



POST ADDRESS: _____ PHONE: _____

Print Name	Print Name	Print Name
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DATE: _____
month: _____
date: _____
year: _____

ADMINISTRATION POLICY STATEMENT CONFLICT OF INTEREST POLICY

SECTION 1. PURPOSE:

The Veterans of Foreign Wars of the United States, Department of South Carolina, POST _____ is a nonprofit, tax-exempt (501c19) organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS, as well as, state regulatory and tax officials view the operations of the Department of South Carolina VFW, POST _____ as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between the Department of South Carolina VFW and POST _____ officers (both elected and appointed), management employees and the public a fiduciary duty which carries with it a broad and unbending duty of loyalty and fidelity. POST _____ officers (both elected and appointed), management employees have the responsibility of administrating the affairs of the Department of South Carolina VFW, POST _____ honestly and prudently and of exercising their best care, skill and judgment for the sole benefit of the Department of South Carolina VFW, POST _____. Those persons shall exercise the utmost faith in all transactions involved in their duties and they shall not use their positions with the Department of South Carolina VFW, POST _____ or knowledge gained there from, for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

SECTION 2. PERSONS CONCERNED:

This statement is directed not only to Post officers (both elected and appointed), but to all employees who can influence the actions of the Department of South Carolina VFW, POST _____. For example, this would include all who make purchasing decisions; all persons who might be described as "management personnel" and anyone who has proprietary information concerning the Department of South Carolina VFW, POST _____.

SECTION 3. AREAS IN WHICH CONFLICT MAY ARISE:

Conflicts of interest may arise in the relations of directors, officers and management employees with any of the third parties:

- Persons and firms supplying goods and services to the Department of South Carolina VFW, POST _____.
- Persons and firms from whom the Department of South Carolina VFW, POST _____ leases property and equipment.
- Persons and firms with whom the Department of South Carolina VFW, POST _____ is dealing or planning to deal with in connection with the gift, purchase or sale of real estate, securities, or other property.
- Competing or affinity organizations.
- Donors and others supporting the Department of South Carolina VFW, POST _____.
- Agencies, organizations and associations which affect the operations of the Department of South Carolina VFW, POST _____.



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SECTION 4. NATURE OF CONFLICTING INTERESTS:

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest may arise through:

- Owning stock or holding debt or other proprietary interests in any third party dealing with the Department of South Carolina VFW, POST _____ .
- Holding office, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with the Department of South Carolina VFW, POST _____ .
- Receiving remuneration for services with respect to individual transactions involving the Department of South Carolina VFW, POST _____ .
- Using the Department of South Carolina VFW, POST _____ 's time, personnel, equipment, supplies, or good will other than for the Department of South Carolina VFW, POST _____ .
- Receiving personal gifts or loans from third parties dealing or competing with the Department of South Carolina VFW, POST _____ . Receipt of any gift is disapproved except gifts of a value less than \$50.00, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

SECTION 5. INTERPRETATION OF THIS STATEMENT OF POLICY:

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts may arise in other areas or through other relations. It is assumed that the Post officers (both elected and appointed) and management employees will recognize such areas and relations by analogy.

The fact that one of the interests described in Section 4 exists, does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of the Department of South Carolina VFW, POST _____ .

However, it is the policy of POST _____ that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of POST _____ officers (both elected and appointed), management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.



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PAGE 3 of 3

SECTION 6. DISCLOSURE POLICY AND PROCEDURE:

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

- The conflicting interest is fully disclosed;
- The person with the conflict of interest is excluded from the discussion and approval of such transaction;
- A competitive bid comparable valuation exists; and
- The Post, or a duly constituted committee thereof has determined that the transaction is in the best interest of the organization (Post).

Disclosure in the organization should be made to the Department of South Carolina VFW, Post Commander, or if he or she is the one with the conflict, the Post Sr. Vice Commander, or a duly constituted committee there from. Disclosure involving any member of, should be made to the Department of South Carolina VFW, **POST** _____ Commander, or if he or she is the one with the conflict, then to the Department of South Carolina VFW Post Senior Vice Commander, who shall bring these matters to the Post membership.

The Post shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair and reasonable to the Department of South Carolina VFW, **POST** _____. The decision of the Post membership on these matters will rest in their sole discretion and their concern must be the welfare of the Department of South Carolina VFW, **POST** _____ and the advancement of its purpose.



VETERANS OF FOREIGN WARS OF THE UNITED STATES
 DEPARTMENT OF SOUTH CAROLINA, POST _____



POST ADDRESS: _____ PHONE: _____

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CONFLICT OF INTEREST DISCLOSURE STATEMENT

Preliminary note: In order to be more comprehensive, this statement of disclosure/questionnaire also requires you to provide information with respect to certain parties that are related to you. These persons are termed "affiliated persons" and include the following:

- your spouse, domestic partner, child, mother, father, brother or sister;
- any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- any trust or other estate in which you have substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

⇒ 1) NAME OF POST OFFICER (both elected and appointed) COMMITTEE MEMBER, OR EMPLOYEE:

(please print) _____

⇒ 2) CAPACITY:

_____ **Post Officer** (i.e. Post Commander, Post Sr. Vice Cmdr. etc.)

_____ **Appointed Officer** (i.e. Post Community Service Chairman, Post Membership Chairman etc.)

_____ **Staff Position** (i.e. Canteen Manager, Bartender Post Supplies Management etc.)

⇒ 3) Have you or any of your affiliated persons provided services or property to the Department of South Carolina VFW, **POST** _____ in the past VFW year?

