

**Conflict of Interest Policy
for the
Museum of Anthropology at Wake Forest University**

The purpose of the following policy and procedures is to complement the Museum of Anthropology's (MOA) policies and procedures and the Advisory Board's bylaws to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to the MOA, or result in personal financial, professional, or political gain on the part of such persons at the expense of the MOA or its supporters and other stakeholders.

Definitions: *Conflict of interest* 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, and board members of the MOA. *Board* means the Advisory Board. *Officer* means an officer of the Advisory Board. *Volunteer* means a person – other than a board member – who does not receive compensation for services and expertise provided to the MOA and retains a significant independent decision-making authority to commit resources of the organization. *Staff Member* means a person who receives all or part of her/his income from the payroll of the MOA. *Supporter* means corporations, foundations, individuals, 501(c)(3) nonprofits, and other nonprofit organizations who contribute to the MOA.

Policy and Practices

1. Full disclosure by notice in writing, shall be made by the interested parties to the full Advisory Board in all possible conflicts of interest, including but not limited to the following
 - 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 who she/he supervises.
 - c. A board member or his/her organization stands to benefit from a transaction, or a staff member of such organization receives payment from/for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
 - d. A volunteer working on behalf of MOA who meets any of the situations or criteria listed above.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the Advisory Board shall determine whether a conflict of interest exists and, if so, the board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the museum's best interests. Both votes shall be by a majority vote without counting the vote of any interested board member, even if the disinterested board members are less than a quorum provided that at least one consenting board member is disinterested.
3. A board member or ad hoc committee member who is formally considering employment with the MOA 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 ad hoc committee member who is formally considering employment with the MOA must submit a written request for a temporary leave of absence to the secretary of the board indicating the time period of the leave. The secretary will inform the president of the board of such a request. The president will bring the request to the board for action. The request and any action taken shall be reflected in the official minutes of the board meeting.

4. An interested board member, officer, or staff member shall not participate in any discussion or debate of the Advisory Board, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
5. Anyone in a position to make decisions about spending the MOA's resources, (i.e. transactions such as purchases, contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); he/she should not participate in any final decisions.
6. A copy of this policy shall be given to all board members, staff members, volunteers or other key stakeholders upon commencement of such person's relationship with the MOA or at the official adoption of stated policy. Each board member, officer, staff member, and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
7. This policy and disclosure form must be filed annually by all specified parties.

Approved by the MOA Advisory Board, January 20, 2010.