



UCWDC® CONFLICT/DUALITY OF INTEREST POLICY

Version 1.0

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1. INTRODUCTION

The United Country Western Dance Council® is an international organization which promotes country western dance by producing festivals and competitions across the world. We host the annual Country Dance World Championships® for couples and line dancers and we advocate country dancing as a social activity for people of all ages and abilities.

1.1 Purpose

Under the law, there is a Duty of Loyalty that requires nonprofit organizations to identify and resolve Conflicts/Dualities of Interest among decision-makers. This Duty requires the UCWDC Member Directors to act in the interests of the Organization and not for personal or third-party gain, promotion of commercial interests, or financial enrichment. This policy identifies and facilitates the resolution of conflicts/dualities of interest.

Central to the mission of the UCWDC and to the role of the Member Directors serving as the leadership is to maintain the autonomy and integrity of the organization. To achieve this, the UCWDC must maintain its objectivity so that it is not influenced by corporate or other sources of income or influence in its philosophy, decision-making, and other actions. The UCWDC Member Directors should engage in activities that are free from real or apparent Conflicts/Dualities of Interest and from commercial or external influence or bias.

Under this Policy, UCWDC Member Directors are discouraged from: (1) using their positions and status to promote commercial interests; and (2) from participating in decisions and activities where an outside interest affects the Member Director's loyalty to the Organization, or where a Member Director's action could affect the sanctioning of an Event in which the member has a financial interest.

These ethics policy and guidelines define for the UCWDC Event Directors, Officers, Committee Chairs, Committee Members and representatives of the UCWDC to other Organizations.

1.2 Policy's Intent and Limitations

It is the intention of the UCWDC that actual and apparent conflicts and duality of interest and commercial bias be avoided when any members of the UCWDC act, speak, represent, and participate in decision-making and policy generation on behalf of the UCWDC.

This policy does not restrict UCWDC members in their outside roles as dancers, promoters, adjudicators, etc.

2. DEFINITION OF TERMS

2.1 Conflict/Duality of Interest; Apparent Conflict/Duality of Interest

A Conflict/Duality of Interest is defined as a situation in which an individual decision-maker has any impediment to being impartial and loyal, such as:

1. a personal, professional, business or volunteer position, responsibility, or interest; or
2. a conflicting duty to another entity where the individual's allegiance may be split between the UCWDC and another organization.



2.2 Apparent Conflict/Duality of Interest

An apparent Conflict/Duality is defined as a situation or relationship that may cause an observer to question whether there is an impediment to impartiality.

3. CONFLICT/DUALITY RESOLUTION

For all Members of the General Council, Officers, Committee Chairs, and all members of committees, in the event of any actual or apparent conflict/duality of interest related to service on behalf of the UCWDC, the individual must:

1. publicly disclose the conflict/duality before the related discussion takes place;
2. absent him/herself from at least part of the discussion, when directed to;
3. absent him/herself from voting on the related matter, when directed to.

4. UCWDC PROCESS

These principles are formulated in concordance with the goals defined in the UCWDC Mission Statement and with the Bylaws of the UCWDC. This policy is implemented through the completion and regular updating of Conflict/Duality of Interest/Disclosure Forms (attached) by each individual who is identified as

4.1 UCWDC General Council

UCWDC Event Directors are identified under Article 4 of the UCWDC Bylaws.

1. The Conflict/Duality of Interest/Disclosure Forms (Exhibit "A", attached to this policy) shall be distributed to all Members of the Council at least thirty (30) calendar days before the spring meeting of the General Council each year, with the deadline for submission to the Executive Committee of sixteen (16) calendar days before the meeting.
2. The Secretary will compile a list of disclosures and the President, Secretary and Treasurer will review the list against the Council Meeting agenda to determine possible conflicts/dualities and will seek the guidance of the Ethics Committee, if needed.
3. Any conflict/duality identified by the individual or the President, Secretary or Treasurer shall be resolved prior to discussion and determination of any such General Council meeting topic or issue.
4. This list of disclosures with specific details omitted will be shared with the members at the Council Meeting following the conformation of the Quorum.
5. The General Council minutes shall duly reflect this.
6. The Secretary is charged with collecting the forms and retaining them as an official record.
7. As a rule, the specific information contained therein should not be made public. Only the Executive Committee shall be privy to the declarations.

It is expected that Event Directors review the agenda of the General Council meeting in advance so that they can fully declare and disclose verbally any actual or apparent conflict/duality of interest related to issues that come before the Council. It is further expected that, after disclosure and as directed, Member Directors shall recuse themselves from discussions and from voting on any such issues. In addition, after disclosure and as directed, Member Directors shall recuse themselves from discussion and voting on of issues that occur spontaneously (e.g., as new business) for which they have any actual or apparent conflict/duality of interest.



4.2 UCWDC Committees

UCWDC Committees are identified in the UCWDC Committee Policy.

1. Following the same process outlined under Article 4.1 of this Policy, Committee Chairs will remind those participating in committee that are not UCWDC Directors of this Policy and distribute Conflict/Duality of Interest Disclosure Forms for updating;
2. Once completed the Committee Chair shall submit all forms to the Executive Committee for review as identified under Sentence 4.1.2 and following.

