

Central Association of College & University Business Officers

Conflict of Interest Policy

This Conflict of Interest Policy governs the activities of the board and volunteers of Central Association of College and University Business Officers, (CACUBO). Questions about the policy should be directed to the President. It is the duty of all board members and volunteers to be aware of this policy and to identify conflicts of interest and situations that may result in the appearance of a conflict and to disclose those situations/conflicts/or potential conflicts to (i) the chairperson of their committee (ii) the President, or other designated person, as appropriate.

1. What is a conflict of interest? A conflict of interest arises when a board member or volunteer has a personal or professional interest that conflicts with the interests of CACUBO, or arise in situations where a board/volunteer member has divided loyalties (also known as a “duality of interest”). The former can result in situations that result in inappropriate financial gain to persons in authority at CACUBO which can lead to financial penalties and violations of IRS regulations. Similarly, situations or transactions arising out of a conflict of interest can result in either inappropriate financial gain or the appearance of a lack of integrity in Central Association of College and University Business Officers’ decision-making process. Both results are damaging to CACUBO and are to be avoided.

2. Who might be affected by this policy? Typically persons who are affected by a conflict of interest policy are the Organization’s board members, officers, and volunteers. In some cases a major donor or sponsor could also be in a conflict situation. CACUBO takes a broad view of conflicts and board members/volunteers are urged to think of how a situation or transaction would appear to outside parties when identifying conflicts or possible conflicts of interest.

3. Disclosure of Conflicts. Board and Committee members are also urged to disclose conflicts as they arise as well as to disclose those situations that are evolving that may result in a conflict of interest. Advance disclosure must occur so that a determination may be made as to the appropriate plan of action to manage the conflict. Committee members should disclose to their chairperson and board members/chairpersons should disclose to the President and the President to the board as soon as the person with the conflict is aware of the conflict/potential conflict or appearance of a conflict exists.

4. Procedures to manage conflicts. For each interest disclosed, the full board, or the President of the board, as appropriate, will determine whether the organization should: (a) take no action or (b) disclose the situation more broadly and invite discussion/resolution by the full board of what action to take, or (c) refrain from taking action and otherwise avoid the conflict. In most cases the broadest disclosure possible is advisable so that decision-makers can make informed decisions that are in the best interests of the organization.

- When the conflict involves a decision-maker, the person with the conflict (“interested party”): (i) must fully disclose the conflict to all other decision-makers; (ii) may not be involved in the decision of what action to take (e.g., may not participate in a vote) but may serve as a resource to provide other decision-makers with needed information.
- In all cases, decisions involving a conflict will be made only by disinterested persons
- The fact that a conflict was managed and the outcome will be documented in the appropriate Board or Committee minutes.
- The President of the board will monitor proposed or ongoing transactions of the organization (e.g., contracts with vendors and collaborations with third parties) for conflicts of interest and disclose them to the Board and Committees, as appropriate, whether discovered before or after the transaction has occurred.