

# Conflict of Interest Policy

**Allstar Quilt Guild, Inc.**  
(A Florida Nonprofit Corporation, 501(c)(3))

## Article I – Purpose

The purpose of this policy is to protect the interests of Allstar Quilt Guild, Inc. (“Guild”) when considering transactions or arrangements that could benefit the private interests of a board member, officer, or key volunteer—especially in connection with quilting-related activities such as workshops, quilt shows, vendor sales, and fundraising events.

## Article II – Definitions

### 1. Interested Person

Any director, officer, committee chair, or member with decision-making authority.

### 2. Financial Interest

A person has a financial interest if they or a family member have:

- Ownership or financial stake in a quilting-related business (e.g., quilt shop, fabric store, longarm quilting service, pattern design business)
- Paid teaching engagements (classes, workshops, lectures) offered to the Guild.
- Compensation from vendors participating in Guild events (quilt shows, retreats, marketplaces)
- Financial interest in raffle prizes, silent auction items, or commissioned quilting work

## Article III – Common Guild Conflict Scenarios

Conflicts may arise in situations including but not limited to:

- A board member is also a **paid quilting instructor** hired by the Guild
- A member owns a **quilt shop or online fabric business** selected as a vendor
- A member sells items (quilts, patterns, kits) at Guild-sponsored events
- A board member donates a quilt for raffle but also benefits financially from ticket sales
- A committee member selects vendors, judges, or instructors with whom they have a personal or financial relationship
- A member provides **longarm quilting services** for Guild-sponsored charity quilts for compensation

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## **Article IV – Procedures**

### **1. Duty to Disclose**

An interested person must disclose any actual or potential conflict before discussion or voting.

### **2. Determining a Conflict**

The Board or committee shall review the disclosure and determine whether a conflict exists.

### **3. Addressing the Conflict**

- The interested person must leave the room during discussion and voting
- The Guild will consider alternative vendors, instructors, or service providers when feasible
- Any decision must be fair, reasonable, and in the Guild's best interest
- Selection of instructors, vendors, or services should be based on merit, value, and benefit to members—not personal relationships

## **Article V – Special Guidelines for Guild Activities**

### **1. Workshops & Instructors**

- Board members may be paid instructors, but compensation must be:
  - Comparable to market rates
  - Approved without their participation in the vote

### **2. Quilt Shows & Vendors**

- Vendor selection must follow a fair and open process
- Board or committee members with vendor relationships must recuse themselves

### **3. Raffles, Auctions, and Fundraising**

- Donated items must not result in improper personal gain
- Any financial benefit to a member must be disclosed and approved

### **4. Member Sales & Marketplace Events**

- If members are allowed to sell goods, rules must apply equally to all participants
- No preferential treatment for board members or insiders

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## **Article VI – Violations**

Failure to disclose a conflict may result in corrective action, including removal from decision-making roles.

## **Article VII – Records of Proceedings**

Meeting minutes must document:

- Disclosed conflicts
- Recusal actions
- Final decisions and votes

## **Article VIII – Annual Statements**

Each director, officer, and key volunteer must sign an annual disclosure statement.