E - Conflict of Interest Policy
HCU will work to prevent personal interest from interfering with the execution of duties.

Article 1 - Definition
Section 1 Conflict of Interest - When a person in a position of trust has a private interest in the outcome of official responsibilities, there is the potential for a conflict of interest.

Section 2 Personal Gain - A conflict exists if the person making the decision receives a benefit that is not related to their work or volunteer duties. (Example: purchasing items from a board officer.)

Section 3 Family Members - A conflict exists if the person making the decision is related through blood, marriage, adoption, or domestic partnership to another person that will benefit from the decision. (Example: Hiring a family member to provide child care for an event.)

Section 4 Business Partnership - A conflict exists if the person making the decision is associated with or a member of a business or organization that stands to benefit from the decision. (Example: Hiring a board officer to provide technical services for an event.)

Article 2 - Disclosure
Section 1 Executive Board - Full disclosure, noted in board minutes, will be required for any HCU Officer that has a conflict of interest. This includes but is not limited to:
   a. An Officer is related to another Officer.
   b. An Officer is related to a staff member of HCU.
   c. An Officer stands to benefit from a business transaction with HCU.

Section 2 HCU Staff - Full disclosure, by written letter to the HCU President, will be required for any person employed by HCU that has a conflict of interest. If a decision of the Executive Board will affect a person/organization related to the employee, they are required to disclose that relationship.

Section 3 HCU Members & Work Site Leaders - Full disclosure, by written letter to the HCU President, will be required for any member appointed to a committee that has a conflict of interest.

Article 3 - Restrictions
Section 1 Financial Decisions - Anyone in a position to make decisions who stands to benefit from that decision should not participate in the final decision.

Section 2 Employment - Any Executive Board member who has requested to be considered for employment with HCU may not hold a position that has hiring authority. If a member is employed by HCU, they will not participate in employment decisions.

Section 3 Agenda Items - Any Officer or committee member who has a conflict of interest with an agenda item should not participate in the debate or final decision. They may be present to answer questions if needed.

Article 4 - Enforcement
Section 1 Voluntary Abstention - When a conflict of interest disclosure is presented, the member with the conflict may declare that they will abstain from the debate and decision.
Section 2  **Board Required Abstention** - When a potential for a conflict of interest arises and the member with the conflict does not voluntarily abstain, the Board will determine whether the conflict of interest exists. If the board determines, by majority vote, that there is a conflict, the member with the conflict will be prohibited from participating in the agenda item.

Section 3  **Roll Call Vote** - If a conflict exists, decisions on the agenda item will be by roll call vote.

Section 4  **Record Keeping** - The Secretary shall note any conflict of interest in the meeting minutes. The member with the conflict of interest will be recorded as an abstention.

Section 5  **Notification** - A copy of this policy will be provided to all Executive Board members, staff members, and other key stakeholders upon the commencement of their relationship with HCU.

Section 6  **Review** - This policy will be reviewed by the Executive Board at the start of each school year.

END OF POLICY
APPROVED 8/28/2018