

COMMUNITIES IN SCHOOLS OF ROBESON COUNTY

SUBJECT:	CONFLICT OF INTEREST POLICY	1.04
APPLIES TO:	ALL EMPLOYEES AND BOARD MEMBERS	

Purpose: The purpose of the following policy and procedures is to prevent the personal interest of staff members, officers, and Board of Directors from interfering with the performance of their duties to Communities In Schools of Robeson County. It is also intended to prevent personal, financial, professional and/or political gain on the part of such persons at the expense of Communities In Schools of Robeson County or its members.

Definitions: Conflict of interest (also conflict) means a conflict between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and directors of CIS.
Staff member means a person who receives all or part of his/her income from the payroll of CIS.
Officer means any member of the Board of Directors who serves as an officer.
Director means an individual member of the Board of Directors.
Board means Board of Directors.

Policy:

1. Full disclosure, by notice in writing shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following.
 - A director is related to another director.
 - A director is related to a staff member
 - A director is also a staff member.
 - A staff member in a supervisory capacity is related to another staff member whom he/she supervises.
 - A staff member receives payment from CIS for any subcontract goods or services other than as part of his/her regular job responsibilities or as reimbursement for reasonable expenses. Directors and officers are not to receive any compensation for goods sold or services rendered to CIS.
 - A director or staff member is a member of the governing body of a contributor to CIS.
 - A director or staff member may have personal, financial, professional, or political gain at the expense of CIS or its members.

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2. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exists and, if so, the Board shall vote to authorize or reject the transaction and/or condition. Both votes shall be by a majority vote without counting the vote of an interested director, even if the disinterested directors are less than a quorum, provided that at least one consenting director is disinterested.
3. An interested staff member, officer, or director shall not participate in any discussion or debate of the Board, or of any committee thereof, in which the subject of discussion is a contract, transaction, or situation in which there may be a conflict of interest.
4. No staff member officer, or director shall participate in the selection, award or administration of a transaction where his/her knowledge, any of the following has a financial interest in that transaction:
 - The staff member, officer, or director
 - Any member of his/her immediate family
 - His/her partner
 - An organization in which any of the above is an employee, officer, or director.
 - A person or organization with whom any of the above is negotiating or has any arrangement concerning prospect employment.
5. The disinterested directors are authorized to impose by majority vote reasonable sanctions as necessary to recover associated costs against a staff member, officer, or director for failure to disclose a conflict of interest as described in paragraphs 1 or 4, or for the appearance of a conflict.
6. Appeal from sanctions pursuant to paragraph 5 shall be prescribed by law in those courts of the State of North Carolina with jurisdiction over both the parties and the subject matter of the appeal.
7. In the event that CIS has incurred costs or attorney fees as a result of legal action, litigation or appeal brought by or on behalf of an interested director or consequent sanctions and in the event that CIS prevails in such legal action, litigation or appeal, CIS shall be entitled to recover all of its costs and attorney fees from the unsuccessful party.

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8. A copy of this policy shall be given to all staff members, officers, and directors upon commencement of such person's relationship with CIS. Each staff member, officer, and director shall sign and date the policy at the beginning of his/her term of employment or service. Failure to sign does not nullify the policy.

Printed Name

Signature

Date