

Meridian Kessler Neighborhood Association Conflict of Interest Policy & Annual Statement

Article I – Purpose

1. The purpose of MKNA's conflict of interest policy is to protect MKNA's interests when it is contemplating a board of directors' vote, committee vote, position statement, or otherwise entering into a transaction or arrangement that might benefit the private interests of an officer, director, or committee member of MKNA or might result in a possible excess benefit transaction.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
3. This policy is also intended to identify "independent" directors.

Article II – Definitions

1. Interested person -- Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial interest -- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which MKNA has a transaction or arrangement,
 - b. A compensation arrangement with MKNA or with any entity or individual with which MKNA has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which MKNA is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board or Executive Committee decides that a conflict of interest exists, in accordance with this policy.
3. Independent Director -- A director shall be considered "independent" for the purposes of this policy if he or she is "independent" as defined in the instructions for the IRS 990 form or, until such definition is available, the director --
 - a. is not, and has not been for a period of at least three years, an employee of MKNA or any entity in which MKNA has a financial interest;
 - b. does not directly or indirectly have a significant business relationship with MKNA, which might affect independence in decision-making;
 - c. is not employed as an executive of another corporation where any of MKNA's executive officers or employees serve on that corporation's compensation committee; and
 - d. does not have an immediate family member who is an executive officer or employee of MKNA or who holds a position that has a significant financial relationship with MKNA.

Article III -- Procedures

1. Duty to Disclose -- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board or Executive Committee.
2. Recusal of Self -- Any director may recuse himself or herself at any time from involvement in any decision or discussion in which the director believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
3. Determining Whether a Conflict of Interest Exists -- After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board or Executive Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Executive Committee members shall decide if a conflict of interest exists.

4. Procedures for Addressing the Conflict of Interest
 - a. An interested person may make a presentation at the Board or Executive Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The President (or acting President) of the Board or Executive Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the Board or Executive Committee shall determine whether MKNA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or Executive Committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in MKNA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
5. Violations of the Conflicts of Interest Policy
 - a. If the Board or Executive Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV – Records of Proceedings

The minutes of the Board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or Executive Committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V – Compensation

1. A voting member of the board who receives compensation, directly or indirectly, from MKNA for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from MKNA for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from MKNA, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI – Annual Statements

1. Each director, principal officer and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:
 - a. Has received and read a copy of the conflict of interest policy and understands it,
 - b. Has agreed to comply with the policy, and
 - c. Understands MKNA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
2. Each voting member of the Board shall annually sign a statement which declares whether such person is an independent director.
3. If at any time during the year, the information in the annual statement changes materially, the director shall disclose such changes and revise the annual disclosure form.

4. The Executive Committee shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

Article VII – Periodic Reviews

To ensure MKNA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information (if reasonably available), and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to MKNA's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement or impermissible private benefit or in an excess benefit transaction.

By initialing each statement below, I affirm the following:

- ☒ I have received a copy of the MKNA Conflict of Interest Policy
- ☒ I have read and understand the policy
- ☒ I agree to comply with the policy
- ☒ I understand that MKNA is a 501c3 nonprofit, charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes

Disclosures:

Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest policy with MKNA? Yes ☐ No ☒

If yes, please describe it: _____

If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes ☐ No ☐

In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest policy with MKNA? Yes ☐ No ☒

If yes, please describe it, including when (approximately): _____

If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes ☐ No ☐

Name: 
(signature)

Date: 1/9/20

Name: Lesley Garden
(printed)

Date: 1/9/20

Meridian Kessler Neighborhood Association -- Board Member Expectations

I, Lesley Gordon, understand that as a member of the Board of Directors of the Meridian-Kessler Neighborhood Association, I will ensure that the organization does the best work possible in pursuit of its goals. As part of my service as a board member:

1. I will inform the community about MKNA's work and values, represent MKNA, and act as a positive spokesperson.
2. In turn, I will inform MKNA about our constituencies' needs and values, advocate for their interests, and on their behalf, hold MKNA accountable.
3. Unless otherwise excused, I will attend at least 75 percent of board meetings, committee meetings, and special events.
4. I will ensure my MKNA membership dues are current.
5. I will participate in at least one fundraising activity.
6. I will excuse myself from activities where I have a conflict of interest and will update my Conflict of Interest Policy & Annual Statement annually, or as needed.
7. I will stay informed about what's going on in MKNA.
8. I will work with MKNA staff and other board members toward achievement of MKNA's goals.

In turn, MKNA will be responsible to me in the following ways:

1. MKNA will send out financial reports and updates before each Full Board Meeting.
2. MKNA will ensure opportunities to discuss with the executive director and the board president MKNA's programs, goals, and activities.
3. MKNA will help me perform my duties by keeping me informed about issues in the area relevant to my board participation.
4. MKNA board members and staff will respond in a straightforward fashion to questions I have relating to my role with MKNA and work with me toward achievement of MKNA's goals.

Name: _____


(Board Member signature)

Date: _____

1/9/20

Name: _____

Lesley Gordon
(Board Member printed name)

Date: _____

1/9/20