

Liberty Rugby Club

Conflict of Interest Policy and Disclosure Form

Purpose

The purpose of this Conflict of Interest Policy is to protect the interests of Liberty Rugby Club (LRC) when the Club is considering entering into a transaction or arrangement that might benefit the private interest of a director, officer, or committee member. The policy is intended to supplement but not replace applicable Washington nonprofit law governing conflicts of interest.

Policy Statement

All directors, officers, and committee members must:

- Exercise good judgment and act solely in the best interests of LRC.
- Avoid actual, potential, or perceived conflicts between personal interests and the interests of the Club.
- Disclose any situation that could be perceived as a conflict of interest promptly to the Board.

A conflict of interest exists when a person's financial, organizational, or personal interests could impair, or reasonably appear to impair, their objectivity or loyalty to the Club.

Definitions

1. Interested Person:

Any director, officer, or committee member who has a direct or indirect financial or personal interest that may affect their judgment.

2. Financial Interest:

A person has a financial interest if they or a family member:

- Hold an ownership or investment interest in an organization the Club is doing business with;
- Have a compensation arrangement with the Club or any organization involved in a transaction with the Club; or
- Have a potential ownership, investment, or compensation interest in an organization negotiating with the Club.

Compensation includes direct and indirect benefits, such as gifts, favors, or payments.

3. Organizational Affiliation:

A relationship with another organization (volunteer, employment, or board role) that could reasonably interfere with one's ability to act solely in the Club's best interest.

Disclosure and Review Procedures

1. Duty to Disclose:

All Interested Persons must disclose any actual, potential, or perceived conflicts of interest to the Board.

2. Determination of Conflict:

After disclosure, the Interested Person will leave the meeting while the disinterested Board members discuss and vote to determine if a conflict exists.

3. Managing the Conflict:

If a conflict is found:

- The Interested Person may provide information but will not be present for discussion or voting.
- The Board will consider alternatives and determine whether the proposed arrangement is fair, reasonable, and in the best interests of the Club.

4. Violations:

If a member fails to disclose a known conflict, the Board may take corrective or disciplinary action as appropriate.

Documentation

Meeting minutes must record:

- The name of the person with a conflict,
- The nature of the conflict,
- The discussion and decisions made, and
- The results of any votes taken.

Compensation

Voting members of the Board who receive compensation from the Club for services rendered may not vote on matters related to their own compensation. They may provide factual information to assist the Board but must abstain from the decision.

Annual Affirmation

Each year, every director, officer, and committee member must sign a statement affirming that they:

1. Have received, read, and understand this Conflict of Interest Policy;
2. Agree to comply with it; and
3. Understand that LRC is a charitable organization that must operate primarily to accomplish its tax-exempt purposes.

Annual Conflict of Interest Disclosure Form

Please check one:

- ☐ I have no conflicts or potential conflicts to disclose.
- ☐ I have the following conflicts or potential conflicts to disclose (please describe any organizational, professional, or financial affiliations):

By signing below, I affirm that I have read, understand, and agree to comply with the Liberty Rugby Club Conflict of Interest Policy.

Date: _____

Print Name: _____

Board Position/Role: _____

Signature: _____