

Museum of New Mexico Foundation
Conflict of Interest Policy

Article I

Purpose

The purpose of the conflict of interest policy is to protect the Museum of New Mexico Foundation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or trustee of the Museum of New Mexico Foundation 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 trustee, 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 has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest greater than one percent (1%) in any entity with which the Museum of New Mexico Foundation has a transaction or arrangement,
- b. A compensation arrangement with the Museum of New Mexico Foundation or with any entity or individual with which the Museum of New Mexico Foundation has a transaction or arrangement, or
- c. A potential ownership or investment interest greater than one percent (1%) in, or compensation arrangement with, any entity or individual with which the Museum of New Mexico Foundation 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 Museum of New Mexico Foundation Executive 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 Trustees and members of committees with Museum of New Mexico Foundation 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 Executive Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Executive 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 Executive 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 Executive 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 Executive Committee shall determine whether the Museum of New Mexico Foundation 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 reasonably possible under circumstances not producing a conflict of interest, the Executive Committee shall determine by a majority vote of the disinterested trustees whether the transaction or arrangement is in the Museum of New Mexico Foundation'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.
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4. Violations of the Conflicts of Interest Policy

- a. If the Museum of New Mexico Foundation or its Executive 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 Museum of New Mexico Foundation or its Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
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Article IV

Records of Proceedings

The minutes of the Museum of New Mexico Foundation 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 Museum of New Mexico Foundation's or Executive 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.
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Article V

Compensation

- a. A voting trustee of the Museum of New Mexico Foundation who receives compensation, directly or indirectly, from the Museum of New Mexico Foundation for services is precluded from voting on matters pertaining to that trustee's compensation.
 - b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Museum of New Mexico Foundation for services is precluded from voting on matters pertaining to that member's compensation.
 - c. No voting member of the Museum of New Mexico Foundation or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Museum of New Mexico Foundation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.
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Article VI

Annual Statements

Each trustee, principal officer, and member of a committee with Museum of New Mexico Foundation 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 Museum of New Mexico Foundation 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.
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Article VII

Periodic Reviews

To ensure the Museum of New Mexico Foundation operates in a manner consistent with

charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Museum of New Mexico Foundation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Museum of New Mexico Foundation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.



ANNUAL CONFLICT OF INTEREST STATEMENT

I, the undersigned, have received a copy of the Conflict of Interest Policy for the Museum of New Mexico Foundation, “the Foundation.”

I have read and understand the Foundation Conflict of Interest Policy.

I agree to comply with the Foundation Conflict of Interest Policy.

I understand that the Foundation is a charitable organization, 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.

Signature

Date

Printed Name