



please sign and return to the office

DATE: _____

To: President, Board of Directors
Re: Declaration of Conflict of Interest

This is to notify the Board of Directors of the Huthier Doyle Memorial Institute, Inc. that I wish to declare an interest/involvement in a contract/relationship with the following particular person, firm, corporation or association

In brief, the nature and extent of the interest is

I understand that once disclosure has been made of a possible conflict of interest as a Board member of the Institute no further disclosures need to be made with respect to additional contracts with the same party during the remainder of the fiscal year.

_____ Signature

Huther Doyle Conflict of Interest Policy

Conflicts of Interest Prohibited

No member of the Board of Directors shall have an interest in any contract with the Corporation when that member, individually or as a member of the Board, has the power or duty to:

- (a) negotiate, prepare, authorize or approve the contract or authorize of approve payment thereunder;
 - (b) audit bills or claims under the contract, or
 - (c) appoint an officer or employee who has any of the powers set forth above, and
- No chief fiscal officer, treasurer or deputy or employee shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the agency.

Disclosures of Interest

Any Board member who has, will have or later acquires an interest in any actual or proposed contract with the agency shall publicly disclose the nature and extent of such interest in writing to the Board of Directors as soon as [s]he has knowledge of such actual or prospective interest. Such written disclosure shall be made part of and set forth in the official record of the proceedings of the Board. Once disclosure has been made by a Board member, with respect to an interest in a contract with a particular firm, person, corporation or association, no further disclosures need be made with respect to additional contracts with the same party during the remainder of the fiscal year.