

WOMEN'S LEAGUE for CONSERVATIVE JUDAISM
CONFLICT OF INTEREST POLICY
December 2009

The purpose of the following policy and procedures is to complement Women's League's (WLCJ) bylaws to prevent the personal interest of staff members and board members from interfering with the performance of their duties in the name of Women's League.

DEFINITIONS

Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust.

Persons in a position of trust include staff members, officers, appointed executive committee members and board members of Women's League.

Board means the Board of Directors.

Officer means an elected or appointed officer of the Board of Directors.

Interested person means one who stands to benefit from a decision involving WLCJ resources

POLICY AND PRACTICES

1. Full disclosure, in writing, of the following is necessary:
 - 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 or an organization to which she belongs stands to benefit from a transaction.
 - d. A staff member of such organization receives payment for any subcontract, goods, or services other than as part of her/his regular job responsibilities.
 - e. When reimbursement for reasonable expenses is incurred as provided in the WLCJ financial policy.
 - f. Any interested person has a responsibility to disclose any conflict of interest as it arises.

2. Following full disclosure of a possible conflict of interest or any condition listed above, the executive committee shall determine whether a conflict of interest exists. If so, a vote to authorize or reject the transaction will take place.
 - a. Both votes shall be by a majority.
 - b. An interested person shall recuse her/himself.
 - c. A quorum is not necessary.
 - d. A full report will be disclosed to the board of directors.

3. A board member or committee member who is formally considering employment with WLCJ 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 or committee member who is formally considering employment with WLCJ must submit a written request for a temporary leave of absence to the WLCJ President. The request and any action taken shall be reflected in the official minutes of the board meeting.

4. An interested board member, officer, executive appointee, or staff member shall not participate in any discussion or debate of the executive committee or board of directors. However, they may be present to provide clarifying information in such a discussion or debate.
5. A copy of this policy shall be given to all board and staff members, and shall appear on the WLCJ website. Each board member, officer, executive committee appointee, and staff member shall sign and date the policy at the beginning of her/his term of service or employment. Failure to sign does not nullify the policy. **Refusal to sign will be considered a resignation of employment or board position.**
6. The policy disclosure form must be filed at the beginning of every administration by all specified parties. **Refusal to complete and sign the form does not nullify the policy and will be considered a resignation of employment or board position.**

**WOMEN'S LEAGUE for CONSERVATIVE JUDAISM
Conflict of Interest Disclosure Form**

**This is a confidential form; all information will be held in a secure file.
Use the back of form for additional space.**

Name: _____
(Please print name in full)

Position (officer, executive appointee, board member,
staff) _____

I have read and understand WLCJ Conflict of Interest Policy.

Signature _____

Date: _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between WLCJ and your personal interests, financial or otherwise.

1. ___ I have no conflict of interest to report

2. ___ I have the following conflict of interest to report.

(Specify the conflict you have, including the name of the businesses involved, including your employer or a family owned business. Continue on back of form if necessary)

3. I currently serve on the following non-profit and for-profit boards
Continue on back of form if necessary:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed and agree to abide by the WLCJ Conflict of Interest Policy.

Signature: _____

Date _____