YES _____ **NO** _____

⇒ 4) If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person.

⇒ 5) Have you or any of your affiliated persons purchased services or property from the Department of South Carolina VFW, **Post** _____ **YES** _____ **NO** _____



CONFLICT OF INTEREST DISCLOSURE STATEMENT

⇒ 6) If you answered yes to question #5, please describe the purchased services or property and, if an affiliated person is involved, the identity of the affiliated person and your relationship:

⇒ 7) Please indicate whether you or any of your affiliated person had any direct or indirect interest in any business transaction (s) in the past VFW year to which the Department of South Carolina VFW, POST _____ was or is a party.

YES ___ NO ___

If yes, please describe the transaction (s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

⇒ 8) Were you or any of your affiliated persons indebted to pay money to the Department of South Carolina VFW, POST _____ at any time in the past VFW year, other than travel expenses or the like?

YES ___ NO ___

If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:



CONFLICT OF INTEREST DISCLOSURE STATEMENT

⇒ **9)** In the past VFW year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from the Department of South Carolina VFW, **POST** _____ or as a result of your relationship with the Department of South Carolina VFW, **POST** _____ that in the aggregate could be valued in excess of \$1000.00 that were not, or will not be compensation directly related to your duties to the Department of South Carolina VFW, **POST** _____?

YES ___ **NO** ___

If yes, please describe the benefit (s), and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

⇒ **10)** Are you or any of your affiliated persons a part to, or have an interest in any pending legal proceedings involving the Department of South Carolina VFW, **POST** _____?

YES ___ **NO** ___

If yes, please describe the proceeding (s), and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:



Print Name POST ADJUTANT	Print Name POST COMMANDER	Print Name POST QUARTERMASTER
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CONFLICT OF INTEREST DISCLOSURE STATEMENT

⇒ **11)** Are you aware of any other events, transactions, arrangements, or other situations that have occurred or may occur in the future, that you believe should be examined by the Department of South Carolina VFW, **POST**_____ 's officers (both elected and appointed) and appointed committees in accordance with the terms of intent of the Department of South Carolina VFW, **POST**_____ 's conflict of interest policy?

YES ___ **NO** ___

If yes, please describe the situation (s), and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

I HEREBY CONFIRM that I have read and understand the Department of South Carolina VFW, **POST**_____ 's conflict of interest policy, and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that, if I become aware of any information that might indicate that this disclosure is inaccurate, or that I have not complied with this policy, I will notify the Department of South Carolina VFW, **POST**_____ Commander, or the Post.

Date

Signature

Print your name



VETERANS OF FOREIGN WARNS OF THE UNITED STATES
DEPARTMENT OF SOUTH CAROLINA, POST _____



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GIFT POLICY AND DISCLOSURE FORM

PAGE 1 of 1

As part of its conflict of interest policy, the Department of South Carolina VFW, POST _____ requires the Post officers (both elected and appointed) and employees decline to accept gifts, consideration or remuneration from individuals, or companies that seek to do business with the Department of South Carolina VFW, POST 1845 or are a competitor of it. This policy and disclosure form is intended to implement that prohibition on gifts.

SECTION 1.

“Responsible Person” is any person serving as a member of the Post (elected, appointed or member), other appropriate appointed committees or employee (s) of the Department of South Carolina VFW, POST _____.

SECTION 2.

“Family Member” is a spouse, domestic partner, parent, child or, spouse of a child or a brother, sister or, spouse of a brother or sister, of a Responsible Person.

SECTION 3.

“Contract or Transaction” is any agreement or relationship involving the sale or purchase of goods, services or rights of any kind, receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a gift to the Department of South Carolina VFW, POST _____ is not a “contract” or “transaction.”

SECTION 4.

“Prohibited gifts, gratuities and Entertainment.” Except as approved by the Post membership for gifts of a value less than \$50.00, which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, entertainment, or other favors from any person or entity which:

- does or seeks to do business with the Department of South Carolina VFW, POST _____ or,
- does or seeks to compete with the Department of South Carolina VFW, POST _____ or,
- has received, is receiving, or is seeking to receive a Contract or Transaction with the Department of South Carolina VFW, POST _____.

GIFT STATEMENT:

I CERTIFY that I have read the above policy concerning gifts, and I agree that I will not accept gifts, entertainment or other favors from any individual or entity, which would be prohibited by the above policy. Following my initial statement, I agree to provide a signed statement at the end of each year certifying that I have not received any such gifts, entertainment or other favors during the preceding year.

Signature

Print your name

Date