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**Conflict of Interest Policy**

**Purpose**

1. The purpose of this Board conflict of interest policy is to protect the Jewish Federation of Arkansas’s (JFAR’s) interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an Officer or Member of the Board of Directors (Board Member) of JFAR 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” members of the Board of Directors.

**Policy and Practices**

4. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:

a. When a Board Member is related to another Board Member or staff member by blood, marriage or domestic partnership.

b. When a staff member in a supervisory capacity is related to another staff member whom She/he supervises.

c. When a Board Member or Board Member’s organization stands to benefit from a JFAR transaction or a staff member of such organization receives payment from JFAR 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. When a Board Member’s organization receives grant funding from JFAR.

5. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors 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 JFAR's best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.

6. An interested Board Member, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, 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.

7. Anyone in a position to make decisions about spending JFAR's resources (i.e., transactions such as purchases or contracts)—who also stands to benefit from that decision—has a duty to disclose that conflict as soon as it arises (or becomes apparent); she/he should not participate in any final decisions.

8. 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 JFAR 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.

9. This policy and disclosure form must be filed annually by all specified parties.

Name:

Signed: Date: