



## **Conflict of Interest**

### **Purpose**

The purpose of this policy is to protect the Certification Council for Professional Dog Trainers when it or a Board member is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or be detrimental to CCPDT.

### **Policy**

Each member of the Certification Council for Professional Dog Trainers (CCPDT) Board of Directors must place the interests of the CCPDT foremost in dealing with or on behalf of the organization. Board members shall not use their position, or the knowledge gained therefrom, in such a manner that a conflict might arise between the interests of the organization and any opportunity for personal, professional, or financial gain.

In particular, no Board member should obtain or appear to obtain special advantages for themselves, their relatives, or their close associates as a result of their service on the Board. The implications in practice of this policy vary from activity to activity and this general policy should not limit the cooperation and mutual assistance that is necessary for the effective functioning of the organization.

Whenever a conflict of interest might exist, Board members must fully disclose any potentially conflicting interest prior to any discussion or vote on the matter. In such circumstances, the Board member(s) will excuse themselves from any participation in the Board's decision on the matter.

This policy supplements, but does not replace, any applicable state laws governing conflicts of interest applicable to nonprofit organizations.

### **Acknowledgment and Annual Disclosure**

Directors shall be required to sign and update a Conflict of Interest Disclosure form at the beginning of each fiscal year. Failure to update or sign this disclosure form, however, does not nullify a director's obligations under this policy.

### **Violations of This Policy**

The Board will determine by majority vote of a quorum of the Board members if a conflict exists. If the Board has reasonable cause to believe a Board member has failed to disclose actual or possible conflicts of interests or duality of interest, it shall inform the member of the basis of such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the Board determines that the member has, in fact, failed to disclose an actual or possible conflict of interest or duality of interest, it shall take appropriate disciplinary and corrective action.

When a conflict exists, resolution of the matter may include:

- Approving or disapproving any transaction or situation at issue;
- Requiring the Director to remove himself or herself from the position(s) in which the conflict of interest exists until there is no longer a conflict;
- Requiring the Director to discontinue, reduce, or modify his or her participation in the Board, Committees, or Task Forces where the conflict exists.

If a Board member has revealed a conflict of interest, it is the responsibility of the Board of Directors to ensure that the Board member does not participate in discussions or votes pertaining to the identified conflict.

The President will ensure that the Board's decision on both the existence of a conflict and the resolution are implemented.