

**UUCSEA
POLICY/PROCEDURE**

POLICY: Members of the Board must recognize and avoid **Conflict of Interest** or the appearance of **Conflict of Interest**. The Board members shall not receive compensation, in any form from any source or abuse their office by using UUCSEA staff, services, equipment or property for personal purposes.

PROCEDURE:

1. Board members may be reimbursed for out-of-pocket expenses incurred for travel to conferences or other Board business, including room and board, if the travel has received prior approval of the Board.
2. If a member of the Board wishes to obtain employment with UUCSEA, they must first resign from the Board. If a close relative or associate of a Board Member wishes to obtain employment with UUCSEA, the Board Member must abstain from attendance, deliberation or vote in the matter.
3. During Board meetings, if a Board Member feels there is a conflict of interest or the appearance of a conflict of interest, he/she shall disclose the conflict. The Board will decide if the member is to absent her or himself from the deliberation and vote.
4. If a Board member desires to use Church Property for personal use, they shall request written approval from the Board President.
5. This policy will be reviewed at the first Board meeting of the new fiscal year.

Date approved by the Board: 12-09-08

Signature Board President: _____
(new board presidents initial by signature to indicate they have read policy)

Signature Minister: _____