

**First Unitarian Universalist Society
Burlington, Vermont**

Conflict of Interest Policy

All trustees, officers, agents, and employees of FUUSB shall disclose all real or apparent conflict of interest that they discover or that has been brought to their attention in connection with FUUSB activities.

A “conflict of interest” occurs when a person who is responsible for promoting the interest of the ministry is also involved in a competing personal interest (financial, business or personal).

“Disclosure” shall mean properly providing to the appropriate person a written description of the facts comprising the real or apparent conflict of interest. An annual disclosure statement shall be circulated to trustees, officers, agents and employees to assist them in considering such disclosures. Disclosure is appropriate and required whenever conflicts of interest occur. The written notices of disclosures shall be filed with the Director of Operations & Finance. At the meeting of the top governing body, all disclosures of real or apparent conflict of interest shall be noted for the record in the minutes.

An individual trustee, officer, agent, or employee who believes that he or she or an immediate member of his or her immediate family might have a real or apparent conflict of interest, in addition to filing a notice of disclosure, must abstain from:

- participating in discussions or deliberations with respect to the subject of the conflict (other than to present factual information or to answer questions),
- using his or her personal influence to affect deliberations,
- making motions,
- voting,
- executing agreements, or
- taking similar actions on behalf of the organizations where the conflict of interest might pertain by law, agreement, or otherwise.

At the discretion of the Board or a committee thereof, a person with a real or apparent conflict of interest may be excused from all or any portion of discussion or deliberations with respect to the subject of the conflict.

A member of the Board or a committee thereof, who, having disclosed a conflict of interest, nevertheless shall be counted in determining the existence of a quorum at any meeting in which the subject of the conflict is discussed. The minutes of the meeting shall reflect the individual’s disclosure, the vote thereon, and the individual’s abstention from participation and voting.

The Director of Operations & Finance shall ensure that all trustees, officers, agents, and employees, of the organization are made aware of the organization’s policy with respect to conflicts of interest.

FUUSB Conflict of Interest

Certificate of Compliance

I have carefully read the statement of policy concerning conflict of interest. I have considered both the literal expression of the statement and its intent.

I hereby certify that I do not, to the best of my knowledge, have any personal interests that conflict with the interests of First UU Society of Burlington.

If any situation should arise in the future which I think may involve me in a conflict of interest, I will promptly bring it to the attention of the Board President, Council Chair, or Church Administrator.

Signature: _____

Title: _____

Date: _____

FUUSB Conflict of Interest Annual Disclosure Statement

Certification

I have read and understand the Conflict of Interest Policy. I hereby declare and certify the following real or apparent conflict of interest:

Disclosure Statement

(If necessary, attach additional documentation.)

I agree to promptly inform the board upon the occurrence of each event that could potentially result in my involvement in (or implication in) a conflict of interest.

Date _____

Signature _____

Title _____