

CONFLICT-OF-INTEREST POLICY FOR EXECUTIVE BOARD MEMBERS, OFFICER, DELEGATE AND APPOINTED POSITIONS

Amended: May 3rd 2008



FLORIDA CARIBBEAN STUDENTS ASSOCIATION INCORPORATED (FCSA)

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Authored by: Florida Caribbean Students Association

ARTICLE

1. Scope. The following statement of policy applies to each member of the board, to each officer of the Florida Caribbean Students Association (FCSA), and to all persons acting within the association, regardless of position.

2. Responsibility. Executive Board members, officers, and Delegates serve the public interest and thus have a clear obligation to this concept. All decisions of the board, officers, and council delegates of FCSA are to be made solely on the basis of a desire to promote the best interests of the organization and the public good.

Individuals inevitably are involved in the affairs of other institutions and organizations. Effective boards and organizations will include individuals who have relationships and affiliations that may raise questions about perceived conflicts of interest. Although many such potential conflicts are and will be deemed inconsequential, every individual trustee and senior administrator has the responsibility to ensure the entire board is made aware of situations that involve personal, familial, or business relationships that could create a real or perceive a conflict of interest. Thus, the board requires each trustee and institutional officer annually (a) to be familiar with the terms of this policy; (b) to disclose to the board chair any possible personal, familial, or business relationships that reasonably might give rise to a conflict involving FCSA; and (c) to acknowledge by his or her signature that he or she is in accordance with the letter and spirit of this policy.

3. Disclosure of Conflicts With Respect to Potential Financial Transactions. In the event any financial transaction involving FCSA also involves (a) a director, officer, delegate or a member of their extended family, or (b) an organization with which any director, officer, or delegate of FCSA has any material financial interest, the director, officer, or delegate having the affiliation or interest, at the first knowledge of the transaction, shall disclose fully the precise nature of the interest or involvement.

4. Disclosure Statement. Each board member, officer, and delegate of FCSA shall be requested annually by FCSA to submit a disclosure statement listing all organizations with which he or she is affiliated and describing the nature of the affiliation as defined below. In the event there is any material change in the information contained in any disclosure statement, the person who submitted it shall promptly submit written notification of the change.

A director, officer, or delegate is deemed to be affiliated with any organization that may be potentially related to the financial operation of FCSA (a) of which he or she, or a member of his or her family, is a director, officer, trustee, partner, employee, or agent; or (b) in which he or she or members of his or her family receive direct financial benefit from sales or services; or (c) in which he or she or members of his or her extended family have any interest.

The term immediate family shall be deemed to include an individual's spouse and children (including legally adopted children), and members of that individual's household.

The term extended family shall be deemed to include an individual's spouse, children (including legally adopted children), parents, grandparents, great grandparents, siblings (whether by whole or half blood), spouse of that individual's siblings, children, grandchildren and great grandchildren and members of that individual's household.



In no way should this policy imply that directors, officers, or employees should reveal any political, religious, ethnic, fraternal or civic affiliations.

5. Administration. All disclosures required under this policy and amendments thereto, if by directors, shall be directed in writing to the chair of the board, or if by delegates, to the President. The chair of the board and the president shall be responsible for the administration of this policy. Issues under this policy concerning directors and officers shall be reported initially to the chair of the board for appropriate action; those concerning officers shall be referred initially to the President. Information disclosed under this policy shall be held in confidence by the persons authorized to receive and act upon it except where, in the judgment of any of such persons, the best interest of the organization requires further disclosure. This review process shall be reported annually to the board by the chair.

6. Restraint on Participation. A delegate or officer who has declared or has been found to have a conflict-of-interest in any proposed transaction or other matter shall refrain from participating in consideration of the proposed transaction or other matter, unless for special reasons the Executive Board requests information or interpretation from the person or persons involved. In the case of a director, he or she shall not vote on the matter in question and shall not be present at the time of the vote. With respect to restraint on participation by delegates, the president, or, where applicable, the chair shall take such action as is necessary to assure that the transaction is completed in the best interests of FCSA without the substantive involvement of the person who has the possible conflict-of interest.

7. Advance Determinations. Any board member who is uncertain about possible conflict-of interest in any matter may request the Executive Board to determine whether a possible conflict exists; the Executive Board shall resolve the question by majority vote. If required, the question of potential conflict might be referred to counsel for an opinion prior to the Executive Board vote.

Note: These points are adapted from Independent Sector Policy documents

