



Arts Council of Greater Lansing
Conflict of Interest Policy
Adopted October 2014

Each person or organization having an association with the Arts Council of Greater Lansing is expected to exercise the highest possible standards of ethical behavior, commensurate with the public trust placed in The Arts Council of Greater Lansing and its mission. Any person or organization, including: Board Members, Committee members, Subcontractors and Staff or other persons with a conflict of interest relating to any business before the Arts Council of Greater Lansing will inform the Arts Council of same prior to any Arts Council of Greater Lansing consideration or action. These persons are required by the Arts Council Of Greater Lansing to withdraw from all considerations or actions, and will not obtain, or seek to obtain, any financial benefit from the activity of the Arts Council of Greater Lansing, nor attempt to exert any influence on outcomes of the Arts Council of Greater Lansing considerations or actions, where a conflict of interest exists.

Policy Application

Application of this policy to particular occasions will at times depend on the situation. In any such case, the Arts Council of Greater Lansing board may vote to seek legal counsel which, when given, shall be controlling. Reference to this *Conflict of Interest Policy* is made in the Arts Council of Greater Lansing's bylaws and personnel policies and its content may be altered only by official action of the board.

Reporting Requirements

All board members, committee members, subcontractors, staff, and, as requested by the Arts Council of Greater Lansing's executive committee, any other persons associated with the Arts Council, shall sign this policy statement affirming that they have received, read, and understand the policy and agree to comply with the policy.

Situation Descriptions

The following descriptions of conflicts of interest are meant to provide a basic understanding of key situations, but are not all-inclusive:

- Receipt of direct financial or employment benefit from the Arts Council of Greater Lansing's considerations or actions, currently or within a period of one year.
- With or without payment, current or known future service as staff, consultant, or board member—or familial relationship with same—for an organization with which the Arts Council Of Greater Lansing is entering consideration or taking actions, except when the affiliation is so removed from same that bias could not reasonably be expected.

Each person or organization having an association with the Arts Council of Greater Lansing is requested to use the above descriptions as a starting point for consideration of ethical behavior that serves the public trust.

Definitions

- The Arts Council of Greater Lansing includes its board members, staff, and committee members, paid or unpaid.
- Staff refers to paid employees of the Arts Council of Greater Lansing.
- Board member includes trustee, director, board member, officer of an organization, or their equivalent.
- Familial relationship includes parent, spouse, sibling, child, fiancé or fiancée, and any person who currently shares a residence, or has done so in the past twelve months.

Pursuant to the Arts Council of Greater Lansing Conflict of Interest Policy adopted October 22,, 2014:

I have read the Arts Council of Greater Lansing Conflict of Interest Policy. I understand and agree to abide by this policy, as well as to the Arts Council of Greater Lansing's general policy of operating with the highest possible standards of ethical behavior.

Name _____

Signature _____ Date _____