Washington Association of Conservation Districts

2012-010, Conflict of Interest Policy and Procedure

The Washington Association of Conservation Districts (WACD) is a nonprofit, tax exempt organization [WACD as 501 (c)(6), its subsidiary Plant Materials Center as 501(c)(3)]. Maintenance of its tax exempt status is important both for its continued financial stability and for public support. This policy and procedure is adopted in accordance with IRS Form 990, Part VI, Line 11b, 2 U J D Q L] D W H V W R ¶ Review IRS Form 990, in order to provide the required procedures to address potential conflicts of interest.

I. Application of Policy
This policy is intended to supplement, but not replace, federal and state laws governing conflicts of interest applicable to nonprofit corporations. It applies to the WACD Board of Directors, the WACD Plant Materials Center Administrative Board, and WACD employees, as well as their relatives and associates, who are hereinafter referred to as "interested parties."

II. Definition of Conflict of Interest
A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of WACD, or where an interested party directly or indirectly benefits or profits as a result of an action by WACD. The variety of situations that raise conflict of interest concerns include, but are not limited to, the following:

A. Financial Interests - A conflict may exist when an interested party directly or indirectly benefits or profits as a result of a decision, policy or transaction made by WACD. Examples include situations such as:

- WACD contracts to purchase/lease goods, services, or property from an interested party.
- WACD offers employment to an interested party, other than a person who is already employed by WACD.
- An interested party uses his or her relationship with a WACD client or contractor to obtain employment, a contract or other benefit.
- An interested party is provided use of the facilities, property, or services of WACD in a manner that would not be available to other community members.
- WACD adopts a policy or resolution that specifically creates a financial benefit to an interested party.