



VHA Policy 3.1 Conflict of Interest

Authorization: Bylaws of The Villages Homeowners Advocates, Inc., (VHA) Article V, Board of Directors

Policy Statement: It is the policy of VHA to avoid any potential or perceived conflict of interest that may arise from arrangements between external parties and any members of the VHA Boards, Officers, Regional Directors, Neighborhood Representatives, or volunteers

Definition: For the purpose of this policy a “conflict of interest” shall be defined as the existence of a state of facts, situation, or condition in which the financial interest of any VHA member who is in a position of authority or who represents the VHA, may be furthered or benefited, directly or indirectly, as a result of a contract or other external transaction that involves the VHA.

Volunteers: Any existing or potential conflict of interest of any VHA volunteer shall be disclosed to the President as soon as it is known. The President shall in turn cause the matter to be investigated immediately. A record of such a conflict disclosure shall be documented.

Any VHA volunteer who discloses a conflict shall answer such questions concerning the conflict and provide such other information as the President reasonably requests. The volunteer shall abstain and not participate in discussions concerning the actions of the organization regarding the matter which is the subject of the conflict.

Board of Directors: Any Director having an existing or potential conflict of interest with respect to any matter which is the subject of action by the Board or its committees shall disclose such conflict. The minutes of any such meeting, if minutes are kept, shall reflect the fact that a disclosure was made, the substance of the disclosure, and the abstention from voting by the member involved. The foregoing shall not be construed, however, to prevent any such member from briefly stating his or her position and interest in the matter and from answering pertinent questions from other members.

Failure to report any conflict as required by this disclosure policy may result in disciplinary action, up to and including removal from the Board, removal as an officer, and termination of a volunteer’s service.

Potential Legal Conflicts: In addition to the above, any member of the Board, any officer, and any Incumbent shall report personally any felony convictions involving fraud, dishonesty or breach of trust to the President.