

CONFLICT-OF-INTEREST STATEMENT

Reason for Statement

Mi Casa Resource Center (MCRC), as a nonprofit, tax-exempt organization, depends on charitable contributions from the public, foundations, corporations and contracts with government organizations. Maintenance of its tax-exempt status is important both for its continued financial stability and for the receipt of contributions and public/government support. Therefore, the operations of MCRC first must fulfill all legal requirements. They also depend on the public trust and thus are subject to scrutiny by and accountability to both governmental authorities and members of the public.

Consequently, there exists between MCRC and its board, officers, and employees a fiduciary duty that carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and employees have the responsibility of administering the affairs of MCRC honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of MCRC. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with MCRC or knowledge gained there from for their personal benefit. The interests of the organization must have the first priority in all decisions and actions.

A. Persons Concerned

This statement is directed not only to board members and officers, but to all employees, contractors and volunteers who can influence the actions of MCRC. For example, this includes all who make purchasing decisions, all other persons who might make recommendations for purchases or services and all who have proprietary information concerning MCRC.

B. Key Areas in Which Conflict May Arise

Conflicts of interest may arise in the relations of directors, officers, employees, contractors and volunteers with any of the following third parties:

- Persons and firms supplying goods and services to MCRC
- Persons and firms from whom MCRC leases property and equipment
- Persons and firms with whom MCRC is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property
- Competing or affinity organizations

- Donors and others supporting MCRC
- Recipients of grants from MCRC
- Agencies, organizations, and associations that affect the operations of MCRC
- Family members, friends, other employees, and participants
- Businesses/organizations owned or operated by family members, friends, other employees and participants
- Favoritism or endorsing the business or services offered by a contractor, volunteer or employee

C. Nature of Conflicting Interest

A material conflicting interest may be defined as an interest, direct or indirect, with any persons and firms mentioned in Section B. Such an interest might arise, for example, through

1. Owning stock or holding debt or other proprietary interests in any third party dealing with MCRC
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) by any third party dealing with MCRC
3. Receiving remuneration for services with respect to individual transactions involving MCRC
4. Using MCRC's time, personnel, equipment, supplies, or good will other than for approved MCRC activities, programs, and purposes
5. Receiving personal gifts, loans, rewards, equity in a business, compensation or promises of future employment from third parties dealing with MCRC. Receipt of any gift is disapproved except gifts of nominal value that could not be refused without discourtesy. No personal gift of money should ever be accepted.
6. Compensated recommendations for goods or services to participants
7. Disclosing any private or confidential business or personal information without permission or consent

D. Interpretation of This Statement of Policy

The areas of conflicting interest listed in Section B, and the relations in those areas that may give rise to conflict, as listed in Section C, are not exhaustive. Conceivably, conflicts might arise in other areas or through other relations. It is assumed that the trustees, officers, employees, volunteers and contractors will recognize such areas and relation by analogy.

The fact that one of the interests described in Section B exists does

not mean necessarily that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material that upon full disclosure of all relevant facts and circumstances that it is necessarily adverse to the interests of MCRC.

However, it is the policy of the board that the existence of any of the interests described in Section C shall be disclosed on a timely basis and always before any transaction is consummated. It shall be the continuing responsibility of board, officers, employees, contractors and volunteers to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

E. Disclosure Policy and Procedure

Disclosure should be made according to MCRC standards. Transactions with related parties may be undertaken only if all of the following are observed:

1. A material transaction is fully disclosed in the audited financial statements of the organization;
2. The related party is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The organization's board has acted upon and demonstrated that the transaction is in the best interest of the organization.

Staff disclosures should be made to the CEO/Executive Director (or if he or she is the one with the conflict, then to the designated board committee), who shall determine whether a conflict exists and is material, and if the matters are material, bring them to the attention of the designated board committee.

Disclosure involving directors should be made to the designated committee.

The board shall determine whether a conflict exists and is material, and in the presence of an existing material conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to MCRC. The decision of the board on these matters will rest in their sole discretion, and their concern must be the welfare of MCRC and the advancement of its purpose.

F. Annual Statements and Disclosure

Each director, employee, and those contractor's and volunteers in a position to as described in Section B, shall annually sign a statement that affirms such person

- a. Has received a copy of the conflict-of-interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Passed by the Mi Casa Board of Directors on 3/3/2010.

CONFLICT-OF-INTEREST DISCLOSURE STATEMENT

Please initial in the space at the end of Item A or complete Item B, whichever is appropriate; complete the balance of the form; sign and date the statement; and return it to the Treasurer (board members, CEO/Executive Director) or CEO/Executive Director (employees, volunteers, contractors).

A. I am not aware of any relationship or interest or situation involving my family or myself that might result in, or give the appearance of being, a conflict of interest between such family member or me on one hand and XYZ on the other. Initials: _____

B. The following are relationships, interests, or situations involving me or a member of my family that I consider might result in or appear to be an actual, apparent, or potential conflict of interest between such family members or myself on one hand and XYZ on the other. Initials: _____

Corporate (either nonprofit or for-profit) directorships, positions, and employment:

Memberships in the following organizations:

Contracts, business activities, and investments with or in the following organizations:

Other relationships and activities:

My primary business or occupation at this time:

I, _____ have done the following:

- a. Received a copy of the conflict-of-interest policy,
- b. Read and understands the policy,
- c. Agree to comply with the policy, and
- d. Understand the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

I will promptly inform the Treasurer (board members, CEO/Executive Director) or CEO/Executive Director (employees, contractors, volunteers) of MCRC of any material change that develops in the information contained in the foregoing statement.

Type/Print Name Signature Date