

UUA CONFLICT OF INTEREST POLICY

All officers, employees, and trustees of the Unitarian Universalist Association and all members of UUA committees (including committees of the Association, committees of the Board of Trustees, and committees advisory to the staff) shall scrupulously avoid any conflict between their personal, professional, or business interests and the interests of the Association.

The word “committee” in this policy is to be interpreted broadly to include any appointed or elected body of the Association, whether it is normally called a committee or a panel, board, commission, or other name.

If any officer, employee, trustee, or committee member has any direct or indirect interest in, or relationship with, any individual or organization that proposes to enter into any transaction with the Association, including but not limited to transactions involving:

- a. the sale, purchase, lease or rental of any property or other asset,
- b. employment, or rendition of services, personal or otherwise,
- c. the award of any grant, loan, contract, or subcontract, or
- d. the investment or deposit of any funds of the Association,

such person shall be considered an “interested person” and shall give notice of such interest or relationship as specified in this policy.

Disclosure

The President shall assure that all officers, employees, trustees, and committee members are informed of this policy.

Association employees and members of Committees advisory to the staff shall disclose possible conflicts to the President. Officers and trustees of the Association, and members of all other committees, shall disclose possible conflicts to the Moderator.

Each officer, trustee, senior staff member, and committee member shall annually

- a. acknowledge receipt of this policy and
- b. disclose any involvements with individuals, organizations, or vendors that might cause, or might reasonably be seen as being likely to cause, a conflict.

Determination of Conflict of Interest

If an interested person discloses a possible conflict of interest to the Moderator, or if the Moderator becomes aware that a possible conflict of interest exists concerning an officer, a trustee, or a member of a committee of the Association or a committee of the Board of Trustees, the matter shall be referred to the Board of Trustees or its Executive Committee for action within 30 days.

The Board or its Executive Committee shall determine if a material conflict of interest exists. Prior to the determination, the Moderator shall present information concerning the possible conflict of interest. The interested person shall be given the opportunity to make a statement, either in person or in writing. The deliberations of the Board or its Executive Committee may be held in executive session. The interested person may not be present during such deliberations.

If the Board or its Executive Committee determines that a material conflict of interest exists, it shall then determine whether the proposed transaction is just, fair, and reasonable in the light of the disclosures. In making its decision, the Board or its Executive Committee shall determine whether the Association can obtain with reasonable efforts an equally advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

The President shall implement procedures for disclosure and determination of possible conflicts of interest involving employees of the Association and members of committees advisory to the staff. The procedures shall include the determination of whether a material conflict of interest exists and the determination of whether a transaction or arrangement may proceed despite the existence of a material conflict of interest.

Any determination concerning a conflict of interest shall promptly be communicated to the interested person and to the chair of the committee on which the person serves.

If the President or the Board determines that a material conflict of interest exists concerning a proposed transaction or arrangement, the interested person shall refrain from attempting to exert any influence on the Association to affect a decision on such matter.

The President shall assure that all contracts for consulting services protect the Association from conflicts of interest on the part of the consultant.

Conflicts of Commitment

No officer, employee, trustee, or committee member of the Association may use or influence the use of the Association's financial, personnel, or other resources for personal benefit, or for any purposes other than the achievement of the ends of the Association.

Service by Employees on Other Governing Bodies

A UUA employee may serve on the governing body of any of the following types of organizations only with the prior approval of the President:

- an interdenominational or interfaith organization
- an associate member organization of the Association
- an independent affiliate organization of the Association
- an organization that does business with the Association

Such approval shall be reviewed annually.

This policy does not preclude service on the board of a congregation or UUA district.

Employment of Trustees

A UUA employee may not approach a member of the Board of Trustees regarding possible employment on the UUA staff. Without prior approval of the Board of Trustees, a trustee may not apply for or accept employment with the Association within one year after the end of the member's service on the Board.

Gifts

Officers, employees, trustees, and committee members may not accept gifts, loans, or pledges of behavior, of any kind, from any source, that could be interpreted as attempting to inappropriately influence any action taken by them on behalf of the Association. Officers, employees, trustees, and committee members may not accept cash gifts in any amount, or other gifts, entertainment, or favors in excess of \$100 per person per year, from any individual or outside concern which does or is seeking to do business with the Association.

Violations of the Conflict of Interest Policy

If the President or the Moderator has reasonable cause to believe that an individual has failed to disclose actual or possible conflicts of interest, or has otherwise violated this policy, he or she shall inform the individual of the basis for such belief and afford the individual an opportunity to explain the alleged violation.

If, after hearing the individual's response and after making further investigation as warranted by the circumstances, the President or Moderator determines the individual has violated this policy, he or she shall initiate appropriate disciplinary and corrective action.

If the Board of Trustees concludes that a serious violation has been committed by a member of the Board or by a member of a committee appointed by the Board or elected by General Assembly, the Board of Trustees shall consider the issue and shall take appropriate disciplinary measures, up to and including removal from the Board or committee.