

# MU ALPHA RHO MILITARY SORORITY, INCORPORATED



*Founded in Service. Bound by Honor. Governed with Integrity.*

## CONFLICT OF INTEREST POLICY AND ANNUAL DISCLOSURE QUESTIONNAIRE

Document Type: Policy / Form

### DOCUMENT CONTROL AND COMPLIANCE PROFILE

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Responsible Office	National Board of Directors / Ethics, Compliance, and Membership Standards Committee
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Related Documents	Mu Alpha Rho Bylaws; Mu Alpha Rho Disciplinary Guide; Compensation Policy; Committee Charters
Supersedes	N/A - Initial controlled release
Classification	Confidential Governance Record

**Implementation Note:** This controlled document enables Mu Alpha Rho to answer IRS Form 990 Part VI governance questions accurately, maintain annual disclosure records, and process conflicted transactions with documented recusal and independent-review procedures. It integrates with the Sorority's external Disciplinary Guide for enforcement.

**CONFIDENTIAL GOVERNANCE RECORD**



## DOCUMENT 1

# CONFLICT OF INTEREST POLICY

Mu Alpha Rho Military Sorority, Incorporated

## POLICY STATEMENT

Mu Alpha Rho Military Sorority, Incorporated (the "Sorority") is a 501(c)(3) tax-exempt organization united by a tradition of military service, sacrifice, and sisterhood. The Sorority shall conduct all of its affairs with the highest standards of integrity, transparency, and accountability — consistent with the honor and discipline of military service — so as to protect its charitable mission, preserve public trust, prevent private inurement, and ensure that every decision is made in the best interest of the Sorority and those it serves, rather than for the personal benefit of any individual insider or related party.

This Conflict of Interest Policy establishes binding standards for identifying, disclosing, reviewing, documenting, and resolving actual, potential, and perceived conflicts of interest across all levels of Sorority governance, finance, contracting, and program administration.

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## PURPOSE

The purpose of this Policy is to protect the Sorority's tax-exempt status and organizational integrity when the Sorority is considering entering into a transaction or arrangement that might benefit the private interest of an officer, director, or other covered person. This Policy is not intended to prohibit transactions that are fair and in the best interest of the Sorority, but rather to ensure they are handled with full disclosure, independent review, and transparent documentation.

Mu Alpha Rho was founded on the principles of military honor, duty, and selfless service. These same principles demand that every leader and member who holds a position of trust within this organization act with unwavering loyalty to the Sorority's mission — not to personal financial interests, family relationships, or outside business affiliations.

This Policy specifically supports the Sorority's ability to answer IRS Form 990, Part VI governance questions accurately and to demonstrate to the public, regulators, and the military community that Mu Alpha Rho's decisions are governed by mission, not self-interest.

**IRS ALIGNMENT:** This Policy is designed to satisfy the IRS Model Conflict of Interest Policy guidelines for 501(c)(3) public charities, as referenced in IRS Form 1023 instructions and Form 990, Part VI, Section B. All covered persons are required to understand that this organization's tax-exempt status is a privilege — not a right — that must be actively protected through good governance.



