

CONFLICT OF INTEREST POLICY – Presbytery of Hudson River  
Approved 3 December 2019

1. It is the policy of the Presbytery of Hudson River (“Presbytery”) to maintain high standards of integrity, honesty, impartiality, industry and conduct by employees, members, and volunteers. Avoidance of conflicts of interest, whether real or apparent, by all, is indispensable to the maintenance of these standards.
2. No employee, member or volunteer of the Presbytery shall accept any gift, gratuity, grant, service or any special favor from any person or persons or businesses which provide or receive goods and services, or which seek to provide or receive goods and services to or from the agencies, councils and governing bodies. However, minor courtesies such as luncheons, dinners or similar arrangements in connection with business discussions may be received.
3. Anyone who has a personal interest in a matter before the Presbytery, the Council, an Administrative Commission, or a standing commission, committee, or Ministry Team of Presbytery, including any person who has an affiliation with a congregation or community organization which is the recipient of Presbytery financial assistance or has an application before Presbytery for financial assistance, will be regarded as having a conflict of interest. Anyone with a close family member (i.e., spouse, parent, sibling, or child) who has such a personal interest of affiliation shall also be considered to have a conflict of interest. “Affiliation” shall be construed to mean membership in a congregation, a communication organization, or a congregation which is connected to a community organization, or a salaried or unsalaried staff person of any such entity.
4. All employees, members and volunteers of the Presbytery shall avoid even the appearance of conflict of interest, special interest, or any other inappropriate conduct. If a person discovers that he/she may be in a position of conflict of interest, he/she shall immediately report this conflict to his/her supervisor, committee, or governing body.
5. Persons with a conflict of interest or possible conflict of interest shall be bound by the following:
  - a. At any meeting of the Council, an Administrative Commission, or a standing or special commission or committee, or a ministry team of Presbytery, no person may speak about or advocate for matters relating to any situation in which he or she may have a conflict of interest without first disclosing to the Council, commission, committee, or ministry team the existence of the conflict of interest. Furthermore, a person having a conflict of interest in any such matters shall always abstain from voting on such matters.
  - b. At any meeting of the Presbytery, no person may participate in debate upon matters relating to any situation in which he or she may have a conflict of interest without first disclosing to the presbyters the existence of the conflict of interest.
  - c. No person may preside as Moderator of Presbytery or as Moderator of the Council, a commission, a committee of the Council, or a standing or special commission or committee of Presbytery, or a ministry team at any meeting

during such time that any matter regarding which he or she may have a conflict of interest is debated and voted on.

### Conflict of Interest Disclosure Form

The Conflict of Interest Policy of the Presbytery of Hudson River (HRP) requires an annual affirmation that you have received, read, understood and agreed to comply with the Conflict of Interest Policy. In addition, the Policy requires that you annually disclose: 1) your affiliations with any organization with which the Presbytery of Hudson River may have a relationship, financial or otherwise; and 2) any persons with whom you have a personal relationship (such as a family member or close companion), who are affiliated with any organization or professional society with which the Presbytery of Hudson River may have a relationship, financial or otherwise.

Please sign this Statement indicating your affirmation as described above. Please disclose, in addition, any applicable affiliations known to you.

Please return this Statement to the Stated Clerk of the Presbytery of Hudson River before your first meeting of every year.

Name (please print): \_\_\_\_\_

Position: \_\_\_\_\_

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest.

\_\_\_\_\_ I have no conflict of interest to report.

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

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**TO BE COMPLETED BY EACH HRP-INVOLVED PERSON:**

I have read and understand the Conflict of Interest Policy and agree to comply.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by the Presbytery – printed name

\_\_\_\_\_  
Date