

## Policy 10.02

### Foundation Conflict of Interest Policy

Staff persons, board members, or agents of the College Foundation are obligated to always act in the best interest of the organization. This obligation requires that any employees, board member, or agent in the performance of Agency duties, seek only the furtherance of the Agency mission. At all times, employees, board members, or agents are prohibited from using their job title, the organization's name or property, for private profit or benefit.

1. The officers, employees, or agents of the College Foundation should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide the College Foundation fund raising-activities.
2. No officer, employee or agent of the College Foundation shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:
  - a. The officer, employee, or agent;
  - b. Any member of their immediate family;
  - c. Their partner;
  - d. An organization in which any of the above is an officer, director, or employee;
  - e. A person or organization with whom any of the above individuals is negotiating or has any arrangements concerning prospective employment.
3. Disclosure – Any possible conflict of interest shall be disclosed by the person or persons concerned.
4. Board Action – When a conflict of interest is relevant to a matter requiring action by the Board of Directors, the interested person(s) shall call it to the attention of the Board of Directors and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room during the vote of the Board of Directors. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Directors, excluding the person(s) concerning whose situation the doubt has arisen.

## Policy

5. Record of Conflict – The official minutes of the Board of Directors shall reflect that the conflict of interest was disclosed and the interested person(s) was (were) not present during the final discussion or vote and did not vote on the matter.

### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:**

- [Foundation Memorandum of Understanding Policy](#)
- [Conflict of Interest Policy](#)
- [Beaufort County Community College Foundation Bylaws Policy](#)
- [Bylaws of the Board of Trustees Policy](#)

### History

**Senior Staff Review/Approval Dates:** *1/13/15*

**Board of Trustees Review/Approval Dates:** *1/13/15*

**Implementation Dates:** *Enter date(s) here*