## 2

## DEFINITIONS

Term	Definition
<b>Covered Person</b>	Any director, officer, National Board member, regional officer, chapter officer, committee member, election panel member, disciplinary reviewer, delegate, key volunteer, or designated contractor or consultant subject to this Policy by virtue of their role or as designated by the Board.
<b>Interested Person</b>	A covered person who has an actual, potential, or apparent conflict of interest with respect to any proposed or pending matter, transaction, vote, recommendation, appointment, contract, grant, benefit, or disciplinary action before the Sorority.
<b>Financial Interest</b>	Any direct or indirect economic benefit to a covered person or a Related Party, including but not limited to: ownership interest; compensation arrangement; consulting, contracting, or vendor fee; investment; debt; reimbursement expectation; referral fee; commission; bonus; royalty; or any other form of economic gain. A covered person has a financial interest even if they do not believe the benefit is improper.
<b>Related Party / Family Relationship</b>	A spouse, domestic partner, parent, child, stepchild, sibling, grandparent, grandchild, in-law, household member, or any entity — whether for-profit, nonprofit, or sole proprietorship — in which the covered person or any such family member holds a material ownership interest, management role, officer position, or from which the covered person or family member receives compensation or other economic benefit.
<b>Material Interest</b>	Any interest that a reasonable person in the same circumstances would conclude could influence or appear to influence the covered person's judgment or decision-making on behalf of the Sorority.
<b>Disinterested Person</b>	A covered person who has no direct or indirect financial, personal, or competitive interest in the matter under consideration and who has not disclosed any conflict with respect to that matter.
<b>Transaction or Arrangement</b>	Any contract, agreement, purchase, lease, licensing arrangement, vendor relationship, sponsorship, compensation decision, grant, scholarship, benefit, or other action that creates an obligation or commitment on behalf of the Sorority.



**STRICT VENDOR BAN — MANDATORY RULE:** No National Board Director or Officer, Regional Officer, Chapter Officer, Committee Chair, or any other person holding a formal or functional leadership position within Mu Alpha Rho may serve simultaneously as a vendor, contractor, or compensated service provider to the Sorority in any capacity — directly or through any business entity, partnership, or family member. This prohibition applies at all levels of the organization and may not be waived by the Board. Any arrangement entered into in violation of this rule is voidable at the Sorority's election and shall be reported as a policy violation subject to the Mu Alpha Rho Disciplinary Guide.

## 3 PROCEDURES

### 3.1 Duty to Disclose

Every covered person has an affirmative, ongoing duty to disclose any actual, potential, or apparent conflict of interest — including a conflict arising under the Vendor Ban set forth in Section 2 — before participating in any discussion, deliberation, recommendation, negotiation, or vote on the matter giving rise to the conflict.

This duty to disclose requires that the covered person:

- Promptly inform the Chair of the Board, Board Liaison, or designated Ethics and Compliance Officer of the nature and extent of the conflict;
- Provide all material facts known to the covered person that are relevant to the potential conflict;
- Supplement prior disclosures without delay whenever new facts arise or when a new matter is scheduled that implicates a previously disclosed interest;
- Complete the Annual COI Disclosure Questionnaire (Document 2 of this Policy) before assuming any covered position and not less than once each fiscal year thereafter.

### 3.2 Determining Whether a Conflict Exists

After a disclosure is made, the Chair of the Board or the Ethics, Compliance, and Membership Standards Committee ("Ethics Committee") — exclusive of the interested person — shall determine whether a conflict of interest exists by considering:

- Whether the covered person or a Related Party has a Financial Interest or other Material Interest in the matter;
- Whether the interest could reasonably be expected to impair the covered person's objectivity or loyalty to the Sorority;
- Whether the transaction or arrangement involving the conflict is fair, reasonable, and in the best interest of the Sorority; and
- Whether the matter involves a violation of the Strict Vendor Ban set forth in Section 2 — which requires automatic recusal regardless of whether the arrangement appears fair.



### 3.3 Addressing the Conflict — Recusal, Voting, and Quorum

Once a conflict is identified — whether by disclosure or by determination of the Ethics Committee or Board — the following mandatory procedures shall apply:

**RECUSAL REQUIREMENT:** The interested person shall immediately recuse themselves from all deliberations, negotiations, discussions, and votes on the matter giving rise to the conflict. The interested person shall leave the physical meeting room or virtual meeting space for the duration of the deliberation, and shall not communicate directly or indirectly with deliberating members regarding the substance of the matter.

**QUORUM ADJUSTMENT — MANDATORY:** For purposes of the specific vote on the conflicted transaction or matter, the interested person shall NOT be counted toward the quorum of the Board of Directors. A quorum for that vote shall consist only of Disinterested Directors who are present and eligible to vote. A majority of Disinterested Directors present and constituting a valid quorum must approve the transaction or action for it to be authorized.

