

Conflict of Interest Policy
North Hills Genealogists of Pittsburgh Pennsylvania Inc.

Article I

Purpose

The purpose of this policy is to protect the interests of North Hills Genealogists of Pittsburgh Pennsylvania Inc. by: (a) preventing the personal interest of Persons Concerned from interfering with their duties to the organization and (b) avoiding any unethical financial, professional, or political gain on the part of such individuals. The intent of this policy is to supplement, not replace, any applicable federal, state, or local laws regarding Conflicts of Interest.

Article II

Persons Concerned

This statement applies to Board Members, Officers, any Interested Persons, or their immediate family members, who can influence the governance and actions of North Hills Genealogists of Pittsburgh Pennsylvania, Inc. This includes anyone who makes financial decisions, might be referred to as “management personnel,” or have proprietary information regarding North Hills Genealogists of Pittsburgh Pennsylvania, Inc.

For the purposes of the following statements, “immediate family member” means a spouse/domestic partner, child, grandchild, parent, grandparent, sibling, uncle, aunt, nephew, niece, person in an equivalent step- or in-law relationship, their spouses/domestic partners, and persons living in the same household as the undersigned declarant.

Article III

Procedures

1. Duty to Disclose
 - a. Each Director, Officer, and any other Interested Person is under an obligation to disclose the existence or potential existence of a Conflict of Interest as it arises.
2. Investigating Conflicts
 - a. When a potential Conflict of Interest is disclosed, the Board will then provide the individual with an opportunity to disclose all material facts. The Board will collect all pertinent information and question involved parties. If it turns out that a conflict does not exist, the inquiry will be documented but no further action will be taken.
3. Addressing a Conflict of Interest
 - a. If the Board determines that a Conflict of Interest exists, they will take the appropriate actions to address the conflict. This may include (but not be limited to): (a) prohibiting any Interested Parties from voting on any matter related to said Conflict of Interest or (b) terminating association with North Hills Genealogists of Pittsburgh Pennsylvania, Inc.
 - b. Affected parties both within and outside of North Hills Genealogists of Pittsburgh Pennsylvania, Inc., including shareholders, directors, and independent contractors,

will be notified. If the Conflict of Interest involves a member of the Board, that individual will be excused from deliberations.

4. Disciplinary Action

- a. All Conflicts of Interest will be reviewed on a case-by-case basis. The board has full discretion to deem what disciplinary action is appropriate and necessary for disclosed Conflicts of Interest.
- b. If the governing officers reasonably believe a Director, Officer, and any other Interested Person failed to disclose an existing or possible Conflict of Interest, it shall inform the individual of the rationale for such belief and grant the individual an opportunity to explain the alleged failure to disclose the Conflict of Interest.
- c. After hearing the individual's response and investigating further as warranted by the circumstances, the governing officers may take appropriate disciplinary action, including removal from the position at the organization.

5. Notice of Annual Statements

- a. Every Director, Officer, and any other Interested Person must sign a Conflict of Interest Disclosure Statement upon said individual's term of office or other relationship with North Hills Genealogists of Pittsburgh Pennsylvania, Inc. and must do so annually. Failure to sign does not nullify the policy.

Article IV

Acknowledgement

By signing, the individual named below understands what constitutes a Conflict of Interest and understands the procedure for addressing them with North Hills Genealogists of Pittsburgh Pennsylvania, Inc., including their duty to disclose any known or potential Conflicts of Interest.

The signee agrees to abide by the procedures set forth by this policy for the duration of their relationship with North Hills Genealogists of Pittsburgh Pennsylvania, Inc.

Neither I nor any member of my immediate family has an ownership or other financial interest in, or is a director, officer, agent or employee of, any genealogically related organization or other entity which might give rise to a conflict of interest.

OR

I or another member of my immediate family has an interest or role in a genealogically related organization or other entity that could lead to a potential conflict of interest, as follows:

"Self" or Family Relationship	Name of Organization or Entity	Interest, Office, or Role

Listing is continued on reverse side and made part of this declaration.

Name (printed): _____

Signature: _____

Date: _____

Position or Role: _____