

Conflict of Interest Policy for Staunton Augusta Art Center

The following policy and procedures is to prevent the personal interest of Staff members and Board Members from interfering with the performance of their duties to SAAC or result in personal financial, professional, or political gain on the part of such persons at the expense of SAAC or its members, supporters, and other stakeholders.

Definitions:

Conflict of Interest 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 Board Members of SAAC.

Board means the Board of Directors

Officer means an Officer of the Board of Directors

SAAC means the Staunton Augusta Art Center.

Staff Member means a person who receives all or part of their income from the payroll of SAAC.

POLICY AND PRACTICES

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:

a. A Board Member is related to another Board 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 Board Member or their organization stands to benefit from a SAAC transaction or Staff member of such organization receives payment from SAAC for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred via Board policy.

d. A Board Member or Staff member is a member of the governing body of a contributor to SAAC.

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 shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect SAAC's best interests.

3. An interested Board Member, Officer, or Staff member shall not participate in any discussion or debate of the Board of Directors, 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 Board or committee member.

4. Anyone in a position to make decisions about spending SAAC'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); they should not participate in any final decisions.

5. While Board Members and Staff may participate in SAAC festivals and events such as Art in the Park and Art on the Town, they must submit through the same means as every other participant and are ineligible for prizes or awards.

6. A copy of this policy shall be given to all Board Members and Staff upon their joining the organization and shall be signed by each Board and Staff member.

ACKNOWLEDGMENT I acknowledge that I have read and understand the foregoing Conflict of Interest policy and will abide by it.

I certify that:

__ to the best of my knowledge, I have no interest or relationship which gives rise to, or may give rise to, a Conflict of Interest or an appearance of a Conflict of Interest.

__ the following interests or relationships constitute, or may constitute, a Conflict of Interest or an appearance of a Conflict of Interest:

The undersigned, by their affixed signature, note their understanding of the implications of this policy.

Signature:

Printed Name:

Date: