# TWENTIETH CENTURY CLUB LIBRARY
# CONFLICT OF INTEREST POLICY

APPLIES TO: Twentieth Century Club Board of Trustees and employees

Trustees and employees of the Twentieth Century Club Library (TCCL) shall adhere to the highest standards of honesty, good faith and fair dealing in all activities relating to the organization. TCCL encourages all to use the four values of caring, respect, honesty and responsibility in all of their activities.

No trustee, employee or any member of their respective families or households shall accept gifts, gratuities or favors of any kind from any person, firm or corporation doing business or seeking to do business with TCCL and which could reasonably be expected to influence, or create the appearance of influencing, his or her actions affecting the Twentieth Century Club Library. This prohibition is not intended to preclude business meals or other nominal benefits with a maximum of $50.00 (fifty dollars) in value during the reasonably and ordinary course of business.

Without full and complete disclosure to and approval by the Board of Trustees, no trustee or employee shall have any position of influence with or a material financial interest in, any other entity, the existence of which does or could reasonably be expected to conflict with the proper performance of their duties or responsibilities to TCCL , or which could reasonably be expected to affect their independent judgment and actions with respect to transactions between the Twentieth Century Club Library and such other entity. If such a position exists, it must be disclosed to the President of the Board.

Each trustee and employee shall provide the Board of Trustees with a written notification of any transaction or situation that may imply any reasonable doubt concerning the possible existence of a conflict of interest by the trustees or employee.

In the event that TCCL may wish to contract or enter into an arrangement for goods or services under circumstances that may present a conflict of interest affecting one or more of its trustees or employees the following shall apply: The affected person(s) of the Twentieth Century Club Library agrees(s) to provide full information to the Board of Trustees to allow the Board of Trustees to approve or disapprove by resolution, with the advantage of full disclosure, such contract or arrangement. The affected person shall recuse themselves from the vote.

Upon start of duties, Twentieth Century Club Library trustees and employees shall complete and return to the President or their designee a Disclosure of Interest Form. These forms will be reviewed on an annual basis.

The Board of Trustees shall administer this policy.

*Approved by Board 1/29/2026*