

Madison County Historical Society

CONFLICT OF INTEREST

This Policy applies to all members of the Board of Directors, Officers, and employees of the Madison County Historical Society (MCHS), whether they are volunteers or employed on a full-time or part-time basis.

All members of the Board of Directors, Officers, and employees must avoid conflict of interest and the appearance of conflict of interest. This policy prohibits members of the Board, Officers, and employees, and their immediate families from having any financial interest in contracts and/or financially benefiting from the awarding of MCHS contracts.

- I. A conflict of interest encompasses any situation in which a member of the Board of Directors, Officer, or employee uses or is in a position to use their influence or authority to advance their own personal or financial interest or the personal or financial interests of their immediate family or an associated entity.
 - a. An "associated entity" means any trust, organization or enterprise other than the MCHS over which the person, alone or together with his or her immediate family, exercises a controlling interest.
 - b. "Organization or enterprise" includes but is not limited to any corporation, partnership, sole proprietorship, firm, franchise, association, holding company, joint stock company, receivership, business or real estate trust, or any other legal entity organized for profit or charitable purposes.
 - c. The "immediate family" of a member of the Board, Officer, or employee includes their spouse, civil union or domestic partner, and other persons who are related to the employee biologically or by law.
- II. Unacceptable conflicts of interest include but are not limited to:
 - a. diverting to outside entities grant/contract support the MCHS might otherwise expect

- b. using MCHS, including assigned time and facilities, for private gain without proper compensation to or consent from MCHS
- c. using a position of influence or authority to involve employee in non-MCHS activities without the consent and supervision of MCHS
- d. using privileged information acquired in connection with the employee's activities for personal gain or unauthorized use
- e. negotiating or influencing the negotiation of grants and contracts with organizations with which the employee has consulting or other significant relationships
- f. accepting gratuities or special favors from private organizations with which the MCHS does or may conduct business

III. This Policy covers the following additional Conflict of Interest and Conflict of Commitment requirements:

- a. all state and federal laws, regulations, and rules, including but not limited to the Illinois Procurement Code (30 ILCS 500/et. seq.)
- b. externally-funded project sponsors.

IV. All potential conflicts of interest must be disclosed to the Board of Directors. It is the responsibility of the Board of Directors to manage any conflicts of interest, including the appearance of conflict of interest.