#### Additional Procedural Requirements:

- If a quorum of Disinterested Directors cannot be assembled for the specific matter, the transaction shall be tabled and may not proceed until such quorum is achieved.
- The Disinterested Directors shall evaluate alternatives to the proposed transaction, assess whether the transaction is fair and reasonable to the Sorority (including competitive pricing and arm's-length comparability), and document the basis for their decision in the meeting minutes.
- An interested person may be permitted to provide factual background information at the specific request of the Disinterested Board, but shall not advocate for a position and shall exit immediately upon providing that information.
- No interested person may use proxy arrangements, informal influence, side communications, or multiple roles to circumvent a required recusal. Any attempt to do so shall be treated as a separate policy violation.

## 4

## VIOLATIONS AND DISCIPLINARY ACTION

The integrity of this Policy depends on each covered person's full compliance with their duty to disclose and their obligation to recuse. Failure to comply is a serious breach of fiduciary duty and of the honor standards upon which Mu Alpha Rho was founded.



## DISCIPLINARY GUIDE INTEGRATION — MANDATORY

Any violation of this Conflict of Interest Policy — including but not limited to failure to disclose a conflict, failure to recuse, violation of the Strict Vendor Ban, unauthorized participation in a conflicted vote, or misrepresentation in the Annual COI Disclosure Questionnaire — shall be handled immediately and exclusively in accordance with the Mu Alpha Rho Military Sorority Disciplinary Guide.

Upon discovery of a potential violation, the Chair of the Board or Ethics Committee shall initiate the disciplinary process set forth in the Disciplinary Guide without delay. The Disciplinary Guide governs the investigation procedure, notice requirements, right to be heard, evidentiary standards, available sanctions, and appeals process. Sanctions may include, without limitation: formal written reprimand, suspension from duties, removal from leadership position, removal from the Sorority, and referral to legal counsel.

In addition to disciplinary action, the Board may void or rescind any transaction, vote, appointment, or contract that was affected by an undisclosed or improperly handled conflict, to the extent permitted by law.

## 5 RECORD OF PROCEEDINGS

Accurate and complete meeting minutes are essential to demonstrating that the Sorority's conflict of interest procedures have been followed. The Recording Secretary or designated minute-taker shall ensure that the following information is captured in the official minutes of any Board, committee, or governance meeting at which a conflict is disclosed or a conflicted matter is addressed:

#	Required Minute Entry	Notes
1	Full name and title/role of the interested person making the disclosure	<i>Required for Form 990 compliance</i>
2	A description of the nature and type of conflict (financial, familial, competitive, vendor-related, etc.)	<i>Be specific — vague entries are insufficient</i>
3	A summary of the matter or transaction to which the conflict relates	<i>Include dollar value where applicable</i>



4	Confirmation that the interested person fully recused from deliberation and exited the meeting	<i>Note whether the person remained for factual questions only</i>
5	Confirmation that the interested person was excluded from the quorum count for the conflicted vote	<i>State the quorum count with and without the interested person</i>
6	The names of all Disinterested Directors present and counted toward quorum for the specific vote	<i>List each name individually</i>
7	A summary of any alternatives considered and the basis for the decision made	<i>Document competitive comparisons where applicable</i>
8	The final vote outcome, including the vote tally (for, against, abstaining)	<i>Abstentions must be individually identified</i>
9	Whether the matter was determined to be fair, reasonable, and in the Sorority's best interest	<i>Required for vendor/contract matters</i>

**Model Minute Entry Language**

**CONFLICT DISCLOSURE AND RECUSAL**

*[Name], serving as [Position/Title], disclosed a [financial/familial/vendor-related/other] interest in the matter concerning [brief description of the transaction or matter]. The Chair acknowledged and recorded the disclosure. [Name] did not participate in deliberation on this matter, was not counted toward the quorum for this vote, and left the meeting room [or virtual session] for the duration of deliberation. The remaining Disinterested Directors — [list names] — confirmed quorum, reviewed the available alternatives and comparability information, and determined the matter to be [fair and in the Sorority's best interest / not in the Sorority's best interest]. The Disinterested Board then [approved / denied / tabled / referred] the matter by a vote of [X for / Y against / Z abstaining].*

All completed disclosure forms, recusal records, conflict review forms, and related meeting minutes shall be retained in the Sorority's official governance files in accordance with its document retention policy and for a minimum of seven (7) years, consistent with federal tax record retention best practices.

