

THE SOUTHEASTERN GEOLOGICAL SOCIETY, INC.
Conflict of Interest Policy

23 April 2012. The Executive Committee met electronically and considered the following motion by Andy Lawn:

Conflict of Interest Policy: In order to prevent the personal interest of staff members, board members and volunteers from interfering with the performance of their duties to the Corporation or to prevent activities which would result in personal, financial, professional or political gain on the part of such persons at the expense of the Corporation, the Corporation has adopted the following conflict of interest policy and practices, to-wit:

1. Officers, staff members and volunteers of the Corporation shall furnish to the Executive Committee written notice of all conflicts of interest, which shall include but not be limited to the following:

a. An officer related to another officer or staff member by blood, marriage or domestic partnership.

b. A staff member, interpreted as an employee of the Corporation, who acts in a supervisory capacity to or is related to another staff member whom he or she supervises.

c. An officer individually, or the company or organization of which they are employed, stands to benefit from a transaction involving the Corporation.

d. An officer's employer receives gifts or grants from the Corporation.

e. An officer or a staff member is a member of the governing body of a contributor to the Corporation, with the term "contributor" to refer to financial support additional to mere payment of a membership fee.

f. A volunteer who works on a regular basis on behalf of the Corporation who meets any of the situations or criteria listed above for officers.

2. In the event of a possible conflict of interest or any of the conditions listed above, the Executive Committee shall determine whether a conflict of interest exists, and, if so, the Executive Committee shall vote to authorize or reject the transaction or take other action deemed necessary to address the conflict and protect the Corporation's best interest. Both votes shall be by a majority vote without counting the vote of the interested officer, even if this results in less than a quorum contributing to the vote.

3. Any officer or committee member of the Corporation who is formally considering employment with the Corporation must take a temporary leave of absence as an officer or committee member until the position is filled. If such officer or committee member accepts said employment, such individual must resign as an officer or committee member. A request for a temporary leave of absence shall be in written forms submitted to the Secretary/Treasurer or President and the request and any action taken shall be reflected in the minutes of the Corporation.

4. An interested officer, officer or staff member shall not participate in any discussion or debate of the Executive Committee or of any committee or subcommittee in which the subject of the discussion is a contract, transaction or situation in which there may be a perceived or an actual conflict of interest. However, such member, officer or staff member may be present to provide clarifying information in such a discussion or debate unless objected to by any present officer or committee member.

5. Anyone in a position to make decisions about spending of the Corporation's resources or who stands to benefit from such decision, has a duty to disclose that conflict as soon as it arises and he or she should not participate in any final decisions.

6. A copy of this conflict policy shall be given to all officers, volunteers or staff members as well as key committee members on a regular basis. Each officer and staff member shall sign and date an acknowledgment of receipt of this conflict policy at the beginning of his or her term of service or employment and such acknowledgment shall be updated periodically by submittal of a written conflict of interest disclosure form. A failure to submit such reports annually or inadvertent omission to submit said periodic reports does not nullify this policy."