



2015 Exhibit 16-  
Conflict of  
Interest Final  
Conflict of  
Interest

# HERSHEY LITTLE LEAGUE POLICY & PROCEDURES – *Conflict of Interest*

**Last Rev. Date: 12/13/2015**

**Revision #1.0**

**Origination Date: 2010**

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## 1.0 Purpose

The purpose of this Exhibit is to provide supplemental policy and procedures to Hershey Little League’s Constitutional By-Laws to prevent the personal interest of staff members, board members, HLL Members and volunteers from interfering with the performance of their duties to HLL or the result in personal, financial, professional or other gain on the part of such persons at the expense of HLL or its Members, supporters and other community stakeholders.

## 2.0 Scope

This exhibit defines Conflict of Interest (aka Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include, but may not be limited to: staff members, officers, board members of HLL, parents and sponsors.

- Officer means an officer of the HLL Board of Directors.
- Volunteer means a person – other than a HLL Board of Director who does not receive compensation for services and expertise provided to HLL and retains a significant independent decision-making authority to commit resources of the organization.
- Staff Member means a person who receives all or part of her/his income from the payroll of HLL
- Member means a member of HLL which shall be a state association of nonprofit organizations that represent a statewide and multi-sector or subsector 501c (3) constituency with a diverse range of corporate identities, or a regional association of nonprofit organizations that represent a specific region within a state or multi-state geographic area and a multi-sector or subsector constituency with a diverse range of corporate identities.
- Supporter – means corporations, foundations, individuals, 501c(3) nonprofits, and other nonprofit organizations who contribute to HLL.

## 3.0 Responsibilities

Individual accountability in providing forthright transparency of any direct or perceived conflict of interest.

## 4.0 Forms Used

NA

## 5.0 Procedure

Full disclosure, by notice in writing or by presentation at HLL BOD Meeting, shall be made by the interested parties to the full HLL BOD in all conflicts of interest, including but not limited to the following:

1. A board member is related to another board member or staff member by blood, marriage or domestic partnership
2. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.



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3. A board member (or their organization or relation) stands to benefit from any transaction (financial or other) or Board decision. This includes any staff member of such organization receives payment from any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expense incurred as provided in the bylaws and board policy.
4. A volunteer working on behalf of Hershey Little League who meets any of the situations or criteria listed above.

Following full disclosure of a potential conflict of interest or any condition listed above, the HLL BOD shall determine whether a conflict of interest exists and, if so HLL BOD shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect HLL's best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.

An interested HLL BOD members, officer, or staff member shall not participate in any discussion or debate of the HLL BOD, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.

Anyone in a position to make decisions about spending's resources (i.e. transactions such as purchases or contractions etc..) who also stands to benefit from that decision, has a duty to disclose that conflict as soon as it arises (or becomes apparent); she/he shall not participate in any final decisions.

A copy of this policy shall be made available to all Board Members, staff members, volunteers or other key stakeholders upon commencement of such person's relationship with HLL or at the official adoption of stated policy. Each HLL BOD member, staff member, officer and volunteer shall attest to the policy at the beginning of his/her term of service, employment and each year thereafter in writing or at a HLL BOD meeting.

Failure to attest to this policy, does not nullify the policy and it's binding reach.

This policy and disclosure process must be attested to Annually by all specified parties and as directed by the HLL EBOD.

## 6.0 References

Little League International®

Hershey Little League Constitution

## 7.0 Related Procedures

NA

## 8.0 Records



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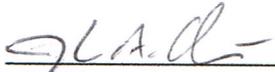
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NA

## 9.0 Approval and Revision History

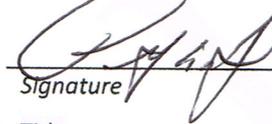
### WRITTEN BY:

*Indicate the person(s) who was primarily responsible for developing this document*

  
Signature

1/10/16  
Date

Title

  
Signature

2/21/16  
Date

Title

### APPROVED BY:

*This document should be reviewed upon completion of the initial draft by competent HLL Board Executive Members.*

#### HLL MANAGEMENT:

  
Signature

1/10/16  
Date

Title

#### HLL Board Representatives:

  
Signature

1/10/16  
Date

Title

*Management signature signifies that the plan has been approved by the Hershey Little League Board of Directors and Management. Signature means that management has accepted responsibility for content and will ensure necessary resources are available to allow staff to comply with the plan.*

### Revision History

Revision No.	Description of Change	Page #	Date
1	Original issue		2010
2	Updated & Reformatted	All	12/2015



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