

## **Conflict of Interest Policy**

### **Aligarh Alumni Association Dallas Fort Worth (AAADFW)**

The standard of behavior at Aligarh Alumni Association at Dallas Fort Worth (AAADFW) is that all, Volunteers, Board of Directors and Board of Advisors scrupulously avoid conflicts of interest between the interests of AAADFW 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.

I understand that the purposes of this policy are to protect the integrity of AAADFW decision making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of Volunteers, Board of Directors and Board of Advisors. Conflicts of interest may arise in the relations of Volunteers, Board of Directors and Board of Advisors with any of the following third parties:

1. Persons and firms supplying goods and services to AAADFW
2. Persons and firms from whom AAADFW may leases property and equipment.
3. Persons and firms with whom AAADFW is dealing or planning to deal in connection with the gift, grants, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting AAADFW.
6. Agencies, organizations, and associations which affect the operations of AAADFW.
7. Persons and organizations that grants are made to.
8. Family members, friends, and other staff.

A material conflicting interest may be defined as an interest, direct or indirect, with any persons and firms of the type listed above. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with AAADFW.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) in any third party dealing with AAADFW
3. Receiving remuneration for services with respect to individual transactions involving AAADFW.
4. Using AAADFW resources or goodwill for other than AAADFW approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties in dealing with AAADFW. Receipt of any gift is improper except gifts of nominal value which could not be refused without discourtesy. No personal gift of money should ever be accepted.

AAADFW will be the Standard Bearer with the Highest Standards of Integrity and Ethics

The preceding lists are not exhaustive. Conceivably, conflicts might arise in other areas or through other relations. Regardless, if a conflict exists, it may not be 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 AAADFW.

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.

This written disclosure will be kept on file and I will update it as appropriate, at minimum, annually. I understand that the purposes of this policy are to protect the integrity of AAADFW decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of Volunteers, Board of Directors and Board of Advisors. 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, 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.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording. Disputes will be mediated by seeking consensus of the Board of Directors and Board of Advisors with complete written guidance from AAADFW legal counsel as may seem appropriate to the Board of Directors and Board of Advisors. The cost of AAADFW legal counsel will be paid for by the individual with the conflict of interest.

**Conflict of Interest Disclosure Form**  
**Aligarh Alumni Association Dallas Fort Worth (AAADFW)**

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

Name: \_\_\_\_\_

Position (Director/Volunteer/Advisor): \_\_\_\_\_

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between AAADFW and your personal interests, financial or otherwise:

1) \_\_\_\_\_ I have no conflict of interest to report

\_\_\_\_\_ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse or related party) sit on, any for-profit or non-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the "Conflict of Interest of Policy" of AAADFW.

Signature: \_\_\_\_\_