

Harrison County Community Foundation
Harrison County Community Foundation Supporting Organization
Harrison County Community Foundation Real Estate Supporting Organization

Conflict of Interest Policy

Any individual serving on the Board of Directors is herein referred to as a “Board Member”. Board Members, Provisional Members, Community Volunteers, and/or Employees, hereafter referred to collectively as “HCCF Members”, of the Harrison County Community Foundation (HCCF), Harrison County Community Foundation Supporting Organization (HCCF SO), and/or Harrison County Community Foundation Real Estate Supporting Organization (HCCF RESO), hereafter referred to collectively as “the Organizations”, 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, from time to time, potential conflicts of interest or the appearance of such conflicts will inevitably arise. It is the Organizations’ policies to deal with such conflicts in an open and appropriate way as possible.

Conflicting involvements include but are not limited to the following:

- HCCF Members serving as board members of applicant organizations, being employed by, being a key volunteer, or doing business with applicant organizations. The term key volunteer is defined as a volunteer who is consistently engaged in a volunteer role throughout a calendar year, including board of directors, committee members, special event/fundraising assistance or help and/or any volunteer who serves more than 30 hours a year.
- Immediate family members of HCCF Members serving as board members of applicant organizations, being employed by, being a key volunteer, or doing business with applicant organizations. The term immediate family means spouse, parent, child, or other individual living in the same household.

A possible conflict of interest could arise in any situation in which the Organizations have business or financial dealings with an HCCF Member individually, or with a corporation, partnership, or other business enterprise of which the HCCF Member or HCCF 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, nonprofit organization of which any HCCF Member, or a member of the immediate family of the HCCF Member, is an officer, director, trustee, key volunteer or employee. This includes close family members outside of your household (i.e. parent, grandparent, sibling, in-law, niece, and/or nephew). 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, HCCF Members are expected to disclose the conflict before making any related Organization business decisions. Once such a disclosure has been made, the Board Members (or remaining Board Members) will determine whether or not there is a potential conflict of interest. Should it be so considered, any HCCF Member 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 Organizations’ Board Members decide to award a grant to an organization and one or more of the Organizations’ Board Members have abstained from voting as the result of a conflict or the appearance thereof, or an Employee has a conflict or the appearance thereof, such grants and HCCF Members shall be identified in the minutes of said meeting.

To avoid any conflict of interest or appearance thereof, the Harrison County Community Foundation President and CEO will not serve on the board of directors of organizations that are eligible to receive grant awarded funding from the Organization. Exceptions may be granted by the Organizations’ Members to support representation with regional, state, or national organizations.

Discussion Process for Board Meetings

1. The Committee Chair or Board 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. When a committee brings a recommendation to the Board, a second is required. If the committee is not making a recommendation, a motion can be made from the floor with a second required.
3. HCCF Members will announce any conflict of interest connected to the item. Those with conflicts may be asked technical questions about the action item but should not advocate regarding the decision.
 - a. Conflicts will be assessed based on potential of personal gain, business gain, role individual has with the applying agency/entity and if individual is a relative to someone with a role in the applying agency/entity using a one-year look back.
4. Conflicted HCCF Members are excused to leave the room.
5. The Board Chair will open discussion on the item.
6. Remaining eligible HCCF Members will vote and then excused HCCF Members will return to the room for the next action item. Employees do not have a vote.

Conflict Determination

1. Direct - Any HCCF Members who will directly benefit, whether personal gain or business gain from approval of the grant or other activity under consideration and is connected to the action either individually or through immediate or close family members, or friends by serving on a board, doing business with the applicant organization, being a key volunteer, or being employed by the applicant organization. (Look-back period of conflict is twelve (12) months).
2. Appearance of a Conflict of Interest – HCCF Members who demonstrates the appearance of a perceived or a reasonable certainty conflict of interest due to a past or future affiliation and/or relationship with the proposed grant, other activity, or individual associated with the proposed grant.)

I, _____, a Board Member, Provisional Member, Community Volunteer or Employee of the Organizations, acknowledge that I have received, understand, and have agreed with the preceding Conflict of Interest Policy of the Organizations and that it is to be adhered to through all actions of Foundation members. In addition, I will insure that all actions of the Organization will comply with the applicable state and federal rules and regulations.

Signature

Printed Name

Date

Amended 080505
Amended 100301
Amended 111221
Amended 231204