

Connecticut Recreation and Parks Association

Procedures for Handling Potential Conflicts of Interest

Adopted by the CRPA Executive Board November 18, 2008

The purpose of the policy and procedures is to prevent the personal interest of staff members, officers, board members, and volunteers from interfering with the performance of their duties to Connecticut Recreation and Parks Association (CRPA) or its affiliated organizations, or result in personal financial, professional, or political gain on the part of such persons at the expense of CRPA, its affiliated organizations, its members, supporters, and/or other stakeholders.

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, a board member's spouse, domestic partner, blood relation, business partner, or the board member's organization stands to benefit from a CRPA transaction, or a staff member of such organization receives payment from CRPA for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in CRPA policy.
 - d. A board member's organization receives funding from CRPA.
 - e. A board member or staff member is a member of the governing body of a contributor to CRPA.
 - f. A volunteer working on behalf of CRPA who meets any of the situations or criteria listed above.
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 CRPA's best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum, provided that at least one consenting director is disinterested.
3. A board member who is formally considering employment with CRPA must take a temporary leave of absence until the position is filled. Such a leave will be taken within the board member's elected term which will not be extended because of the leave. A board member who is formally considering employment with CRPA must submit a written request for a temporary leave of absence to the Secretary of the CRPA Board, c/o the CRPA office, indicating the time period of the leave. The Secretary of CRPA will inform the President of the Board of such a request. The President will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of the CRPA Board meeting.

4. 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 member.
5. Anyone in a position to make decisions about spending CRPA'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); s/he should not participate in any final decisions.
6. A copy of this policy shall be given to all board members, officers, staff members, and volunteers upon commencement of such person's relationship with CRPA or at the official adoption of this policy. Each board member, officer, staff member, and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
7. Each board member, officer, staff member, and volunteer shall annually sign a statement which affirms such person:
 - a. Has received a copy of this conflicts of interest policy,
 - b. Has read and understands the policy,
 - c. Has agreed to comply with the policy, and
 - d. Understands that CRPA is a nonprofit corporation and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.