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**NAME OF CORPORATION**

**Conflict of Interest Policy**

Updated September 2015

*A conflict of interest policy is intended to disclose to the corporation any possible conflict between the personal or business interests of a volunteer and the work of the house corporation or chapter. The purpose of this form is transparency and disclosure – many of our boards do business with companies connected to board members and receive lower pricing or preferential treatment due to those personal connections. But it’s critical to disclose any real (or perceived) conflicts so that everyone understands where those connections lie and to ensure that no individual board member is benefitting financially from the house corporation or chapter.*

*If you file the “long form” version of the IRS Form 990, you’ll be asked if the board has a conflict of interest policy in place.*

*The conflict of interest policy should be reviewed once a year, signed by each board member, and stored with other important documents. If a potential conflict needs to be disclosed over the subsequent year, the board member should amend their COI statement to include that disclosure.*

All members of the NAME OF CORPORATION, or members of any committee thereof, or officers or employees of either entity have a duty to be free from influence by any conflicting interest when they act on behalf of the local chapter or house corporation, when they represent Beta Theta Pi in negotiations, or advise others with respect to dealing with third parties. They are expected to deal with suppliers, customers, contractors and others having dealings with the local chapter and house corporation of Beta Theta Pi solely on the basis of what is in the best interest of the chapter and house corporation without favor or preference based on personal considerations.

1. No member of the NAME OF CORPORATION or its board shall accept from any person, directly or indirectly, whether by himself (herself) or through his (her) spouse or member of his (her) family, or through any partner, business or professional association, any gift, favor, service, employment or offer of employment or any other thing of value that he (she) knows, or has reason to believe is made or offered with the intent to influence him in the performance of his duties as a member of the board or member of a committee thereof, or officer or employee of the Fraternity.
2. No member of the NAME OF CORPORATION or any committee thereof, or officer or employee of the local chapter who is a partner, officer, or employee of a partnership, firm or corporation, or who owns or controls more than 10% of the stock of such corporation shall represent, appear for, or negotiate on behalf of the local chapter or house corporation in connection with the acquisition or sale by the local chapter or house corporation of any interest in real or tangible personal property to or from such partnership, firm or corporation.
3. No member of the NAME OF CORPORATION or any committee thereof shall participate by discussion, vote, or any other action taken by the boards or any committee thereof in the enactment or defeat of a motion relating to a transaction with parties referenced in paragraph 2 above. In instances where such matters are discussed at a meeting where a board or committee member having such an interest is present, he (she) shall promptly disclose to the meeting chairman his interest in the matter under consideration. He (she) shall not cast a vote on the matter and, at the discretion of the disinterested members present, may be required to leave the meeting during discussion and voting on the matter.

Agreed and Acknowledged,

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Signature

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Printed Name

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Date