise provided to 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 Phi Chi Theta. *Member* means a Member of Phi Chi Theta which shall be a state association of nonprofit organizations that represent a statewide and multi-sector or subsector 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 organizations who contribute to Phi Chi Theta.

POLICY AND PRACTICES

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Executive Council in all conflicts of interest, including but not limited to the following:
 - a. A council member is related to another council 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.
 - c. A council member or their organization stands to benefit from a Phi Chi Theta transaction or staff member of such organization receives payment from Phi Chi Theta 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.
 - d. A council member's organization receives grant funding from Phi Chi Theta.
 - e. A council member or staff member is a member of the governing body of a contributor to Phi Chi Theta.

- f. A volunteer working on behalf of Phi Chi Theta who meets any of the situations or criteria listed above.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the Executive Council shall determine whether a conflict of interest exists and, if so the Council shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect Phi Chi Theta's best interests. Both votes shall be by a majority vote without counting the vote of any interested council member, even if the disinterested council members are less than a quorum provided that at least one consenting council member is disinterested.
3. A council member or committee member who is formally considering employment with Phi Chi Theta must take a temporary leave of absence until the position is filled. Such a leave will be taken within the council member's elected term which will not be extended because of the leave. A council member or committee member who is formally considering employment with Phi Chi Theta must submit a written request for a temporary leave of absence to the Executive Director, c/o the Phi Chi Theta office, indicating the time period of the leave. The Executive Director will inform the National President of such a request. The National President will bring the request to the Executive Council for action. The request and any action taken shall be reflected in the official minutes of the Phi Chi Theta Executive Council meeting.
4. An interested council member, officer, or staff member shall not participate in any discussion or debate of the Executive Council, 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 council or committee member.
5. Anyone in a position to make decisions about spending Phi Chi Theta's resources (i.e., transactions such as purchases contracts) – 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 Executive Council members, staff members, volunteers or other key stakeholders upon commencement of such person's relationship with Phi Chi Theta or at the official adoption of stated policy. Each council 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.
7. This policy and disclosure form must be filed annually by all specified parties.

This policy supersedes any previous documents published on this issue. This policy does not however supersede any provisions in the Phi Chi Theta National Bylaws.