The UCWDC encourages members to participate actively in other professional dance organizations and to develop mutually supportive collegial relationships with the dance industry. However, certain activities may give the appearance of a conflict/duality of interest.

5. EVENT DIRECTORS OF THE UCWDC

Event Directors and Officers of the UCWDC agree that their decisions and actions during their membership must be guided by the best interests and mission of the UCWDC. As Event Directors, these individuals should engage in activities that are free from conflicts/dualities of interest and from commercial or external influence or bias. To these ends, the Event Directors are expected to follow;

1. During their membership as Event Directors, Event Directors should not hold office in other organizations whose missions and/or activities may constitute a conflict/duality of interest with the UCWDC.
2. Individuals who are Officers of the UCWDC and are officers or nominees for office in other organizations should consult with the UCWDC Ethics Committee to determine whether concomitant service to both organizations would constitute or appear to constitute a conflict/duality of interest for the UCWDC.
3. During their membership, the Event Directors of the UCWDC should consult with the Ethics Committee on the significance of actual or apparent conflicts/dualities or biases arising from work with dance entities in relation to their primary roles member of the Council.
 - a. For example, with respect to interacting with other dance entities/organizations, Event Directors are:
 - Permitted to participate as a General Instructor;
 - Permitted to participate as a Contestant or the Pro in a ProAm or ProPro partnership;
 - Permitted to serve as Contest Staff, for example but not limited to; Contest Coordinator, Scoring Coordinator, Scrutineer, Emcee, Registration Staff, DeeJay, or Floor Coordinator.
 - Prohibited from training Adjudicators or Contest Officials or developing standards/practices for Adjudicators or Contest Officials;
 - Prohibited from developing organizational standards, policies, procedures, rules, bylaws or any governance documentation;
 - Prohibited from serving as chair or member of an advisory board.
4. Officers, as all Event Directors are required to maintain the confidentiality of information limited to the UCWDC Executive Committee, General Council, the committees and dealings of the UCWDC.



5.1 Nominees for UCWDC Office

Event Directors of UCWDC should assure the Council that they can act on behalf of the UCWDC, free from bias or unresolvable conflict/duality of interest, prior to accepting nominations for and election to Officer status of the UCWDC. They must reveal all actual or apparent conflict/duality of interest including duality of interest in their submitted material for publication as identified in the UCWDC Electoral Practices and Voting Policy.

6. CHAIRS AND MEMBERS OF COMMITTEES

The committees of the UCWDC carry out the work of the Organization on behalf of the Members. The distinct functions of the individual committees are formulated in concordance with the goals defined in the UCWDC Mission Statement and with the Bylaws of the UCWDC.

1. Chairs and members of committees must assure that they act in these roles in a manner free from bias and that they resolve any conflict or duality of interest or disclose them and then recuse themselves from related deliberations and voting.
2. In calling (initiating) meetings or conference calls, committee chairs shall regularly issue agendas with ample time for members to review and disclose any actual or apparent conflict or duality of interest with the identified items. Members shall recuse themselves from voting on and discussing such issues. In addition, chairs and members of committees shall recuse themselves from voting on, and from discussion of, issues that occur spontaneously (e.g., as new business) for which they have any actual or apparent conflict/duality of interest.
3. Committee Chairs must assure that all activities are planned free of conflict/duality or duality of interest and bias or influence.
4. Committee Chairs must strive to ensure that publications of UCWDC are free from influence and unresolved conflict/duality of interests and that they reflect a high-quality, peer-reviewed and a balanced view.
5. Nominations for awards and/or Hall of Fame must be reviewed and found to be free from personal and external bias and conflict/duality or the appearance of a conflict/duality of interest. To that end, members of the Hall of Fame Committee, which approve the nominee slate, should disclose to the General Council potential duality or conflict/duality of interest, which includes proposing an individual for nomination, providing a letter of recommendation, and/or having a close professional or personal relationship with the nominee. The member with a conflict/duality or the appearance of a conflict/duality of interest should recuse himself/herself from discussions regarding the nominated individual as well as from the vote involving that award.
6. Chairs and members of committees should maintain the confidentiality of the committee and UCWDC.



6.1 Recommendations for Committee Chairs and Members

All members of UCWDC should ensure that they can act on behalf of the UCWDC, free from bias or any unresolved or unresolvable conflicts/dualities of interest, prior to accepting nominations for service as chairs, or members of committees, and editors of the UCWDC publications. All actual or apparent conflicts/dualities of interest must be disclosed prior to accepting service as a chair or member of a committee.

6.2 Ethics Committee

The Ethics Committee shall provide guidance for ethical issues of the UCWDC Directors, as identified under the UCWDC Ethics Committee Code. The Committee may on its own initiative, or upon request by any UCWDC Officer or Member Director, review the Conflict/Duality of Interest Disclosures of any member. The Committee will assist in the review of ethical issues and questions raised by Officers, Event Directors, and Committees. Additional experts can be appointed to serve on the Committee on an Ad-Hoc basis, depending on the nature of the issue under consideration. This committee will further propose modifications to the Conflict/Duality of Interest policy on an as-needed basis.