**6 ANNUAL STATEMENTS**

Each director, officer, National Board member, regional officer, chapter officer, committee chair, and any other covered person designated by the Board shall:



- Receive, review, and sign a copy of this Conflict of Interest Policy upon assuming their position;
- Complete and sign the Annual COI Disclosure Questionnaire (Document 2) before assuming duties and not less than once per fiscal year thereafter;
- Acknowledge in writing that they understand the Strict Vendor Ban and the quorum and recusal requirements of this Policy;
- Promptly supplement their disclosure whenever a new conflict arises during the year, without waiting for the next annual questionnaire cycle;
- Retain a copy of the signed questionnaire for their own records.

The Ethics Committee or designated administrator shall track annual signature completion for all covered persons and shall report to the Board at the first regular meeting of each fiscal year on the completion status. Any covered person who fails to complete and sign the annual disclosure by the deadline set by the Board may be suspended from voting and decision-making authority until the disclosure is completed.

**ANNUAL REVIEW OF POLICY:** This Policy shall be reviewed by the Board of Directors not less than once every two (2) years, or more frequently as required by changes in applicable law, IRS guidance, or the Sorority's governance structure. Any material changes to this Policy shall be communicated in writing to all covered persons within thirty (30) days of adoption.

**7 BOARD CONFLICT REVIEW FORM**

Complete one form for each conflicted matter presented to the Board or an authorized committee for review.

<b>Matter Title:</b>		<b>Date:</b>	
<b>Reviewing Body:</b>		<b>Agenda Item:</b>	
<b>Interested Person:</b>		<b>Role/Title:</b>	

**A. Nature of the Disclosed Conflict**



B. Recusal and Participation Checklist	Yes / No	In Minutes	Notes
Was the conflict disclosed before deliberation began?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did the interested person leave or recuse during discussion?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did the interested person abstain from the vote?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was the interested person excluded from the quorum count for this vote?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was a quorum of Disinterested Directors confirmed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Were alternative options or comparable pricing reviewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was the matter determined fair and in the Sorority's best interest?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was the matter consistent with the Strict Vendor Ban (if applicable)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**C. Basis for Decision (information reviewed, alternatives, and reasoning)**



D. Decision and Certification			
<b>Action Taken:</b>		<b>Vote Result:</b>	
<b>Certified By:</b>		<b>Date:</b>	



**DOCUMENT 2**

# ANNUAL CONFLICT OF INTEREST DISCLOSURE QUESTIONNAIRE

Mu Alpha Rho Military Sorority, Incorporated

**INSTRUCTIONS:** This questionnaire must be completed annually by every covered person as defined in the Sorority's Conflict of Interest Policy. Answer every question fully and honestly. If you answer "Yes" to any question, provide a complete written explanation in the space provided. Incomplete disclosures are treated as a policy violation subject to the Mu Alpha Rho Disciplinary Guide. This questionnaire is a confidential governance record retained in the Sorority's official files.

