

# Columbia Society of Real Estate Appraisers Inc.

## Conflict of Interest Policy

The standard of behavior at the Columbia Society of Real Estate Appraisers Inc., hereafter known as “the Society,” is that all staff, volunteers, and board members scrupulously avoid conflicts of interest between the interests of the Society on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

For the purposes of the Society, a conflict of interest shall be deemed to exist anytime any member, volunteer or member of the board, engages in any transaction, agreement or any other arrangement, in which the member, volunteer or member of the board, has a financial interest and in which the Society or any affiliate of the Society is a participant, unless there is a determination by the board, or any committee authorized to do so, that the potential conflict is fair, reasonable and in the Society’s best interest; and, excluding transactions where the member’s, volunteer’s or member of the board’s financial interest is de minimis; transactions that would not customarily be reviewed by the board or boards of similar organizations and are available to others on the same or similar terms; or, transactions that constitute a benefit provided to the member, volunteer or member of the board only as a member of a class of beneficiaries that the Society intends to benefit as a part of its mission so long as the benefit is available to similarly situated members of the same class on the same terms.

I understand that the purposes of this policy are to protect the integrity of the Society’s decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff and board members. Upon or before election, hiring or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest and submit this written disclosure to the Society’s Secretary. This written disclosure will be kept on file, and I will update it immediately whenever appropriate.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliations), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question, nor will I attempt in any way to influence the deliberations or voting of the same.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_