

Community of Christ

Onset Board of Trustees (OBOT)

PO BOX 893 Onset, MA 02558



www.onsetcampground.org

Application for the Potential Housing List

To be Completed and Returned to the OBOT

In an effort to ensure that the Onset Board of Trustees will act in a consistent manner while maintaining a list of potential housing owners, persons interested in being listed on the Potential Housing List for the Onset Campgrounds may use this form to apply to the OBOT. If an individually written letter is preferred, please include the below requested information and acknowledge your acceptance of the terms of being placed on the List. Once accepted, you shall be notified in writing within thirty (30) days of your location on the Potential Housing List and the posted List will be updated.

Name: _____ Contact #: _____

Permanent Address: _____

Mailing Address (if diff): _____

Email Address: _____

Active Congregation Affiliation: _____

Confirmation Date: _____ Membership #: _____

Please initial your acceptance and understanding of the following statements:

_____ I agree to the terms of the governing policy (a copy may be requested from the OBOT).

_____ I certify that, as required under Section 14 of the Lease, I do not have ownership in, nor have a contractual interest in, nor am I a beneficiary of any other Lease Agreement.

_____ I understand that it is my responsibility to ensure that any changes to billing and/or communication information (mailing / email address) are promptly reported to the OBOT and failure to do so may cause me to lose my position on the List.

Acknowledged and accepted by: _____
(Signature) (Date)

OBOT Use Only

Postmark Date: ____/____/____

Approval Date: ____/____/____


Version Date: 01/11/2020

COMMUNITY OF CHRIST ONSET CAMPGROUNDS

POLICY: Lease Signing Process for New Land Lot Lessees
DATE EFFECTIVE: 01/11/2020, By vote of the Onset Board of Trustees

APPROVED:


Missy Quay / Mission Center Presidency


Kristin Carter Smith / Onset Board of Trustees Chair

PURPOSE: To have in place a clearly defined procedure to guide the Onset Board of Trustees (OBOT) and new Lessees through the lease signing process following a previously approved change in owner whether that be via sale or other Onset Board of Trustees-approved action and make transparent the signing and recordkeeping process of the OBOT in regards to these Leases.

PROCEDURE: Upon receipt of required documentation (i.e. Bill of Sale or other legal documentation) providing proof of the previously approved transfer of ownership of the property in question, the OBOT will forward an unsigned new Lease with attached Regulations (Lease) to the new Lessee via email or USPS first class mail along with a Primary Lot Lessee Information Sheet. The information completed on the Lease shall include the name of the Lessee and Lot # on page one (1) and the date of the OBOT Meeting when the Lease request was approved on page four (4). If to be sent via first class mail, two printed copies of the Lease will be provided for signing and returning. If emailed, Lessee will print, complete and return two (2) original signed copies of the Lease.

Lessee, as named, will sign and date both copies of the Lease on page four (4) as well as record the Lessee's Date of Baptism and/or Confirmation, as provided in the Lease, and current complete mailing address, and physical address if mailing address is a Post Office Box.

If Lessee has requested and received approval for inclusion of Spouse and/or one (1) Child (adult Son or Daughter), Lessee will have Spouse sign and/or named Child sign and complete Child's Date of Baptism and/or Confirmation, as provided in the Lease, and current complete mailing address, and physical address if mailing address is a Post Office Box.

Any changes, deletions or additions to the Lease terms which do not conform to the Lease's provisions regarding amendments to the Lease shall be considered null and void and have no legal effect on the existing Lease terms.

Lessee will return two (2) original completed copies of the Lease to the OBOT to be countersigned by the Chairman of the Board (Chair). In an effort to complete the signing process in a timely manner, Lessee may request to mail the copies of the Lease directly to the Chair if the Chair is not local to the Onset Campgrounds.

Once received, the Chair will countersign and date both copies of the Lease. Within one week after full execution of the Lease, the Chair shall: (1) return one fully executed original Lease packet to the Lessee at the mailing address listed on the Lease, and (2) send one copy of the fully executed Lease, either by mail or electronically, to the Office of General Counsel at Community of Christ International Headquarters, copying the Field Support Minister for the Northeast USA Mission Field (or other future office covering the same responsibilities) and the New England USA Mission Center Financial Officer on such communication. An additional hard copy of the fully executed Lease shall be maintained in the OBOT office files. The second original Lease shall be filed in the OBOT Safety Deposit Box (or other such secured off-site location as may replace the Safety Deposit Box in the future) within thirty (30) days of signing.