**PART 1 CONTACT INFORMATION**

<b>Full Legal Name:</b>	
<b>Title / Role within Mu Alpha Rho:</b>	
<b>Chapter / Region / Unit:</b>	
<b>Reporting / Fiscal Year:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	
<b>Date Completed:</b>	

**PART 2 COMPLIANCE QUESTIONS**

*For each question below, check "Yes" or "No." If you answer "Yes" to any question, provide a complete explanation in the Disclosure space. Use additional pages if needed.*



**Question 1: Financial Interest in a Vendor or Contractor**

<p>Do you, or does any Related Party (spouse, family member, or business partner), have any direct or indirect ownership interest, compensation arrangement, investment, debt relationship, consulting role, or other financial interest in any business, vendor, contractor, supplier, service provider, sponsor, or organization that currently does business with, or is seeking to do business with, Mu Alpha Rho Military Sorority? <i>Note: This includes any arrangement through which you or a Related Party would receive financial benefit as a result of a Sorority contract or purchase decision.</i></p>	<p><input type="checkbox"/> <b>Yes</b></p> <p><input type="checkbox"/> <b>No</b></p>	<p><i>Initial here if No:</i></p> <p>_____</p>
<p><b>Explanation (required if Yes):</b></p>		
<p><b>Names of Related Entities / Persons:</b></p>		
<p><b>Proposed Recusal / Follow-Up Action:</b></p>		

**Question 2: Family or Business Relationships with Sorority Leadership**

<p>Do you have any family relationship, romantic relationship, household relationship, or material business partnership with any other current Sorority director, officer, committee member, chapter officer, employee, contractor, or vendor? <i>Note: A 'material business partnership' includes co-ownership of any business, serving together on a for-profit board, or sharing in profits or revenues.</i></p>	<p><input type="checkbox"/> <b>Yes</b></p> <p><input type="checkbox"/> <b>No</b></p>	<p><i>Initial here if No:</i></p> <p>_____</p>
<p><b>Explanation (required if Yes):</b></p>		
<p><b>Names of Related Entities / Persons:</b></p>		
<p><b>Proposed Recusal / Follow-Up Action:</b></p>		



**Question 3: Military Uniform, Regalia, and Equipment Suppliers**

<p>Do you or any Related Party own, manage, operate, or hold a financial or consulting interest in any business or sole proprietorship that manufactures, designs, supplies, sells, or distributes military uniforms, dress regalia, rank insignia, medals, pins, badges, or ceremonial attire — including any items that Mu Alpha Rho purchases or may purchase for its members or events? <i>RED FLAG CATEGORY: Uniform and regalia vendors are a high-risk conflict area for military sorority organizations.</i></p>	<input type="checkbox"/> <b>Yes</b>  <input type="checkbox"/> <b>No</b>	<p><i>Initial here if No:</i></p> <p>_____</p>
<b>Explanation (required if Yes):</b>		
<b>Names of Related Entities / Persons:</b>		
<b>Proposed Recusal / Follow-Up Action:</b>		

**Question 4: National Convention, Gala, or Event Venues**

<p>Do you or any Related Party own, manage, operate, hold an employment interest in, or receive referral fees or commissions from any hotel, convention center, event venue, catering company, audio-visual service, travel agency, or event coordination company that is being considered or has been contracted by Mu Alpha Rho for a national convention, regional meeting, gala, awards ceremony, or other official Sorority event? <i>RED FLAG CATEGORY: Convention and gala venue relationships are a high-risk conflict area for organizations of this type.</i></p>	<input type="checkbox"/> <b>Yes</b>  <input type="checkbox"/> <b>No</b>	<p><i>Initial here if No:</i></p> <p>_____</p>
<b>Explanation (required if Yes):</b>		
<b>Names of Related Entities / Persons:</b>		
<b>Proposed Recusal / Follow-Up Action:</b>		



**Question 5: Trademarked Merchandise and Promotional Suppliers**

<p>Do you or any Related Party own, manage, operate, or hold a financial interest in any business that prints, embroiders, manufactures, supplies, or distributes branded apparel, promotional merchandise, souvenir items, chapter gifts, or products bearing the Mu Alpha Rho name, trademark, logo, crest, or other intellectual property? <i>RED FLAG CATEGORY: Merchandise and apparel vendors represent a frequently-occurring conflict of interest in Greek-letter and sorority organizations.</i></p>	<input type="checkbox"/> <b>Yes</b>  <input type="checkbox"/> <b>No</b>	<p><i>Initial here if No:</i></p> <p>_____</p>
<b>Explanation (required if Yes):</b>		
<b>Names of Related Entities / Persons:</b>		
<b>Proposed Recusal / Follow-Up Action:</b>		

