

HANDICRAFT CLUB

CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

The Executive Board has the primary responsibility for governance, institutional policies, financial stability and legal accountability of the Handicraft Club (Club). Their work is supplemented and carried on by committee members. This document sets forth an individual's responsibilities to protect and advance the integrity of the organization at all times.

As fiduciaries, the Board and committee members owe to the Club the duty of care, the duty of loyalty and the duty of obedience. The duty of care requires fiduciaries to be sufficiently well informed about the affairs of the Club and the qualifications of any officers, professionals or others on whom they may rely to enable them to make honest, prudent and good-faith decisions within their areas of responsibility. The duty of loyalty requires that they accept that they are to work on behalf of the Club, in its interest, and in accordance with Board procedures and policies. They must avoid acting as individuals or in furtherance of personal goals unless those are entirely consistent with Board policies and directives. The duty of obedience requires that Board and committee members understand and support the Club's mission and recognize that participation in its governance is a public trust.

All persons who serve the Club as Board or committee members are inevitably involved in the affairs of other institutions and organizations. Although most such potential conflicts are and will be deemed inconsequential, the Board should be made aware of situations that involve personal, familial or business relationships that could be troublesome for the organization or the individual. The areas of greatest concern and possible vulnerability involve personal gain from financial or real estate transactions. In order to protect the interests of the Club, no Board or committee member may:

- Have a financial interest, either direct or indirect, which may impair his or her independence of judgment; or
- Be involved in a transaction involving the Club which is not in the best interest of the organization; or
- Acquire a benefit, financial or otherwise, which results from obtaining knowledge or information confidential to the Club, or from participation in a transaction involving the Club.

To serve these objectives, the Executive Board hereby establishes the following policy for disclosure of material affiliations and for non-participation in matters which are potential conflicts of interest.

1. Any potential conflict of interest should be disclosed and made a matter of record. 2. Any individual having a potential conflict of interest should not vote or use her personal influence on the matter and she should not be counted in determining the quorum for that matter. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the quorum situation. 3. The foregoing requirements should not be construed as preventing the individual from stating her position in the matter, nor from answering pertinent questions. 4. At the first Board meeting of each new fiscal year, this policy shall be reviewed for the information and guidance of Board members. Each Board member shall be required to sign the Conflict of Interest Statement below annually.

The Board President and Recording Secretary shall be responsible for obtaining, reviewing and filing the statements. Committee chairmen shall be responsible for annually reviewing the policy with their members and obtaining signed statements from any non-Board committee members for filing with the Recording Secretary.

The Board President and Recording Secretary shall be responsible for enforcing the non-participation policy outlined above for any persons disclosing conflicts of interest. Should they determine that a serious conflict exists in relation to all Club matters, they shall bring the conflict before the full Board to determine a resolution. The resolution may include investigating alternatives to the proposed transaction, reassigning the subject to other responsibilities, or requesting the subject's resignation from her position. The subject shall have the ability to speak before the Board on her own behalf, but shall not be present for the Board vote.

Similarly, if a conflict of interest is discovered which has not been disclosed, it shall be presented to the Board for resolution. The subject shall have the ability to speak on her own behalf, but shall not be present for the Board vote.

CONFLICT OF INTEREST STATEMENT

I have read and am familiar with the Handicraft Club's policy concerning conflicts of interest, which I signify with my signature below.

I. I do not have a potential conflict of interest.

At the present time and during the past year, neither I, nor, to the best of my knowledge, any member of my family has or has had an interest or taken any action which would contravene this policy. Should such a conflict arise, I will immediately disclose it the Board as prescribed above.

_____ Signature Date

II. I do have a potential conflict of interest.

At the present time and during the past year, I, or a family member, has a potential conflict of interest as described fully below. (Attach explanation if more space is required.)

_____ Signature Date