Date Created: 01/11/2020

Date Revised:

2020-2.0

Community of Christ

Onset Board of Trustees (OBOT)

PO BOX 893 Onset, MA 02558



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INVOICE FOR POTENTIAL HOUSING LIST PLACEHOLDER FEE, TO BE BILLED ANNUALLY

In an effort to keep our cottage waiting list as up-to-date as possible, and in an effort to limit the return of certified notices to members on the list, the Onset Board of Trustees has implemented an invoice for the Potential Housing List, to be billed annually, for the right to stay active on the Onset Campgrounds Housing Waiting List.

If the form and fee are not returned within 30 days from the date of this mailing, you will be removed from the list, and must reapply.

Name: _____ Contact #: _____

Permanent Address: _____

Mailing Address (if diff): _____

Email Address: _____

Active Congregation Affiliation: _____

Confirmation Date: _____ Membership #: _____

Amount Included: **\$5.00**

Please check ONLY ONE box:

☐ **I agree to the terms of the governing policy** (a copy may be requested from the OBOT)
OR

☐ Please remove me from the list as signed and dated below.

Acknowledged and accepted by: _____
(Signature) (Date)

It is your responsibility to notify the OBOT of any changes in your status and/or address.

Please mail invoice to the above address with required payment. Emails will NOT be accepted.

OBOT Use Only – Do Not Write Below This Line

Postmark Date: ____/____/____

Approval Date: ____/____/____

Version Date: 01/11/2020

Community of Christ

Onset Board of Trustees (OBOT)

PO BOX 893 Onset, MA 02558



www.onsetcampground.org

Primary Lot Lessee Information Sheet

To be Completed by the New Lessee and Returned to the OBOT

In an effort to ensure that the Onset Board of Trustees has complete and correct billing and communication information, the OBOT has created this Information Sheet to be completed by the Primary Lessee to be signed to the Lot Lease. This Information Sheet has been forwarded with the unsigned lease copies and must be completed and returned to the OBOT with the signed leases within thirty days.

Lessee's Name: _____ Contact #: _____

Street Address of Cottage: _____

Lessee's Billing Address: _____

Permanent Address (if diff): _____

Email Address: _____

Active Congregation Affiliation: _____ Membership #: _____

Under Section A of the Onset Conference Resolution on Campgrounds Operations, adopted by the Onset Conference of July 19, 2009, the OBOT is required to provide each Cottage Owner (Lot Lessee) a 3-Ring binder including, but not limited to, copies of the following: current Rules & Regulations; OBOT Mission Statement; OBOT Bylaws; OBOT Contact List w/Responsibilities; and copies of all current policies. The OBOT has two options available in order to provide you with this information. Please choose one of the two options below by checkmark (✓) in order to permit the OBOT to fulfill this requirement:

___ **Please mail** a hard copy of the required information in a 3-ring binder. A \$20.00 payment has been included to cover the cost of printing, packaging and postage for this request.

___ **Please email** pdf's of this information to the above-noted email address. It is understood that this may come in several batches due to the volume of documents.

Moving forward, any new policies will be emailed to the address provided above and will also be made available in hard copy format at the annual Onset Conference.

Additionally, the Lessee understands that it is the responsibility of the Lessee to ensure that any changes to billing and/or communication information (mailing / email address) are promptly reported to the OBOT.

Acknowledged and accepted by: _____
(Signature) (Date)

OBOT Use Only

Date Received: ____/____/____ Ck#: _____ Mail Date: ____/____/____ Email Date: ____/____/____
Version Date: 01/11/2020

COMMUNITY OF CHRIST ONSET CAMPGROUNDS

POLICY: Taking Down / Trimming Trees on Leased Properties

DATE EFFECTIVE: 01/11/2020 by vote of the Onset Board of Trustees

APPROVED:


Missy Quay / Mission Center President


Kristin Carter Smith / Onset Board of Trustees Chair

PURPOSE: To have in place a workable plan that attempts to ensure that the Board of Trustees will act in a consistent and responsible manner in attempting to manage the taking down and / or trimming of trees on leased lots. Such tree trimming is described as the following: The removal or major trimming of trees on leased lots as requested by the leaseholder.