**Question 6: Outside Employment or Leadership in Competing Organizations**

<p>Are you currently employed by, contracted with, serving as an officer or board member of, or maintaining any formal volunteer or leadership role with any other military sorority, military fraternity, veterans' service organization, Greek-letter organization, or any other organization whose programs, membership, or activities directly or substantially overlap with the mission of Mu Alpha Rho? <i>Note: Dual leadership in directly competing organizations may create loyalty conflicts requiring recusal from strategic decisions.</i></p>	<input type="checkbox"/> <b>Yes</b>  <input type="checkbox"/> <b>No</b>	<p><i>Initial here if No:</i></p> <p>_____</p>
<b>Explanation (required if Yes):</b>		
<b>Names of Related Entities / Persons:</b>		
<b>Proposed Recusal / Follow-Up Action:</b>		



### Question 7: Compensation and Self-Dealing

Are you, or is any Related Party, currently receiving or seeking any compensation, stipend, honorarium, expense reimbursement, consulting fee, or other economic benefit from Mu Alpha Rho — whether through a direct arrangement or through a business entity — beyond any compensation formally approved by the Board through its documented compensation process?	<input type="checkbox"/> <b>Yes</b>  <input type="checkbox"/> <b>No</b>	Initial here if No:  _____
<b>Explanation (required if Yes):</b>		
<b>Names of Related Entities / Persons:</b>		
<b>Proposed Recusal / Follow-Up Action:</b>		

### Question 8: Grants, Scholarships, and Benefits

Do you or any Related Party currently have an application pending, or are you in a position of influence over any decision, regarding a Sorority-administered grant, scholarship, award, benefit, or program from which you or a Related Party stands to benefit?	<input type="checkbox"/> <b>Yes</b>  <input type="checkbox"/> <b>No</b>	Initial here if No:  _____
<b>Explanation (required if Yes):</b>		
<b>Names of Related Entities / Persons:</b>		
<b>Proposed Recusal / Follow-Up Action:</b>		

### Question 9: Gifts, Honoraria, or Special Discounts

Have you accepted, or been offered and declined, any gift, hospitality, entertainment, personal discount, rebate, referral fee, or other benefit valued at more than Twenty-Five Dollars (\$25.00) from any individual or entity that does or seeks to do business with Mu Alpha Rho? <i>Note: Gifts from family members for personal</i>	<input type="checkbox"/> <b>Yes</b>  <input type="checkbox"/> <b>No</b>	Initial here if No:  _____
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**Question 9: Gifts, Honoraria, or Special Discounts**

<i>occasions (birthdays, holidays) unrelated to Sorority business need not be disclosed.</i>		
<b>Explanation (required if Yes):</b>		
<b>Names of Related Entities / Persons:</b>		
<b>Proposed Recusal / Follow-Up Action:</b>		

**Question 10: Use of Sorority Information, Branding, or Contacts**

Are you using, or do you anticipate using, any confidential information, member contact list, vendor relationship, donor information, trademarked branding, or business opportunity accessed through your Sorority position for any personal, commercial, or third-party benefit?	<input type="checkbox"/> <b>Yes</b>  <input type="checkbox"/> <b>No</b>	<i>Initial here if No:</i>  _____
<b>Explanation (required if Yes):</b>		
<b>Names of Related Entities / Persons:</b>		
<b>Proposed Recusal / Follow-Up Action:</b>		

**Question 11: Governance, Elections, and Appointments**

Are you currently seeking any election, appointment, promotion, or formal position within Mu Alpha Rho over which you have direct or indirect review, recommendation, or voting authority — or do you have a relationship with a candidate for such a position that could impair your neutrality as a reviewer or voter?	<input type="checkbox"/> <b>Yes</b>  <input type="checkbox"/> <b>No</b>	<i>Initial here if No:</i>  _____
<b>Explanation (required if Yes):</b>		
<b>Names of Related Entities / Persons:</b>		



