

**CONFLICT OF INTEREST POLICY  
LEAGUE OF WOMEN VOTERS OF GREATER TUCSON  
ADOPTED JUNE 2015; REVISED AND READOPTED 10-7-16**

The standard of behavior for the League of Women Voters of Greater Tucson (“LWVGT”) is that all board members and volunteers scrupulously avoid conflicts of interest between the interests of LWVGT on the one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

Each board member has a duty to place the interest of LWVGT foremost in any dealings with LWVGT and has a continuing responsibility to comply with the requirements of this policy.

No member of LWVGT board of directors, or any of its committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with LWVGT.

Each individual shall disclose to LWVGT any personal interest which he or she may have in any matter pending before LWVGT and shall refrain from participation in any decision on such matter.

No board member may obtain for her/himself, or for members of her/his immediate family, or for other organizations of which she/he is also a board member or a key staff member, a material interest of any kind from her/his association with LWVGT.

The materials, products, designs, plans, ideas, and data of LWVGT are the property of LWVGT and may not be given to an outside firm or individual except through normal channels and with appropriate authorization.

If conflicts of interest arise from the employment, business interests, or other activities, interests or obligations of a board member, they must be brought to the attention of LWVGT board for discussion and resolution at the LWVGT’s next Board meeting. Other than answering any questions the LWVGT’s Board members may have, the board member shall not be present for any discussion or vote in connection with the matter. The minutes of the meeting shall reflect that the conflict of interest was disclosed and that the interested person was not present during the discussion and decision on the matter.

Board members may serve on other political boards. While LWVGT boards may encourage and assist LWVGT members to secure appointments to nonpartisan public government boards, commissions, and committees, unless clearly designated, appointees are not official representatives of LWVGT.

LWVGT board members who are employed by, or who serve on the boards of other organiza-

tions, may find it necessary to lobby legislators on a variety of issues. Board members shall not lobby for a position in opposition to or in conflict with a LWVGT position. On issues where LWVGT has no position they must be scrupulous in avoiding the impression that they represent or have the support of LWVGT.

Board members may not accept stipends, grants or fees for service for any LWVGT projects because they sit on the policy-making board that is responsible for administering the grant. Board members may accept gifts and honoraria on behalf of LWVGT.

Board members who are employed by businesses or organizations which receive government contracts may not be involved in LWVGT work or stands in that issue area.

## **DISCLOSURE**

A copy of this policy shall be given to each board member at the beginning of her/his term of office. The policy shall be reviewed annually at the first meeting of the duly elected board of directors.

Each LWVGT board member shall submit a Disclosure of Interest Statement using the attached form, upon her/his appointment to the board of directors. The LWVGT president shall be responsible for collecting such statements. In the event that there is a material change in the information given in an individual's disclosure statement, she/he shall report the change promptly to the LWVGT president, and a new form shall be filed with the LWVGT president.

## **VIOLATIONS**

If the LWVGT board of directors has reasonable cause to believe that a board member has failed to disclose actual or possible conflicts of interest, it shall inform the board member of the basis for such belief and afford the board member an opportunity to explain the alleged failure to disclose. If, after hearing the board member's response and after making further investigation as warranted by the circumstances, the board of directors determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**LEAGUE OF WOMEN VOTERS OF GREATER TUCSON**

**Disclosure of Interest Statement**

I understand that the purposes of this policy is to protect the integrity of the decision-making process of the League of Women Voters of Greater Tucson (“LWVGT”), to enable our constituencies to have confidence in our integrity, and to protect the reputations of volunteers and board members.

This written disclosure will be kept on file and I will update it as appropriate. During the course of meetings or activities, I will disclose interests in any transaction or decision where I, any member of my family, my employer or close associates (including my business or other non-profit affiliations) may receive a benefit or gain.

I am not aware of any relationship or interest or situation that might result in, or give the appearance of, having an interest that could be construed as being in conflict with the interests LWVGT, except possibly the following:

For-profit corporate directorships, positions and employment with: \_\_\_\_\_  
\_\_\_\_\_

Non-profit positions: \_\_\_\_\_  
\_\_\_\_\_

Memberships in the following organizations: \_\_\_\_\_  
\_\_\_\_\_

Contracts, business activities, and investments with or in the following organizations: \_\_\_\_\_  
\_\_\_\_\_

Other relationships and activities: \_\_\_\_\_  
\_\_\_\_\_

I acknowledge receipt of the LWVGT Conflict of Interest Policy and agree to be bound by it. I will promptly inform the LWVGT president of any material change in the information provided in this statement.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_