



Iowa FBLA's Conflict of Interest Policy

Members of the Board of Directors, officers, volunteers, and key employees of the Iowa FBLA must act at all times in the best interest of Iowa FBLA and shall disclose all potential and actual conflicts of interest to the Executive Director (State Adviser) or the President of the Board of Directors.

Iowa FBLA recognizes that vendors, suppliers, service providers, and others who receive remuneration from Iowa FBLA for their products or services may be in a conflict of interest situation or create the appearance of a conflict of interest if they also serve on the Iowa FBLA Board.

Therefore, any person who is a vendor, supplier, service provider, or other who receives more than \$2500 per year from Iowa FBLA for such products or services is precluded from serving on the Iowa FBLA Board during the time of such contract, payments, or services for a period of four years thereafter. Any person who has served on the Iowa FBLA Board is precluded, for a period of two years after completion of board service, from bidding upon or receiving a contract which provides remuneration in excess of \$2500 from the Iowa FBLA.

A person is a vendor, supplier, service provider, or other who receives more than \$2500 per year from Iowa FBLA if they directly receive such monies from Iowa FBLA, has an ownership interest of 10% or greater in a business entity which receives such monies, is related by blood or marriage to an immediate family member who has an ownership interest of 10% or greater in a business entity which receives such monies, or is an employee of a business which receives such monies.

The board of directors may authorize a waiver by a majority vote in the event that an individual is disqualified based on this policy, but where a legitimate conflict of interest does not exist. Directors shall recuse themselves from any discussions or decisions that would impact the financial competition to themselves or affiliated companies.

In addition, members of the board, officers, and volunteers shall:

- avoid placing (or the appearance of placing) self-interest or the interests of a third party above the interests of Iowa FBLA;
- refrain from using Iowa FBLA's staff, services, equipment, materials, resources, or property for personal or third-party gain, and from representing to third parties



that authority as a board member extends any further than that which it actually extends;

- not engage in any outside business, professional conduct, or other activities that may be directly or indirectly adverse to the interests of Iowa FBLA;
- not solicit or accept gifts, gratuities, free travel, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment with respect to matters pertaining to FBLA- PBL without fully disclosing such an exchange to the board of directors;
- not persuade any employee of Iowa FBLA to leave the employ of Iowa FBLA or to become employed by any person or entity other than Iowa FBLA; and
- not persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship with Iowa FBLA to terminate, curtail, or not enter into its relationship with Iowa FBLA, or to reduce any benefit that may be provided to Iowa FBLA with respect to such relationship.

This policy shall apply to the members of the Iowa FBLA Board of Directors and shall apply to all members of Iowa FBLA committees, task forces, and others in the Iowa FBLA governance structure. On an annual basis, all members of the board of directors shall be provided with a copy of this policy and be required to complete and sign an acknowledgement and disclosure form.



Acknowledgement and Disclosure Form

I have read the Iowa FBLA Conflict of Interest Policy set forth on the previous page and agree to comply fully with its terms and conditions at all times during my service as a member of the Iowa FBLA Board of Directors, an officer, or volunteer of Iowa FBLA. If I become aware of any actual or potential conflicts of interest at any time following the submission of this form, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Iowa FBLA Board of Directors or the Iowa FBLA Executive Director (State Adviser) in writing.

Disclosure of actual or potential conflicts of interest:

Do you receive compensation as an Officer, Director, committee member, task force member of Iowa FBLA? Yes No

Other than reimbursement of reasonable expenses, have you received or do you expect to receive more than \$2500 per year from Iowa FBLA for services provided as an independent contractor? Yes No

Have you received or do you expect to receive more than \$2500 in material financial benefit from Iowa FBLA in addition or apart from the benefits described in the above inquiries? Yes No

Does any family member receive compensation or material financial benefit from Iowa FBLA? Yes No

Do you have a family relationship or business relationship with any current or former officer, director, or key employee of Iowa FBLA? Yes No

If you answered "Yes" to any of the above, please explain in a separate statement.

Signature

Printed Name

Date