

DELAWARE COLLEGE OF ART AND DESIGN

CONFLICT OF INTEREST POLICY

The Delaware College of Art and Design Board of Trustees is responsible for carrying out its duties and responsibilities in an ethical manner while also protecting the integrity of the Board as a whole. Trust and confidence in the college can only be sustained if all forms of conflict of interest are identified, disclosed and resolved to protect the integrity of the Board and its ethical standards.

GUIDELINES

1. A board member must be aware at all times that his or her membership on the Board is not for personal or private benefit, financial or otherwise, although there may be occasions when Board membership results in a personal or private benefit that does not rise to the level of a conflict of interest, as defined herein.
2. Conflict of interest is defined as:
 - any situation where a board member's private interests may, or may be perceived to, be incompatible or in conflict with his/her duties and responsibilities as a member of the Board;
 - any situation where a board member's membership in another organization may, or may be perceived to, adversely affect his/her carrying out of duties and responsibilities as a member of the Board; and,
 - a conflict of interest that may be potential or apparent, as well as real.
3. A careful review of the facts in each situation is required in order to determine whether a conflict of interest exists.

PROCEDURES

1. If a board member perceives a conflict of interest on any matter related to any board member's, or his/her own, role on the Board, he/she should so inform the Board Chair prior to the meeting.
2. If the Chair of the Board is unable to resolve the issue, or in the event the Chair has a conflict, the Chair will bring the situation to the Board as a whole.
3. The Chair of the Board, as appropriate, should ask and have recorded in the minutes, whether any board member has a conflict to declare; a board member must declare any conflict of interest and the general nature of the conflict at the earliest opportunity.
4. If a board member is unsure whether there is a conflict, he/she should raise the issue with the Board, and the Board should determine by majority vote whether or not a conflict of interest exists; the board member(s) involved must refrain from voting.
4. If a board member has declared or has been found to be in a conflict of interest, he/she must:
 - withdraw from a Board or a committee meeting while the matter is being discussed and voted upon to ensure non-participation in the discussion or vote on the related matter; and,
 - he/she must not attempt in any way before, during or after the meeting to influence the voting on the related matter.

CONFLICT OF INTEREST POLICY AGREEMENT

Delaware College of Art and Design has adopted its Conflict of Interest Policy to assist Board Members in carrying out their duties and responsibilities in an ethical manner while also protecting the integrity of the Board as a whole.

The Conflict of Interest Policy covers interests of a monetary or economic nature and religious, political, corporate or institutional interests that may influence Board Members' duties and responsibilities on the Board of Delaware College of Art and Design. The Policy covers instances when there may be a personal benefit or the avoidance of loss or any instances in which there is a personal benefit resulting from information obtained as a Board Member.

As a Board Member of Delaware College of Art and Design, I understand that a conflict of interest is any situation in which a personal interest of mine may be incompatible or in conflict with my responsibility as a Board Member, or my membership in another organization may, or may be perceived to, adversely affect my carrying out my duties and responsibilities as a Board Member.

I accept that conflicts of interest may be real - that is an interest that may adversely affect my carrying out my duties and responsibilities as a Board Member; or potential, in that it could have an adverse affect; or apparent, when there are reasonable grounds to believe there may be a conflict even if, in fact, there is none.

To avoid real, potential or apparent conflict of interest situations, I agree that I will:

- declare a conflict of interest and the nature of the conflict, at the earliest opportunity to the Board; if I declare a conflict before a Board meeting, I shall do so to the Chair;
- ensure the conflict is recorded in the minutes; and,
- if unsure whether there is a conflict, raise the potential or apparent conflict with the Board for its decision and refrain from voting.

Where a conflict does exist, I agree to:

- withdraw from the Board or committee meeting while the matter is being discussed and/or voted upon;
- not attempt in any way before, during or after the meeting to influence the voting; and,
- not express an opinion outside of the meeting on anything in relation to any decision taken, or to be taken, on the matter.

I, _____, hereby agree to abide by the Delaware College of Art and

(Board Member Name)

Design Conflict of Interest Policy at all times in exercising my responsibilities as a Board Member.

Signature of Board Member

Date