



CCRF BOARD CONFLICT OF INTEREST POLICY

WHEREAS, the Board of Directors has consistently followed a policy of avoiding a conflict of interest or the appearance of such conflict on the part of the members of the Board; and

WHEREAS, the policy of the Board has been to include representatives of clients of the Organization as well as others on the Board of Directors; and

WHEREAS, it is desirable that the policy to avoid conflicts of interest be clarified and spelled out in a Resolution of the Board;

NOW, THEREFORE, BE IT RESOLVED, that this Board hereby adopts the following policy with respect to possible conflicts of interest among the members of the Board and the staff of Organization:

Service on the Board of Organization is purely voluntary and shall not be used as a means for private benefit or inurement.

No member of the Board who is affiliated (as defined below) with any vendor of goods or services to Organization or a recipient of goods or services from Organization shall participate in the consideration or administration of any contract with such vendor or recipient. Such member shall, upon request, leave any meeting for the period of time the Board is discussing any arrangement with which he/she has an affiliation.

A person shall be deemed to be affiliated with an entity if the person

- (a) serves as a member of a governing body of the entity,
- (b) serves as an officer or employee of the entity,
- (c) has a material economic relationship with such entity, or
- (d) if the person's spouse, parent, sibling, or member of the immediate household, holds such a position or has such a relationship

A person shall be deemed to be affiliated with an individual if such individual is a spouse, parent, sibling, child, or member of the immediate household of such person or has a material economic relationship with such person.

Where a member of the Board is unsure whether an affiliation exists, he or she shall disclose the relevant facts to the President of CCRF or to the Board and shall abide by the decision of the President or the Board as to the existence or non-existence of an affiliation.

A member of the Board shall advise the President of affiliation with any existing or proposed vendor or recipient of goods or services in response to an annual questionnaire and at any other time when such member of the Board becomes aware of an affiliation which has not previously been disclosed.

Nothing in the policy shall prevent a member of the Board who is affiliated with a recipient of services from Organization from participating in discussions or decisions relating to the scope or quality of services provided generally to such recipient and other clients similarly situated.

In addition, to satisfy the requirements of the Pennsylvania Solicitation of Charitable Funds Act, a member of the Board or staff shall advise the President in response to an annual questionnaire and at any other time

when such person becomes aware of such relationship which has not previously been disclosed, if such person is related by blood, marriage or adoption to any other member of the Board of Directors, or to any officer, or employee of Organization or to any officer, agent or employee of any professional fund raising counsel or professional solicitor under contract with Organization, or to any supplier or vendor providing goods or services to Organization, and the names and business and residence addresses of any such related party.

Signature of Organization Representative

Date