**Question 11: Governance, Elections, and Appointments**

<b>Proposed Recusal / Follow-Up Action:</b>	
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**Question 12: Membership, Discipline, and Appeals Neutrality**

Are you aware of any personal relationship, financial relationship, history of conflict, close mentoring relationship, or other circumstance that could impair your neutrality or create the appearance of bias if you were to participate in a membership review, disciplinary proceeding, grievance process, or appeal involving a specific individual?	<input type="checkbox"/> <b>Yes</b>  <input type="checkbox"/> <b>No</b>	Initial here if No:  _____
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<b>Explanation (required if Yes):</b>	
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<b>Names of Related Entities / Persons:</b>	
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<b>Proposed Recusal / Follow-Up Action:</b>	
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**Question 13: Any Other Potential Conflict Not Listed Above**

Are there any other circumstances, relationships, financial interests, outside activities, or personal situations not described in Questions 1–12 that a reasonable person would consider relevant to your ability to act independently and in the best interest of Mu Alpha Rho in your role? <i>When in doubt, disclose. The Ethics Committee will determine whether the disclosed matter requires any action. Failure to disclose is always more serious than disclosing something that turns out not to require action.</i>	<input type="checkbox"/> <b>Yes</b>  <input type="checkbox"/> <b>No</b>	Initial here if No:  _____
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<b>Explanation (required if Yes):</b>	
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<b>Names of Related Entities / Persons:</b>	
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<b>Proposed Recusal / Follow-Up Action:</b>	
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## PART 3 AFFIRMATION STATEMENT AND SIGNATURE

**CERTIFICATION AND AFFIRMATION**

By signing below, I hereby certify and affirm each of the following statements under my personal honor as a member of Mu Alpha Rho Military Sorority, Incorporated:

1. I have read and fully understood the Mu Alpha Rho Military Sorority, Incorporated Conflict of Interest Policy (Document 1 of this combined document).
2. I understand that Mu Alpha Rho is a 501(c)(3) tax-exempt organization and that my compliance with this Policy is necessary to protect the Sorority's tax-exempt status and its public accountability.
3. I have answered every question in Part 2 of this Questionnaire completely, honestly, and to the best of my knowledge.
4. I understand and accept the Strict Vendor Ban: I may not serve simultaneously as a vendor, contractor, or compensated service provider to the Sorority while holding any leadership position.
5. I understand and accept the recusal and quorum requirements: if I am an interested person on any matter, I must disclose the conflict, recuse myself from deliberation and voting, and I will not be counted toward the quorum for that specific vote.
6. I understand that any violation of this Policy — including failure to disclose a known conflict — will be referred immediately for handling under the Mu Alpha Rho Disciplinary Guide.
7. I agree to promptly supplement this disclosure if any new conflict arises during the current fiscal year, without waiting for the next annual questionnaire cycle.

<b>Printed Full Name:</b>		<b>Date:</b>	
<b>Position / Title:</b>		<b>Chapter / Region:</b>	
<b>Signature:</b>			
<b>Reviewed By (Ethics Committee):</b>		<b>Date Received:</b>	
<b>Conflicts Noted (Yes / No):</b>		<b>Follow-Up Required:</b>	



**ADOPTION BOARD ADOPTION RECORD**

This Policy becomes effective upon Board adoption and shall be reviewed periodically for alignment with the Sorority's Bylaws, Florida law, and federal tax-exemption governance requirements.

<b>Approved by Board on:</b>	
<b>Chair of the Board:</b>	Deborah A. Peeples, Chairman
<b>Deputy Chairman:</b>	Ayeisha Latta-Mathews, Deputy Chairman
<b>Chair Signature:</b>	
<b>Effective Date:</b>	June 9, 2026
<b>Next Scheduled Review:</b>	June 2028 (or earlier if required by law or governance change)