



Southeastern Museums Conference Officers and Council Conflict of Interest Policy

The Southeastern Museums Conference officers, council and employees operate under legal requirements applicable to charitable foundations. They assume responsibility for preservation of the organization's tax-exempt status, maintenance of adequate financial protection for the endowment, and observance of the rules and regulations for solicitation of funds for charitable organizations. Furthermore, they have a legal duty of loyalty and fairness in all dealings affecting SEMC or its interests.

The Southeastern Museums Conference is committed to maintaining the highest standard of ethical conduct and to ensuring that the SEMC is in compliance with all applicable laws and regulations. To accomplish this end, each member of the Council, Officer, and employee of SEMC must uphold the highest ethical and legal standards; act in the best interests of the Southeastern Museums Conference; and conduct his or her activities in such a way that no conflict will arise between other interests and the policies and interests of SEMC. Even the appearance that such a conflict might exist must be avoided.

To provide guidance to members of the Council, Officers, and employees regarding the nature of conflicts of interest, the Council has adopted a Conflict of Interest Policy. Furthermore, the Council requires all Council members and Officers to submit on an annual basis, a statement disclosing any situations that might involve a conflict of interest.

Now therefore, be it resolved, that the following Conflicts of Interest Policy be adopted.

This policy applies to members of the Council, Officers, and employees of Southeastern Museums Conference,

FIRST: Directors, officers and employees should act in good faith, responsibly, with due care, competence, and diligence, without misrepresenting material facts in fulfilling their duties for SEMC. They are held to a strict rule of honest and fair dealing between themselves and SEMC and should avoid conflicts of interest and the appearance of conflicts of interest between personal and SEMC positions.

A conflict of interest is deemed to exist when a person to whom this Policy applies (either directly or indirectly through a family member or business affiliation) has actual or potential personal gain or the appearance of personal gain at the expense of SEMC. Personal gain or the appearance of personal gain does not necessarily preclude work for hire, contracts for services, or other business transactions provided they are disclosed and provided such business relationships fall within competitive standards and provided prior approval in writing is obtained from the Executive Committee.

SECOND: Directors, Officers and employees should respect the confidentiality of information acquired in the course of tending to SEMC matters that is not generally available to the public such as pending bequests, sponsorships or business information and make it available only to authorized parties.

THIRD: No Director, officer or employee should accept any significant personal gifts or favors from any organization, which has business dealings with SEMC. Expensive gifts or favors may be provided for the purpose of influencing a business judgment inconsistent with their obligation to SEMC. This excludes appropriate business travel paid for by Convention and Visitors Bureaus, for Directors, officers, and employees of SEMC. These are known as “familiarization tours,” or site visits, where the potential benefit of a SEMC conference in the named city does not accrue directly to the Convention and Visitors Bureau, but to their member organizations. These tours are a necessary and standard practice for annual meeting planning.

FOURTH: On an annual basis, all Directors and Officers of SEMC will be provided a copy of the Conflict of Interest Policy and an Annual Conflict of Interest Disclosure Statement. This Disclosure Statement must be completed and returned to the SEMC office by January 10th of each year for review by the Executive Committee at the February/March mid-Winter council meeting. Should a member of the Executive Committee be the subject of a possible conflict of interest, that member will excuse themselves from the room during committee discussion and any voting regarding that conflict. The minutes of the meeting shall reflect this abstention. Conflict of interest disclosures shall be treated as confidential and disclosed to others only to the extent necessary for review and resolution. All new Directors and Officers must complete the Disclosure Statement once they have assumed their duties for SEMC.

FIFTH: If a Director or Officer becomes aware of a conflict of interest or potential conflict of interest following the annual disclosure, that Director or Officer should notify the Executive Committee of the facts surrounding the conflict of interest in writing.

SIXTH: The Executive Committee shall submit an annual confidential report to the Council regarding any Director or Officer conflicts of interest and their resolution.



ANNUAL CONFLICT OF INTEREST DISCLOSURE STATEMENT FROM DIRECTORS AND OFFICERS OF THE SOUTHEASTERN MUSEUMS CONFERENCE

(CONFIDENTIAL)

1. During the past twelve months, have you or any relative received compensation from the Southeastern Museums Conference for services rendered?

Yes ___

No ___

If yes, please list the individuals who have received such compensation and your relationship with them:

2. During the past twelve months, did you have a significant ownership interest (ability to influence management or operations) in any company that transacts business with the Southeastern Museums Conference?

Yes ___

No ___

If yes, explain.

3. During the past twelve months, have you held the position of officer, director or partner in any business entity that transacts business with the Southeastern Museums Conference?

Yes ___

No ___

If yes, explain.

4. During the past 12 months, did you receive any significant (greater than \$50) gifts or services from business entities that transact business with the Southeastern Museums Conference?

Yes ___

No ___

If yes, explain.

5. During the past twelve months have you used for your own benefit or disclosed to others without permission any information acquired in the course of tending to Southeastern Museums Conference matters that are not generally available to the public?

Yes__

No__

If yes, explain:

6. Are you aware of any situations or activities involving the Southeastern Museums Conference that might constitute a conflict of interest as set forth in the Conflict of Interest Policy?

Yes__

No__

If yes, explain:

I certify that I have read the Southeastern Museums Conference Conflict of Interest Policy and have made a true and complete disclosure on SEMC's Annual Conflict of Interest Disclosure Statement. I agree to bring any potential conflict of interest that arises during the next twelve months to the attention of the Executive Committee of the Council of the Southeastern Museums Conference.

Signature_____

Name_____

Date_____

Please mail to: Executive Committee
Southeastern Museums Conference
P.O. Box550746
Atlanta, GA 30355-3246

Print, sign, scan and email to: zwillits@semcdirect.net

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