7. ADOPTION OF THIS POLICY

1. Officers and Committee Chairs in office at the time of adopting this policy or subsequent editions shall not be subject to retroactive application.
2. The qualification for service for all future nominated Officers and recommended for Committee will be subject to these principles.
3. To move toward compliance with the ethical guidelines and principles of UCWDC, at the time of adoption, the extant Event Directors, Officers and Committees members must review their ongoing external activities for compliance with this Policy. They should inform the UCWDC President and Executive Committee of any instances of noncompliance and discuss with the UCWDC President and Executive Committee how these issues will be handled.
4. To ensure that future activities of the UCWDC meet the standards of the Organization, it is recommended that the ethical implications of forming new relationships, beginning new ventures, and/or committing funding or resources of the Organization be reviewed by the President, General Council and other relevant committees, concomitant with the other aspects and implications of these ventures.

END OF POLICY



159 N. 25th Street, Camp Hill, PA, USA, 17011-3609

CONFLICT/DUALITY of INTEREST DISCLOSURE FORM

The United Country Western Dance Council® (UCWDC®) protects itself and its reputation by ensuring impartial decision-making. Accordingly, the UCWDC requires all UCWDC Event Directors, Officers, Committee Chairs and certain other appointed representatives to disclose any real or apparent conflicts of interest (including investments or positions in companies involved in the dance industry), as well as any duality of interests (including affiliations, organizational interests, and/or positions held in entities relevant to the dance industry). **It is essential that this form be completed in full and updated as needed.** The UCWDC Conflict/Duality of Interest Policy provides guidance about specific conflict of interest situations.

Please select A or B below, as appropriate and select C if you have no past disclosures. If you have past non-active disclosures please complete Table 1 of this form:

- A.** Please check here to indicate that there are no circumstances of which you are aware that create an actual or potential conflict or duality of interest.
- B.** Please check here and disclose below all instances in which you have any of the following relationships with any company or organization relevant to the dance industry. Please list each corporation and organization, select how you serve, provide details on your role, and indicate whether you are the recipient of funding and the amount of funding; please include consulting, speaking or other fees, honoraria, gifts, licensing revenues (royalty income), equity interests (including stocks, stock options, warrants, partnership and other equitable ownership interests). When selecting the appropriate range of funding, please note that this should include the total amount of funding received within the current year.
- C.** Please check here to indicate that you have no past non-active disclosures to report **for the past three years.**

I, _____, have read and understand this Form and consulted the additional, explanatory information about identifying and handling.

Conflicts/Dualities of Interest of the UCWDC contained in the Conflicts/Dualities of Interest Policy hereby identify any potential conflicts/dualities of interest that may arise in my capacity as an UCWDC Event Director, Officer, Committee Chair, or other appointed representative.

I understand that in any instance where I have a real or apparent conflict/duality of interest, whether I have reported it previously or whether it is new, I must immediately disclose that conflict/duality if a related issue arises for discussion and/or vote. The UCWDC shall determine whether, and if so by how much, I may participate in the discussion, and whether I may vote.

I acknowledge that full compliance with UCWDC Bylaws and Conflict/Duality of Interest Policy is a condition to serve and continue to serve as an UCWDC Event Director, Officer, Committee Chair, or other appointed representative. I agree to abide by these rules.

Name (please print)

Signature

Date

Prior Activities in Past Three Years

TABLE 1. Please list any activities over the past three years that are no longer active.

Select How You Serve Within Other Organizations From The List Below	Provide Details Regarding Your Role <i>(eg. clarify service and/or specific activity including dollars used for direct/indirect salary support per year)</i>	Indicate Recipient of Funding Amount
Serve on the Board of Directors or an Advisory Board or Committee.		<input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000
Consulting (other than an Advisory Board or Board of Directors).		<input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000
Position in a company, employment or executive position in a dance organization or studio, dance accessory, or dance service company.		<input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000
Stock holdings and/or stock options in a dance organization or studio, dance accessory, or dance service company.		<input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000
Partnerships, royalties for inventions or other ownership interests.		<input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000
Any other situation or transaction in which you have a formal role or interest.		<input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000

Please List Current Activities – Complete one table for each corporation or organization

TABLE 2. Name of Corporation/Organization: _____

Select How You Serve Within Other Organizations From The List Below	Provide Details Regarding Your Role <i>(eg. clarify service and/or specific activity including dollars used for direct/indirect salary support, per year)</i>	Indicate Recipient of Funding Amount
Serve on the Board of Directors or an Advisory Board or Committee.		<input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000
Consulting (other than an Advisory Board or Board of Directors).		<input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000
Position in a company, employment or executive position in a dance organization or studio, dance accessory, or dance service company.		<input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000
Stock holdings and/or stock options in a dance organization or studio, dance accessory, or dance service company.		<input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000
Partnerships, royalties for inventions or other ownership interests.		<input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000
Any other situation or transaction in which you have a formal role or interest.		<input type="checkbox"/> No Funding – Volunteer <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> Over \$1,000