



## Conflict of Interest Policy

Adult Education Center Board of Directors serve the organization with a commitment to the mission and respect for other members of the Board of Directors as well as staff. This policy values dedication and is created to prevent conflicts that may jeopardize the individuals serving on the Board of Directors or the well-being and interests of the organization.

The Conflict of Interest Policy is designed:

- to identify situations that present potential conflicts of interest;
- to communicate potential conflicts to the Board of Directors as a whole;
- to provide a procedure which sets boundaries for the organization's decisions and transactions that may be influenced by other competing interests; and
- to recognize that the dedicated individuals who are committed to the organization are a valuable resource in the community often serving in several capacities.

"Conflict of Interest" is any circumstance involving a Board of Directors member in a decision-making role, who, because of an affiliation with another agency, nonprofit, or financial commitment, is unduly influenced in making an organizational decision.

All discussions occurring during Board meetings and/or committee meetings related directly to organizational issues are considered confidential.

All Board of Directors members shall refrain from obtaining lists of organizational clients, vendors, participating agencies, or donors for purposes which do not benefit the Adult Education Center, or benefit another organization to the detriment of this organization.

Prior to Board of Directors action on any contract or significant transaction, a Board member shall acknowledge any conflict and remove himself or herself from the vote. However, a person may contribute to the discussion if that contribution of material facts assists the Board of Directors.

Each Board of Directors member shall serve only on those Board committees that present no potential conflict of interest.

When a conflict is not clear, but possible, that member should discuss the circumstances with the Board Chair or Committee Chair before the meeting. An agenda of topics will continue to be circulated prior to meetings to facilitate this opportunity for dialogue.

**MONITORING RESPONSIBILITY:** The Board of Directors as a whole shall be responsible for assuring compliance with this policy. The policy is intended to comply with Texas Laws and Statutes governing Conflict of Interest in not-for-profit corporations. In the event of inconsistency, legal statutes control.

**Adopted by the Board of Directors on October 12, 2005. Updated on December 12, 2018**



## Conflict of Interest Questionnaire

1. Are you an officer of an organization that conducts or has a relationship with the Adult Education Center? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please define. \_\_\_\_\_
2. Have you ever served on the board of a business in which the Adult Education Center invests?  
\_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please define. \_\_\_\_\_
3. Do you have a family relationship with anyone who has a note relationship with the Adult Education Center? Family connections include an individual's spouse, parent, child, grandparent, grandchild, great-grandchild, and sibling. The spouses of any children, grandchildren, great-grandchildren, and siblings are considered family relationships as well.  
\_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please define. \_\_\_\_\_
4. Have you participated, directly or indirectly, in any employment agreement, compensation, relationship, or any other arrangement/investment opportunity with a third-party vendor business with the Adult Education Center that has resulted in personal benefit to you?  
\_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please define. \_\_\_\_\_
5. Have you received, directly or indirectly, any salary payments, loans, or gifts of any kind or any free service, discounts, or other fees from any person/organization engaged in any transaction with the Adult Education Center?  
\_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please define. \_\_\_\_\_
6. Do you share ownership of a business that does business with Adult Education Center? Ownership means voting power in a corporation, profits, interest in a partnership, or beneficial interest in a trust.  
\_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please define. \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_