

HCCF Supporting Organization

Conflict of Interest Policy

Board of Directors, Community Volunteer members, or any employees of the HCCF Supporting Organization (hereafter referred to collectively as “HCCFSO members”) are encouraged to play active roles in their communities by serving as board members or otherwise being involved with a wide spectrum of nonprofit organizations. This means that, from time to time, potential conflicts of interest or the appearance of such conflicts will inevitably arise. It is the HCCF Supporting Organization’s policy to deal with such conflicts in as open and appropriate way as possible.

Conflicting involvements include but are not limited to the following: HCCFSO members serving as board members of applicant organizations; immediate family members of HCCFSO members serving as board members of applicant organizations; HCCFSO members or their immediate family members being employed by or doing business with applicant organizations.

A possible conflict of interest could arise in any situation in which the HCCFSO has business or financial dealings with a member of the board or staff individually, or with a corporation, partnership or other business enterprise of which the HCCFSO member’s immediate family is an officer, direct partner, substantial stockholder, or employee. A possible conflict of interest could also arise in connection with a decision to make a grant to a tax-exempt, not-for-profit organization of which the HCCFSO member, or a member of the immediate family of the foundation member, is an officer, director, trustee, or employee. The length of conflict of interest of outside board membership and contractual arrangement shall be a twelve (12) month look-back period.

In case of such conflicts or the appearance thereof, HCCFSO members are expected to disclose the conflict before making any related business decisions. Once such a disclosure has been made, the Board of Directors (or remaining Board of Directors) will determine whether or not there is a potential conflict of interest. Should it be so considered, any Board of Director involved shall abstain from voting and shall not participate in the discussion of the applicant organization other than to answer specific questions that may be raised by other board members.

In cases where the HCCFSO Board of Directors decides to award a grant to an organization and one or more of the HCCFSO Board of Directors has abstained from voting as the result of a conflict or the appearance thereof, or a staff member has a conflict or the appearance thereof, such grants and HCCFSO members shall be identified in the minutes of said meeting.

To avoid any conflict of interest or appearance thereof, the Harrison County Community Foundation Executive Director will not serve on the board of directors of organizations that are eligible to receive grant awards from the Foundation. Exceptions may be granted by the Board of Directors to support representation with regional, state, or national organizations.

Discussion Process

1. The Committee chair will announce the action, including any detail needed to identify the item (but not indicate how the committee voted), and either move for consideration or move to deny.

2. No second is required when reporting out of committee; only if an individual proposes the motion.
3. Members will announce any conflict of interest connected to the item; others in attendance may ask technical questions about the action item (including provide an opinion on the item).
4. Conflicted members are excused to leave the room and go into the foyer.
5. The Board chair will open discussion on the item.
6. Remaining members will vote and then excused members will return to the conference room for the next action item.

Conflict Determination

1. Direct – Any Board or Community Volunteer members who will directly benefit from approval of the grant or other activity under consideration, and is connected to the action either individually or through immediate family members by serving on a board, doing business with the applicant organization or being employed by the applicant organization. (Look-back period of conflict is twelve (12) months).
2. Appearance of Impropriety – Any Board or Community Volunteer members who demonstrates the appearance of a perceived conflict of interest due to a past affiliation with the proposed grant or other activity, along with a reasonable certainty of affiliation with the proposed grant or other activity in the future.

I, _____, a Director, Community Volunteer member or employee of the Harrison County Community Foundation Supporting Organization, acknowledge that I have received, understand and have agreed with the preceding Conflict of Interest Policy of the HCCF Supporting Organization and that it is to be adhered to through all actions of HCCFSO members. In addition, I will insure that all actions of the HCCF Supporting Organization will comply with the applicable state and federal rules and regulations.

Signature

Date