Conflict of Interest Policy
of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Extension Council

# Section 1. Purpose

\_\_\_\_\_\_\_\_\_\_\_\_ County Extension Council is a governmental organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of \_\_\_\_\_\_\_\_\_\_\_\_ county extension council as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between MU Extension, \_\_\_\_\_\_\_\_\_\_\_\_ County Commission, and \_\_\_\_\_\_\_\_\_\_\_\_ County Extension Council, officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The county council, and officers have the responsibility of administering the affairs of \_\_\_\_\_\_\_\_\_\_\_\_ County Extension Council honestly and prudently, and of exercising their best care, skill, and judgment within the laws of the State of Missouri and those laws by the federal government that pertain to the land grant purpose, for the sole benefit of \_\_\_\_\_\_\_\_\_\_\_\_ County Extension Council.

The county extension council shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with \_\_\_\_\_\_\_\_\_\_\_\_ County Extension Council or knowledge gained therefrom for their personal benefit or any other group they may represent. The interests of the organization must be the first priority in all decisions and actions.

# Section 2. Persons Concerned

This statement is directed not only to members of the \_\_\_\_\_\_\_\_\_\_\_\_ County Extension Council and officers, but to all employees who can influence the actions of the local county extension council.

For example, this would include all who make purchasing decisions, all persons who might be described as “management personnel,” and anyone who has proprietary information concerning the operation and decision making of \_\_\_\_\_\_\_\_\_\_\_\_ County Extension Council.

# Section 3. Areas in Which Conflict May Arise

Conflicts of interest may arise in the relations of council members, officers, and with any of the following third parties:

1. Persons and firms supplying goods and services to \_\_\_\_\_\_\_\_\_\_\_\_ county extension council.
2. Persons and firms from whom \_\_\_\_\_\_\_\_\_\_\_\_ county extension council leases property and equipment.
3. Persons and firms with whom \_\_\_\_\_\_\_\_\_\_\_\_ county extension council is dealing or planning to deal in connection with the gift, purchase or sale of real estate, or other property.
4. Partner agencies, competing or affinity organizations.
5. Donors and others supporting \_\_\_\_\_\_\_\_\_\_\_\_.
6. Agencies, organizations. and associations which affect the operations of \_\_\_\_\_\_\_\_\_\_\_\_.
7. Family members, friends, and other employees.

# Section 4. Nature of Conflicting Interest

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3.

Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with \_\_\_\_\_\_\_\_\_\_\_\_ county extension council.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing or partnering with \_\_\_\_\_\_\_\_\_\_\_\_ county extension council.
3. Receiving remuneration for services with respect to individual transactions involving \_\_\_\_\_\_\_\_\_\_\_\_ county extension council.
4. Using \_\_\_\_\_\_\_\_\_\_\_\_’s county extension council time, personnel, equipment, supplies, or good will for other than \_\_\_\_\_\_\_\_\_\_\_\_ county extension council approved activities, programs, and purposes.
5. Receiving personal gifts, interest in or something of monetary value from third parties dealing or competing with \_\_\_\_\_\_\_\_\_\_\_\_ county extension council. Receipt of any gift is disapproved except one time gifts of a value less than $50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

# Section 5. Interpretation of This Statement of Policy

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the council members, officers, and will recognize such areas and relation by analogy. The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of \_\_\_\_\_\_\_\_\_\_\_\_ county extension council.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the council members, officers, and to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

# Section 6. Disclosure Policy and Procedure

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The [county council or a duly constituted committee thereof] has determined that the transaction is in the best interest of the organization.

Disclosure in the organization should be made to the Chair of \_\_\_\_\_\_\_\_\_\_\_\_ county extension council (or if she or he is the one with the conflict, then to the vice chair and CPD), who shall bring the matter to the attention of the [board or a duly constituted committee thereof]. The [board or a duly constituted committee thereof] shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to \_\_\_\_\_\_\_\_\_\_\_\_ county extension council. The decision of the county council on these matters will rest in their sole discretion, and their concern must be the welfare of \_\_\_\_\_\_\_\_\_\_\_\_ county extension council and the advancement of its purpose.

Any discovered or known conflict of interest by a \_\_\_\_\_\_\_\_\_\_\_\_ County Extension Council member shall be dealt with in a closed session of the county council. The decision of the council shall be final and the member who has the conflict of interest shall abide by that decision.

# Conflict of Interest Disclosure Statement

Preliminary note: In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you. These persons are termed “affiliated persons” and include the following:

* your spouse, domestic partner, child, mother, father, brother or sister;
* any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
* any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.
1. Name of employee or county council member (please print):
2. Capacity: \_\_\_\_\_\_\_\_\_\_\_\_ on the county council
\_\_\_\_\_ Executive committee
\_\_\_\_\_ Officer
\_\_\_\_\_ Committee member
3. Have you or any of your affiliated persons provided services or property to \_\_\_\_\_\_\_\_\_\_\_\_ county extension council in the past year?
\_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:
4. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which \_\_\_\_\_\_\_\_\_\_\_\_ was or is a party?
\_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:
5. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from \_\_\_\_\_\_\_\_\_\_\_\_ or as a result of your relationship with

\_\_\_\_\_\_\_\_\_\_\_\_, that in the aggregate could be valued in excess of $1,000, that were not or will not be compensation directly related to your duties to \_\_\_\_\_\_\_\_\_\_\_\_?
 \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:
6. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by \_\_\_\_\_\_\_\_\_\_\_\_’s county extension council in accordance with the terms and intent of \_\_\_\_\_\_\_\_\_\_\_\_’s county extension council conflict of interest policy?
\_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:
7. That you or any affiliated persons part of an agency that partners with \_\_\_\_\_\_\_\_\_\_\_\_ county extension council which may lead to a conflict of interest or an event where one might believe that agency it given an advantage over another for service, goods or access to \_\_\_\_\_\_\_\_\_\_\_\_ county extension council clientele or relationships with persons or business.

I HEREBY CONFIRM that I have read and understand \_\_\_\_\_\_\_\_\_\_\_\_’s conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify [designated officer or director] immediately.

Signature Date

[\_\_\_\_\_\_\_\_\_\_\_\_ County Extension Council]