



MASTER GARDENER FOUNDATION OF KITSAP COUNTY CONFLICT OF INTEREST POLICY

BY-LAWS OF THE MASTER GARDENER FOUNDATION OF KITSAP COUNTY ARTICLE 6.1 CONFLICT OF INTEREST

POLICY

A Master Gardener Foundation Board and committee member's service carries with it the ethical and legal obligations of reasonable care and prudent management of the affairs and resources of the Foundation by proactively avoiding conflicts of interest.

GUIDELINES

When the personal or professional concerns of a Board or committee member affect his/her ability to put the best interests of the Foundation before personal benefit, conflict of interest exists.

Examples of potential conflicts of interest include: you or a family member own or operate a nursery planning to provide material to the Foundation's Plant Sale; you or a family member own or operate a garden-supply company that may do business with a demonstration garden.

These are examples only; this policy serves as a guide and cannot cover every situation that may arise. Questions should be promptly directed to a Board Director. A potential or actual conflict of interest transaction or decision may be acceptable if it benefits the Foundation AND if the Board makes the decision in an informed and objective manner. Individual Board Directors and committee members should establish by example and attitude an atmosphere of personal integrity.

PROCEDURES

Each Board Director and committee member shall, upon election or appointment and annually thereafter while in service, complete and sign the MGFKC Conflict of Interest Disclosure Statement.

Board Directors and committee members shall disclose potential or actual conflict of interest in any transaction or decision during MGF meetings and/or activities. After a member discloses conflict of interest, he/she will not be permitted to enter into the discussion nor vote on the question.

Disclosure of potential or actual conflicts of interest and action taken by the Board during MGF meetings will be recorded in the minutes. The Nominating Committee shall furnish to each prospective Board Director a copy of the Conflict of Interest Disclosure Statement.

The Board Secretary shall be responsible for the completion and keeping of the Conflict of Interest Disclosure Statements.

The signed Disclosure Statements will be destroyed according to document retention requirements.

EXHIBIT: Conflict of Interest Disclosure Statement