PROCEDURE:

- 1) As per the Rules and Regulations, Leaseholders are required to get written permission of the Board of Trustees before any tree may be taken down or trimmed significantly.
- 2) To facilitate the process the Operations Manager is empowered to assess the requested tree work and to act to grant the Board's permission.
- 3) The Board of Trustees may require as part of its granting process the following but is not limited to:
 - a) Written comments from the adjacent / abutting leaseholders on the campgrounds.
 - b) Verification of suitable liability insurance by the leaseholder, their contractors, and subcontractors.A projected time frame of the length of said tree work.
- 4) If the leaseholder requests the Board includes this tree work as part its periodic tree trimming process:
 - a) The Operations Manager will verify that said trees qualify to be taken down.
 - b) The Operations Manager will confirm with the leaseholder the nature of the work to be done.
 - c) The leaseholder will provide a written approval of said work.
 - d) Leaseholder should consider a donation to the Board to cover the cost of the work.
- 5) Leaseholders that remove trees without approval or after denial by the Board may be subject to fines and other actions.

Date Created: 12/01/2007

Date Revised: 01/11/2020

2020-1.0

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Onset Board of Trustees Resolution on Potential Housing List Coordinator

As voted by the Onset Board of Trustees
March 7, 2020

Whereas the Board recognizes that it is cumbersome for the Secretary and Treasurer to collectively maintain the list of persons on the Potential Housing List in coordination with annual invoicing and regular publishing on the website and in the OBOT Meeting Minutes,

It is hereby resolved that the Secretary will keep an up-to-date Potential Housing List and the Treasurer will be responsible for the annual invoicing of the placeholder fee. Both the Secretary and the Treasurer can delegate these tasks to one List Coordinator.

(In order to comply with the OBOT Officer elections, the delegation of responsibilities to the List Coordinator shall be confirmed or reassigned after each annual Officer election.)

As voted by Elected Members:

Jay Cook, Nancy Cornish, Jaime Carter Green, Laura King, Nancy Miller, Rick Moulton, Kristin Carter Smith, and William Walton; and

As voted by Ex-officio Members:

Dena DeVormer and Missy Quay

Onset Board of Trustees Resolution on Short-Term Rental of Campgrounds-Owned Facilities

As voted by the Onset Board of Trustees
June 27, 2020

Whereas, the Board desires to maintain the special religious nature and character of the Campgrounds, and

Whereas, there is a desire to avoid activities that would cause IRS issues with unrelated business income, require the collection of state short-term rental taxes, or otherwise cause the Campgrounds to have to deal with regulatory or tax issues related to being defined as a for-profit renter to the public.

Resolved, the Board will follow the guidelines recommended by the Office of General Counsel of the Community of Christ (OGC) and restrict short-term rentals of Campgrounds-owned properties to church members and church related activities. Sole determination of whether any individual, group or activity meets these requirements will be delegated to those individuals designated by the Board to exercise such judgment. The Board will continue to elicit advice on guidelines necessary to meet these requirements from the Office of the General Counsel as necessary to be in compliance with all governmental regulations as interpreted by the OGC.

As voted by Elected Members:

Jay Cook, Nancy Cornish, Jaime Carter Green, Laura King, Nancy Miller, Rick Moulton, Kristin Carter Smith, and William Walton; and

As voted by Ex-officio Members:

Jeannie Strout and Missy Quay

COMMUNITY OF CHRIST ONSET CAMPGROUNDS

POLICY: Whistleblower Protection

DATE EFFECTIVE: 06/27/2020, By vote of the Onset Board of Trustees

APPROVED:


Missy Quay / Mission Center Presidency


Kristin Carter Smith / Onset Board of Trustees Chair

PURPOSE: This policy provides clear definitions and provisions for handling allegations of misconduct while protecting the organization under difficult circumstances.

