

Twin State Radio Club, Inc.
CONFLICT OF INTEREST POLICY

1. Authority – This policy is required by the Corporation’s bylaws in accordance with NH State Law. (RSA 7:19-a and RSA 292: 6-a)

2. Definition – A conflict of interest is an actual or perceived interest by an officer or member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain.

3. Obligations – Officers and members are obligated to always act in the best interest of the Corporation. This obligation requires that any officer or member, in the performance of Corporation duties, seek only the furtherance of the Corporation’s mission. At all times, officers and members are prohibited from using their job title or the Corporation's name or property for private profit or benefit.

4. Gratuities – The officers and members of the Corporation should neither solicit nor accept gratuities, favors, or anything of monetary value from commercial entities doing business with the Corporation. This is not intended to preclude bona-fide Corporation fund raising-activities.

5. Contracts – No officer, or member of the Corporation shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his or her knowledge, any of the following has a financial interest in that purchase or contract:

- a. The officer or member or any member of their immediate family,
- b. Their partner,
- c. An organization in which any of the above is an officer, director or employee,
- d. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.

6. Disclosure – Any possible conflict of interest shall be disclosed by the person or persons concerned.

7. Board Action – When a conflict of interest is relevant to a matter requiring action by the Board, the interested person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Directors, excluding the person(s) concerning whose situation the doubt has arisen.

8. Record of Conflict – The official minutes of the Corporation shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion and did not vote on the matter.

Adopted by the membership: February 14, 2015