



CEHS CONFLICT OF INTEREST POLICY

Article I. Purpose

The purpose of this policy is to protect the interests of the Central European History Society (the “Society”) by: (a) preventing the personal interest(s) of Board members, Employees, and Independent Contractors from interfering with their duties to the Society and (b) avoiding any unethical financial, professional, or political gain on the part of such individuals. This policy intends to supplement, not replace, any applicable federal, state, or local laws regarding conflicts of interest.

Article II. Persons Concerned

This policy applies to all Board members, Officers, Employees, and Members of committees with Board-delegated powers who can influence the governance and action of the Society. This includes anyone who makes financial decisions, might be referred to as “management personnel,” or has proprietary information regarding the Society.

Article III: Procedures

1. Duty to Disclose

Each Officer, Director, Employee and any other Interested Person is under an obligation to disclose the existence or potential existence of a Conflict of Interest as it arises.

2. Investigating Conflicts

When a potential Conflict of Interest is disclosed, the Board will provide the individual in question with an opportunity to disclose all material facts related to the situation. The Board will collect all pertinent information and question the involved parties. If it turns out that a conflict does not exist, the inquiry will be documented but no further action will be taken.

3. Addressing the Conflict of Interest

If the board or a committee determines that a conflict of interest exists, it will take appropriate action to address the conflict. This may include (but not be limited to): (a) prohibiting any Interested Parties from voting on any matter related to said Conflict of Interest or (b) terminating the Interested Party’s relationship with the Society.

Affected parties both within and outside of the Society, including Board members, employees, and independent contractors, will be notified. If the Conflict of Interest in question involves a member of the Board, that individual will be excused from deliberations.

4. Disciplinary Action

All conflicts of interest will be reviewed on a case-by-case basis. The Executive Board has full

discretion to deem what disciplinary action is appropriate and necessary for disclosed conflicts of interest.

If the governing officers reasonably believe a member or staff member failed to disclose an existing or possible Conflict of Interest, it shall inform the individual of the rationale for such belief and grant the individual an opportunity to explain the alleged failure to disclose the Conflict of Interest.

After hearing the individual's response and investigating further as warranted by the circumstances, the Executive Board may take appropriate disciplinary action, including termination of the individual's relationship with the Society.

5. Notice of Annual Statements

Officers, Board members, Employees, and Members of a committee with Board-delegated powers must sign a Conflict of Interest Disclosure at the beginning of their relationship with the Society (e.g., appointment, term of service) and annually thereafter for the duration of this relationship with the Society.

Article IV: Acknowledgement

By signing, the individual named below understands what constitutes a Conflict of Interest and understands the procedure for addressing them with the Society, including his or her duty to disclose any known or potential conflicts of interest.

The signee agrees to abide by the procedures set forth by this policy for the duration of his or her relationship with the society.

Signature

Date

Printed Name