

**ZONTA INTERNATIONAL, DISTRICT 11**  
**DISTRICT BOARD POLICIES AND PROCEDURES**  
**CONFLICT OF INTEREST POLICY**

It is the intent of the District Board to assist in defining and clarifying the conflict or duality of interest policy as referred to in the ZI District Manual 2008.

Generally, a conflict or duality of interest (i.e. "wearing two hats") is defined as any situation in which a person or organization is in a position to influence a second person or organization for the benefit of the first person or organization. Zonta International has created a form to be executed whenever there is a possible conflict or duality of interest. The purpose of the form is to reveal the association between any member of Zonta and an organization or person that may benefit from the actions of Zonta. Any member of Zonta who is asked to vote on an appropriation of funds or other benefit must reveal her connection with any organization which will benefit from her vote.

**The intent of this policy is not to limit associations of Zonta members with other organizations, especially those whose goals are consistent with the mission of Zonta, but rather to disclose all associations so members may make informed decisions.**

Examples:

A Zonta member serves as an **employee and/or board member** of a homeless shelter. She is in a decision making capacity of a local Zonta club considering awarding a grant to the shelter. She is **not** permitted to vote during any action relating to the grant to the homeless shelter because the shelter would benefit financially. However she is permitted to participate in discussions and her presence is counted to determine if a quorum exists. The focus is on whether the organization will benefit financially, not whether the Zonta member will. Her connection with one organization does not prohibit her right to vote on grants awarded to other organizations.

A Zonta member is a **volunteer** at the shelter and does not serve as an employee or board member of the shelter. She is in a decision making capacity of a local Zonta club considering awarding a grant to the shelter. She **is** permitted to vote during any action relating to the grant to the homeless shelter although the shelter would benefit financially. She is permitted to participate in discussions and her presence is counted to determine if a quorum exists. She may vote on any Zonta grant that may be awarded to that organization or any other organization.

If you require further clarification or have any questions contact Lee Ann Dobson, Esquire, at [lapdmemphis@aol.com](mailto:lapdmemphis@aol.com).

Accepted and approved by District 11 Board, Tampa, Florida

January 20, 2008

**THE DISTRICT BOARD**

*The following information starts at the bottom of page 16 and continue at the top of page 17.*

- for districts with clubs in the United States: adopts a written Conflict of Interest policy to identify situations that present conflicts of interest and to provide a procedure to allow for full disclosure if such a situation arises. (See Appendix: Conflict of Interest.)

**CONFLICT OF INTEREST**

Any duality of interest or possible conflict of interest in employment, finance, or other activity, between any member of the Board of Directors and \_\_\_\_\_ (District or Club Name) objects or interests shall:

1. Be openly disclosed and recorded at the time of election or appointment, annually, and at each occurrence that the conflict of interest becomes a matter for \_\_\_\_\_ (District or Club Name) consideration.
2. Preclude that Board Member from voting during any action relating to the matter of conflict.
3. Permit the Board Member to be counted to determine if a quorum for consideration of the matter is present.
4. Permit that Board Member to state an opinion on the matter of conflict, and if requested, to provide information on the matter.

Statement for signing at time of election or appointment:

I have read the above policy guidelines on duality of interest/conflict of interest.

I declare that no such conflict presently exists, and that should such conflict arise during my tenure of service in this position, I shall declare such conflict in writing, immediately, to the \_\_\_\_\_ (District or Club Name) Board of Directors.

After declaring such conflict, I further agree to be bound by the decision of the \_\_\_\_\_ (District or Club Name) Board of Directors regarding continued service in this position.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name and Title)

\_\_\_\_\_  
(Date)