In keeping with the policy of maintaining the highest standards of conduct and ethics, The Onset Board of Trustees will investigate any suspected fraudulent or dishonest use or misuse of The Onset Campground's resources or property by staff, board members, consultants, or volunteers will be investigated by The Onset Board of Trustees and / or the Community of Christ Church.

Staff, board members, consultants, volunteers and community members are encouraged to report suspected fraudulent or dishonest conduct (i.e., act as a "whistleblower"), pursuant to the procedures set forth below.

REPORTING:

A person's concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to his or her supervisor or, if suspected by a volunteer, to the staff member supporting the volunteer's work. If, for any reason, a person finds it difficult to report his or her concerns to a supervisor or staff member supporting the volunteer's work, the person may report the concerns directly to the Chairman of the Board of Trustees or the Mission Center President (Executive Officer). Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals listed above.

DEFINITIONS:

Baseless Allegations – Individuals making allegations with reckless disregard for their truth or falsity may be subject to disciplinary action, and/or legal claims by individuals accused of such conduct.

Fraudulent or Dishonest Conduct – A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include:

- forgery or alteration of documents
- unauthorized alteration or manipulation of computer files
- fraudulent financial reporting
- pursuit of a benefit or advantage in violation of the Conflict-of-Interest Policy
- misappropriation or misuse of Grounds' resources, such as funds, supplies, or other assets
- authorizing or receiving compensation for goods not received or services not performed
- authorizing or receiving compensation for hours not worked

Whistleblower – An employee, consultant, volunteer or member who informs a supervisor or administrative executive about an activity relating to Onset Campgrounds which that person believes to be fraudulent or dishonest.

RIGHTS AND RESPONSIBILITIES:

Supervisors:

Supervisors are required to report suspected fraudulent or dishonest conduct to an Executive Officer. Reasonable care should be taken in dealing with suspected misconduct to avoid

- baseless allegations
- premature notice to persons suspected of misconduct
- disclosure of suspected misconduct to others not involved with the investigation
- violations of a person's rights under law

Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. Supervisors, while appropriately concerned about "getting to the bottom" of such issues, should not in any circumstances perform any investigative or other follow-up steps on their own. Accordingly, a supervisor who becomes aware of suspected misconduct should not:

- contact the person suspected to further investigate the matter or demand restitution
- discuss the case with attorneys, the media, or anyone other than the appropriate Executive Officer
- report the case to an authorized law enforcement officer without first discussing the case with the appropriate Executive Officer

Investigation:

All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated to

the reporting person and his or her supervisor. Investigations may warrant investigation by independent persons such as auditors and/or attorneys.

Whistleblower Protection:

Whistleblowers will be protected as defined below:

- The Onset Board of Trustees will use its best efforts to protect whistleblowers against retaliation. Whistleblowing complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that the Board can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have the right to know the identity of the whistle blower.)
- Employees, consultants, volunteers and members of the Onset Campgrounds may not retaliate against a whistleblower for informing management about an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistleblower's employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees. Whistleblowers who believe that they have been retaliated against may file a written complaint with the Chairman of the Board. Any complaint of retaliation will be promptly investigated, and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.
- Whistleblowers must be cautious to avoid baseless allegations (as described earlier in the definitions section of this policy).

Date Created: 06/27/2020

Date Revised:

2020-3.0

Onset Board of Trustees

Current Approved Policy Listing

(including non-policy administrative forms)

