

WACUHO Conflict of Interest Statement

In their capacity as a volunteer for the Western Association of College and University Housing Officers ("WACUHO"), the volunteer must act at all times in the best interests of WACUHO. The purpose of this policy is to help inform the volunteer about what constitutes a conflict of interest, assist the volunteer in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual volunteer members as described below.

1. Volunteers have a fiduciary duty to conduct themselves without conflict to the interests of WACUHO. In their capacity as volunteer, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of WACUHO.
2. For WACUHO, a conflict of interest is defined as a transaction or relationship, which presents or may present a conflict between a volunteer member's obligations to WACUHO and the volunteer member's personal, business or other interests.
3. All conflicts of interest are not necessarily prohibited or harmful to WACUHO. However, full disclosure of all actual and potential conflicts, and a determination by disinterested volunteer (or WACUHO Executive Committee) members - with the interested volunteer member(s) recused from participating in debates and/or voting on the matter - are required.
4. All actual and potential conflicts of interests shall be disclosed by volunteer members to the WACUHO Executive Committee through the annual disclosure form and/or whenever a conflict arises. The disinterested members of the WACUHO Executive Committee shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The WACUHO Executive Committee shall inform the volunteer of such determination and action. WACUHO shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
5. On an annual basis, all volunteer members shall agree to comply with this policy and in the event of a conflict, are required to complete and sign the acknowledgment and disclosure form below. Completed forms should be returned to the WACUHO President at president@wacuho.org. All completed forms shall be provided to and reviewed by the WACUHO Executive Committee, as well as all other conflict information provided by volunteer members.

Acknowledgement:

I have read the WACUHO volunteer Conflict of Interest Statement set forth above and agree to comply fully with its terms and conditions at all times during my service as a WACUHO volunteer member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information

provided below becomes inaccurate or incomplete, I will promptly notify the WACUHO President at president@wacuho.org.

Disclosure of Actual or Potential Conflicts of Interest:

Volunteer Member Signature: _____

Volunteer Member Printed Name:

Date: _____

Acknowledgement on the Committee Sign Up Sheet:

I have read the WACUHO volunteer Conflict of Interest Statement and agree to comply fully with its terms and conditions at all times during my service as a WACUHO volunteer member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information previously provided becomes inaccurate or incomplete, I will promptly notify the WACUHO President at president@wacuho.org.