

## Conflict of Interest Policy

### **Purpose**

This policy was created to protect Scottsdale Parent Council's (SPC) commitment to its mission, as well as abide by IRS regulations. It is essential that SPC maintains the highest standards with regard to the public statements and activities in any political activity.

1. This policy is designed to assure the highest level of ethical conduct of members involved in the governance of the organization and to avoid public perceptions and financial consequences detrimental to SPC that could arise from the misuse, or perception of misuse, of an individual's position or influence.
2. SPC's own purposes, values, and obligations lead it to broader policies with regard to engagement in the political process. SPC is an important resource for policy development and information, and the audience for our research, ideas, and analysis inevitably includes elected officials and candidates for office of all parties. In keeping with the organization's mission, direct or indirect contact with elected officials and candidates and their staffs is encouraged to promote the purpose of the SPC. However, candidates and elected officials shall not be voting members of the SPC, although they may speak at SPC meetings when invited.
3. SPC's conflict of interest policy is not designed to eliminate or exclude relationships and activities that might create a duality of interest, but rather to encourage transparency and careful deliberation in those cases where conflicts or perceived conflicts may arise.

### **Nonpartisanship**

To protect SPC's commitment to nonpartisanship, Board members should observe the following principles and rules with regard to political activity.

1. SPC does not participate in campaigns for candidates for public office, nor does it support or oppose specific candidates or parties.
2. In keeping with the organization's mission, members may brief or consult with candidates and campaigns on a strictly non-exclusive basis.
3. Members may not appear as surrogates for candidates before the media or the public, and should refrain from representing or counseling candidates at public events or media appearances.
4. If members advise candidates in a fashion that constitutes or connotes support for those candidates they must do so in a personal capacity, outside regular business hours and without the use of SPC resources.
5. Members must also make **explicitly** clear that they are acting as individuals and not on behalf of SPC. When members make such arrangements in a personal capacity they should discuss and disclose their plans with the board in advance.

### **Disclosure**

1. Whenever an Executive Board member has a conflict of interest or a possible perceived conflict of interest with SPC, he or she shall notify the President of such conflict.
2. Whenever any school representative member has a conflict of interest or a possible perceived conflict of interest with the organization, he or she shall consult with a member of the Executive Board and, if warranted, notify the President of such conflict.

3. When any conflict of interest is relevant to a matter under consideration or requiring action by the Executive Board, or committee thereof, the interested person shall call it to the attention of the President and shall not be present during Board or committee discussion or decision on the matter.
  - a. That person shall provide the Board or applicable committee with any and all relevant information on the particular matter.
4. If there is reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, the executive board shall inform that member of the basis of such belief and give the member an opportunity to explain the alleged failure to disclose. If member's explanation is deemed justified then no action will be taken.
5. The minutes of the meeting of the Board or committee thereof shall reflect that the conflict of interest was disclosed, that the interested person was not present during discussion or decision on the matter, and did not vote.

### **Disciplinary Action for Failure to Disclose**

1. Written reprimand
  2. Suspension
  3. Revoking membership
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- A copy of this conflict of interest policy shall be furnished to each executive board, committee member and school representative who is presently serving this organization or who may hereafter become associated with it.
  - Each required member as designated above will be asked to sign this Conflict of Interest Policy Disclosure Statement upon their election, appointment or reelection to the Board, Committee, or School Representative and annually thereafter.

I have read and understand the SPC Conflict of Interest Policy Disclosure Statement and agree to abide by all requirements.

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Voting Member

**SPC Conflict of Interest Disclosure Form**

**2018/2019**

Name: \_\_\_\_\_

Membership role (Check all that apply):

- Executive Board Member
- Executive Committee Member
- Member School Representative

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between Scottsdale Parent Council and your personal interests, financial or otherwise:

\_\_\_\_\_ I have no conflict of interest to report

\_\_\_\_\_ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of Scottsdale Parent Council.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

