

Conflict of Interest Policy & Statement

The Beekeepers of Indiana, Inc. (TBol)

A. Conflicts of Interest. A conflict of interest is defined as an actual or perceived interest by officer, board member or committee member (individually, a “key person” and collectively, “key personnel”) in an action that results in the appearance of a personal, organizational, or professional gain. Key personnel are obligated to always act in the best interest of the organization.

B. Avoiding Personal Profit and Disclosure.

1. This obligation requires that any key person, in the performance of organization duties, seek only to further the organization’s mission and best interests. At all times, key personnel are prohibited from using their job title or the organization's name or property, for personal benefit.
2. All key personnel are required to disclose any potential conflict of interest, including those that could benefit them financially. No key person shall derive, by reason of his or her participation with TBol, any personal profit or gain beyond approved expense reimbursement.
3. Key personnel shall disclose both actual and potential conflicts of interest that could lead others to believe there is a conflict. They shall exclude themselves from any discussion of related conflict of interest matters that may be under consideration by TBol Board of Directors.
4. Key personnel should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organization fund raising-activities.
5. No key person shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his or her knowledge, any of the following has a financial interest in that purchase or contract: a) The key person; 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 an arrangement concerning prospective employment.
6. Board Action. When a conflict of interest is relevant to a matter requiring action by the Board, the interested person(s) shall call it to the attention of the Board and shall not vote on the matter. In addition, they shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt about a potential conflict, the matter shall be resolved by vote of the Board of Directors, excluding the person(s) concerning whose situation is being discussed. If the Board of Directors has reasonable cause to believe that an applicable member has failed to disclose actual or possible conflicts of interest, it shall ask the member to explain the alleged failure to disclose. Subsequently if the Board of Directors determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate corrective action.
7. Documentation of Conflict. The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) neither participated in the final discussion or vote nor voted on the matter.
8. Signing Conflict of Interest Statement. Each key person shall annually sign the statement below:

I certify that I have read, understand and will comply with all aspects of this Conflict of Interest Statement. I understand that TBol is a charitable organization and that in order to maintain its Federal tax exemption it must engage primarily in activities that accomplish one (1) or more of its tax-exempt purposes. I affirm that if a conflict of interest situation should ever arise, I will immediately acknowledge the conflict to a minimum of two Board Officers of TBol.

Date

Print Name

Signature

Date Approved: _____