GPA Conflict of Interest Policy

Date Adopted: January 2015  Date Reviewed: February 2021  Date Revised: February 2021

The purpose of this policy is to protect the interests of the Grant Professionals Association (GPA) and to provide the Board of Directors and designated staff with information about what constitutes a conflict of interest. Further, the policy exists to assist in the identification and disclosure of actual and potential conflicts and help the Association to avoid conflicts of interest.

All members of the Board of Directors, CEO, and staff designated by the CEO of GPA shall be subject to this conflict of interest policy.

Conflict of Interest

➢ A conflict of interest exists when:
  ○ Any member of the Board of Directors or the CEO, or close relative of a member or the employer of either of the foregoing has an interest in an issue, matter or transaction in which GPA has an interest; or
  ○ When any member of the Board of Directors or the CEO, or a close relative of a member acts as an agent, representative or spokesperson for any person, business, group or organization, in order to influence GPA on any issue, matter or transaction.
  ○ Furthermore, a conflict of interest may arise when a Board member or staff has some other interest that might suggest divided loyalty on the part of the Board member/staff between obligations to GPA on one hand, and to some other organization or cause, on the other.

➢ An individual or organization has an interest for purposes of this policy if he/she, or it:
  ○ is an agent for a person or organization with an identified goal of influencing a decision by GPA.
  ○ would experience a material economic gain or loss from a decision by GPA on an issue, matter or transaction identifiably different from the economic gain or loss that would be experienced by a member of the general public.
  ○ the holder of more than 5% of the equity in any business entity, or
  ○ a nonexempt employee of GPA.
Someone is a close relative if they are a spouse, a child, natural or adoptive parent, grandparent, grandchild, brother or sister whether natural, adoptive or by marriage of a member. The term also includes any other person who resides in the same household as a member or shares living quarters with a member under circumstances that closely resemble a marital relationship.

Members of the Board of Directors and staff must always, during the course of services for the GPA, reflect the highest standards of ethical behavior, integrity and public responsibility.

GPA recognizes the inherent right of members of the Board of Directors and staff to engage in outside interests and private enterprise and the association does not wish to impede these activities. However, to the extent that such outside interests may affect a transaction in which GPA is involved, there is potential for an actual or perceived conflict of interest. Since GPA has a legal obligation to avoid private inurement, self-dealing and misuse of member funds, it is the policy of this organization to avoid, whenever possible, all such actual or potential conflicts of interest. For this reason, Board members and the CEO shall not:

- Use inside information – i.e., information made available to them because of their position as a member which is proprietary or confidential, or otherwise not generally known to the public---for their personal advantage or that of any close relative.
- Accept any service, discount, concession, fee for advice or service or thing of value from any person or organization with an interest in an issue, matter or transaction in which GPA also has an economic or programmatic interest under circumstances that would suggest an obligation on the part of the member or CEO to exert any influence on GPA to enter into a transaction or adopt, alter or abolish any policy or position.

This list is not exhaustive. Other instances of actual or potential conflict of interest will be examined on a case by case basis.

A transaction between GPA and members of the Board of Directors and staff, is acceptable provided that all material facts have been disclosed and, except in the case of a charitable gift, the terms, conditions, and consideration involved are commercially fair and reasonable and the transaction conforms to Article 4, Section 6(c) of the GPA Bylaws. Any proposed activities which present or may be a conflict of interest, shall be presented to the CEO and Board President.

Any potential conflict of interest presented to the CEO and/or Board President shall be referred to the GPA Board of Directors for action. For additional information, please see the Conflict of Interest Procedures. This determination
shall be made in any circumstance in which a credible potential for conflict of interest is identified either by an individual director or by a third party.

➢ When evaluating whether a particular situation or relationship constitutes an actual, potential or apparent conflict of interest, consideration shall include the following but not be limited to:

- Abusing one’s role as a board member for personal or third-party gain or pleasure (including, but not limited to, the solicitation or acceptance of gifts or other items of value or indirect inducement to provide special treatment on organization matters.)
- Placing one’s own self-interest, the interest of one’s company, organization or another entity for which the individual serves in a leadership, employment, or ownership capacity, or the interest of any third party above that of GPA.
- Engaging in any outside business, professional or other activities that would directly or indirectly materially adversely affect GPA.
- Providing goods or services to GPA as a paid vendor.