

Conflict of Interest Policy

Article I

Purpose

The [Corpus Christi Chapter of the American Institute of Architects, Inc., \(CCC-AIA\)](#) is a not-for-profit corporation organized and existing under the laws of the State of Texas for the purposes of conducting operations and activities as an organization eligible for tax-exempt status under Section 501(c)(6) of the Internal Revenue Code. The purpose of this conflict-of-interest policy is to protect the interest of the [CCC-AIA](#) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the [CCC-AIA](#). This policy is intended to supplement but not replace any applicable federal or state laws governing conflict of interest applicable to nonprofit organizations.

Article II

Definitions

1. Interested Person

Any director, principal officer, or member of a committee with powers delegated by the [CCC-AIA's](#) Board, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial and Other Interests

A person has a financial interest if the person has, directly or indirectly, through business, investment, family, or other close personal relationship:

- a. An ownership or investment interest in any entity with which the [CCC-AIA](#) has a transaction or arrangement;
- b. A compensation arrangement with the [CCC-AIA](#) or with any entity or individual with which the [CCC-AIA](#) has a transaction or arrangement; or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the [CCC-AIA](#) is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the Board, the [CCC-AIA's](#) Executive Committee, or another appropriate committee or other body of the [CCC-AIA](#) decides that a conflict of interest exists.

Article III

Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board of Directors and/or members of committees with Board-delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a.** An interested person may make a presentation at the Board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b.** The presiding officer of the Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c.** After exercising due diligence, the Board or committee shall determine whether the CCC-AIA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d.** If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested Board of Directors or members, whether the transaction or arrangement is in the CCC-AIA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflict of Interest Policy

- a.** If the Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b.** If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings

The minutes of the Board and all committees with Board-delegated powers shall contain:

- a.** The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed; and
- b.** The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V

Compensation

- a.** A voting member of the Board who receives compensation, directly or indirectly, from the CCC-AIA for services is precluded from voting on matters pertaining to that member's compensation.
- b.** A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the CCC-AIA for services is precluded from voting on matters pertaining to that member's compensation.
- c.** No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the CCC-AIA, either

individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI

Annual Statements

Each director, principal officer and member of a committee with Board-delegated powers shall annually sign a statement, which affirms such person:

- a. Has received a copy of the conflicts of interest policy;
- b. Has read and understands the policy;
- c. Has agreed to comply with the policy; and
- d. Understands the [CCC-AIA](#) is a non-profit 501(c)(6) corporation and, to maintain its

federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Article VII

Periodic Reviews

To ensure the [CCC-AIA](#) operates in a manner consistent with its non-profit 501(c)(6) purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the [CCC-AIA's](#) written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further legitimate purposes, and do not result in inurement or impermissible private benefit.

Article VIII

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the [CCC-AIA](#) may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Article IX

Other Conflicts of Interest

Each principal officer, director, and member of a committee with Board-delegated powers has fiduciary duties and other responsibilities to the [CCC-AIA](#). Each such individual is subject to such duties and responsibilities, whether they arise from federal, state, or other law, from the [CCC-AIA's](#) Bylaws or Rules of the Board, from Board-approved policies or other actions of the Board, or from other sources. This policy shall apply to any situations in which any director, principal officer, or member of a committee with Board-delegated powers has an actual or apparent conflict between his/her private interests and his/her fiduciary duties or other responsibilities to the [CCC-AIA](#). All such actual or apparent conflicts of interest shall be disclosed to the General Counsel of the [CCC-AIA](#), who shall refer such matters to the appropriate officers of the [CCC-AIA](#) and ensure that they are considered and resolved in a fair and expeditious manner.

ACKNOWLEDGEMENT AND DISCLOSURE

I have received, read and understand the Conflict of Interest Policy of the [CCC-AIA](#) set forth above, and agree to comply fully with its terms and conditions at all times during my service as an officer, director or other



representative of the [CCC-AIA](#). I understand the [CCC-AIA](#) is a non-profit corporation and, to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

If at any time following the submission of this form, I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the [General Counsel](#) of the [CCC-AIA](#) in writing.

Disclosure of Actual or Potential Conflicts of Interest:
