

CONFLICT OF INTEREST POLICY
Unitarian Universalist Fellowship of Mankato
Approved April 19, 2017
Updated 9-20-17 and 1-02-2020

1.1.1. Conflicts of Interest

The Board expects all of its members to carry out their duties with undivided loyalty to the Church and its mission. A conflict of interest exists whenever a Board/Committee member has interests or duties that may hinder or appear to hinder the Board/Committee member from fulfilling this duty.

1.1.1.1. Definition Conflicts of interest arise when the Board/Committee member:

- Stands to gain or lose financially because of an action of the Church in which they have a decision-making role.
- Cannot set aside their personal preferences as an individual consumer of the Church's services to act in behalf of the whole Church and its mission.
- Faces any other situation that impairs or reasonably appears to impair their independence of judgment.
- Has a close relationship with someone who has a conflict of interest, as defined here. A close relation includes any person, corporation, or other business entity with which the Board/Committee member has a close personal, family, or business relationship.

1.1.1.2. Conflict-of-Interest Disclosure. The Board will annually require its members and committee chairs to disclose in writing all existing or foreseeable conflicts of interest. Disclosure forms must be kept by the Secretary and made available to any member of the Board/Committee who asks to see them.

1.1.1.3. Conflict-of-Interest Process. When a Board/Committee member reports a potential conflict of interest related to a matter before the Board/Committee, the Board/Committee (minus the affected member) will determine how to handle the situation. Possible responses include:

- Disclosure in Board/Committee minutes of the nature of the conflict.
- Leaving the room during all Board/Committee discussions and votes related to the conflict of interest.
- Resignation from the Board/Committee.

1.1.2. Discipline and Removal of Board Members

In exercising its power under the bylaws to remove an officer or Board member, the Board will follow the following procedures:

1.1.2.1. Removal for Misconduct. The Secretary will notify the member in writing and offer a hearing before the Board. Pending such a hearing, the Board may suspend the member's voting privileges.

1.1.2.2. Removal for Absence from Board Meetings.

If an officer or Board member misses more than three meetings in a twelve-month period, then the Secretary will notify the member in writing that the member may appear at the next meeting to ask the Board to excuse the absences, or the Board will request the member's resignation.