2006-11-18 Payment Plans to Assist Homeowners
2006-11-18 The Non-Payment of Assessments by Homeowners with their Assessments
2007-01-13 Operations Expenditures
2007-01-13 Muddy Cove Retreat Center Rentals
2007-01-13 Church Facility Rentals
2007-01-13 Trailer Site Rentals
2007-01-13 Long Term Apartment Rentals
2007-03-10 Interest Rate Charges
2007-03-10 Beautification of Common Areas
2007-06-02 Leasing of Newly Defined or Undeveloped Lots
2007-12-01 Waterfront Safety & Use of Campgrounds Boats
2007-12-01 Tree Maintenance on Common Grounds
2008-01-12 Facilitating the Sale of Private Homes
2008-03-01 Minimum On-Hand Funds
2008-04-18 Assessment Fee Charged to Building Owners Who Rent
2010-04-24 Donation of Privately Owned Dwellings
2010-04-24 Donation of Used Furniture & Appliances
2010-10-30 Ad Hoc Committees
2011-04-30 Long-Term Leasing-Renting of Privately Owned Dwellings
2016-01-09 Muddy Cove Retreat Center Rental Rate Exemption
2016-10-01 Potential Housing List (with Placeholder Fee Invoice)
2017-01-28 Town of Wareham BoH Inspection Regulation for Cottage Rentals
2017-05-06 The Storage of Unregistered Vehicles on the Campgrounds
2017-06-24 Compensation and Conflict of Interest
2017-09 Conflict of Interest (with Annual D&O Conflict of Interest Statement)
2018-03-24 Building Permit
2019-03-02 Charitable Concerns
2020-01-11 Taking Down - Trimming Tree on Leased Properties
2020-01-11 Lease Signing Process for New Land Lot Lessees
2020-06-27 Whistleblower Protection

OBOT Approved Non-policy Administrative Forms

2017-05 Information Sheet for Cottages Offered for Sale
2017-09 Annual Directors & Officers Conflict of Interest Statement
2019-11-02 Annual Board Confidentiality Statement
2020-01-11 Application Sheet for the Potential Housing List
2020-01-11 Inv for Potential Housing List Placeholder Fee (2016-10 Potential Housing List P)
2020-01-11 Primary Lot Lessee Info Sheet (2020-01 Lease Signing Process for New... Policy)
2020-03-07 Resolution on Potential Housing List Coordinator
2020-06-27 Resolution on Short-Term Rentals

COMMUNITY OF CHRIST ONSET CAMPGROUNDS

POLICY: Charitable Concerns

DATE EFFECTIVE: 03/02/2019 by vote of the Onset Board of Trustees

APPROVED:


Missy Quay / Mission Center President


Christian Fisher / Onset Board of Trustees Chair

PURPOSE: To have in place a workable plan that attempts to ensure that the Board of Trustees will act in such a manner as to proclaim Jesus Christ and promote the Onset Campgrounds as a community of joy, hope, love and peace. Such charitable concerns are described as the following: The health and welfare of community members. The need to impact for the common good the surrounding town and its population.

PROCEDURE:

- 1) The Board of Trustees will act to establish and maintain a Charitable Concerns Committee.
- 2) The Chair of the Charitable Concerns Committee will be a sitting Board member.
- 3) Approximately 2% from the Board's annual budget will be budgeted for charitable concerns.
- 4) These charitable concerns efforts will be coordinated with the mission center financial officer, and follow the general guidelines of the oblation and zionic concerns efforts of the church.
- 5) One-time charitable concerns of \$500 or less can be executed with the approval by any two of the Committee Chair, the Board Chair and the Board Treasurer.
- 6) A charitable outreach for a single entity that is sustained or prolonged will be considered actionable by the Board.
- 7) All outreach efforts consider to be of a sensitive nature will be kept confidential by the approvers if under \$500 or reported to the Board in executive session. Proper documentation will be kept for audit purposes.

Date Created: 03/10/2007

Date Revised: 03/02/2019

2019-1.0

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ONSET BOARD OF TRUSTEES
ANNUAL BOARD CONFIDENTIALITY STATEMENT

As a member of the **Onset Board of Trustees**, I understand confidentiality in boardroom meetings relates to my duty of loyalty to the organization. Part of my fiduciary duty requires that any issue that is not public information is confidential. There are personnel and other relationship issues that should never be shared with outsiders as well as strategic information that is confidential to the board members. Individual board members need to be fully cognizant of the expectation of confidentiality of board matters.

I understand this may seem in conflict with the expectation that a nonprofit board functions in a transparent manner and I commit to maintaining the separation between transparency and confidentiality as defined below:

Transparency is the disclosure of information to supporters to indicate the organization is well-managed, functions in an ethical manner, and handles its finances with efficiency and responsibility.

Confidentiality is the obligation and right not to disclose information to unauthorized individuals, entities or processes if it would harm the organization, its business relationships or an individual.

I acknowledge that the following examples of board matters that require confidentiality include but are not limited to: donor information, personnel files, legal consultations, executive sessions, security information and internal board conflict resolution processes.

I agree that if I fail to exhibit professional behavior and fiduciary duty, the full board will determine how serious the infraction is and how to address it appropriately.

I agree to exercise my fiduciary duty to the **Onset Board of Trustees** by adhering to expectations of confidentiality as related to my participation on the Board.

Name

Date

Community of Christ

Onset Board of Trustees (OBOT)

PO BOX 893 Onset, MA 02558



www.onsetcampground.org

Information Sheet for Cottages Offered for Sale

To be Completed by the Seller and Returned to the OBOT

In an effort to provide advance information to the members on The Housing List, and reduce questions, the OBOT has created this Information Sheet to be completed by the Lessee signed to the Land Lease, or their legal representative. This Information Sheet must be completed and returned to the OBOT prior to any member of The Housing List receiving formal notification that a home has become available.

Street Address of Cottage: _____

General Location on Campgrounds: _____

Seller's Name: _____ Contact #: _____

Showing Instructions/Accessibility: _____
(key location; by appt only; etc)

Pictures: Included Avail Upon Request Not Available

Seasonability: No Heat/Insulation (summer only) Heated/Part or No Insulation (3-season) Heated/Insulated (year-round)

Age of: Bldg: _____ Roof: _____ Water Heater (G / E / P): _____ Furnace: _____

Type of Heat: None Wood/Pellet Stove Electric Gas Propane Oil FHA FHW

Total # of Rooms: _____ **Bedrooms:** _____ **Bathrooms:** _____
(not incl bathrm)

Attic Area: Used as Sleeping/Living Space Storage Only Finished Unfinished

Appliances: Stove (G / E / P) Fridge Dishwasher Microwave Other: _____

Washer/Dryer Hookup: Y / N **Outside Storage:** Shed Garage approx size: _____

Basement: None Crawl Space Pit Full Finished: Y / N Inside Access: Y / N

Outdoor Space: Enclosed Porch Covered Porch Open Deck Open Patio approx size: _____

Parking Spaces: 1-On Lot 2-On Lot Use Communal Parking Only

Contents of House: Will Be Removed (empty) Are Negotiable Incl in Approved Price (not empty)

Other Information: _____

Director and Officer
Annual Conflict of Interest Statement

1. Name: _____ Date: _____

2. Position:

Are you a voting Director? Yes/No

Are you an Officer? Yes/No

If you are an Officer, which Officer position do you hold:

_____.

Are you a member of a committee that has been delegated governing powers by OBOT? Yes/No

If you are a Committee Member, which Committee are you appointed to?

_____.

3. I affirm the following:

I have received a copy of the Onset Board of Trustees ("OBOT") Conflict of Interest Policy. _____ (initial)

I have read and understand the policy. _____ (initial)

I agree to comply with the policy. _____ (initial)

I understand that in order for OBOT to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes. _____ (initial)

4. Disclosures:

a. Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest policy with OBOT? Yes No

i. If yes, please describe it: _____

ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes/No

b. In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest policy with OBOT? Yes No

i. If yes, please describe it, including when (approximately): _____

ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes/No

Signature of director

Date: _____

Conflict of Interest Policy

Article I Purpose

The purpose of the conflict of interest policy is to protect Onset Board of Trustees ("Organization") interests when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II Definitions

1. **Interested Person** Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. **Financial Interest**

A person ("interested person") has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement, or
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization 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 Organization 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 appropriate governing board or committee 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 directors and members of committees with governing 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 governing 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 governing 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 chairperson of the governing 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 governing board or committee shall determine whether the Organization 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 reasonable under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization'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 Conflicts of Interest Policy

a. If the governing 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 governing 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 governing 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.

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 governing board who receives compensation, directly or indirectly, from the Organization 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 Organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, 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 governing 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 Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

This policy adopted by the Board of Directors of the Corporation on Sept. 2017

Nancy J. Moore
Secretary