

# Master Gardeners of Greater New Orleans

## Conflict of Interest Policy



A conflict of interest is defined as an actual or perceived interest by any Louisiana Master Gardener member of the Master Gardeners of Greater New Orleans or any member of the MGGNO Board of Directors in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain.

Officers and members are obligated to always act in the best interest of the organization. This obligation requires that any officer or member, in the performance of organization duties, seek only the furtherance of the organization mission. At all times, officers and board members are prohibited from using their MGGNO title or the MGGNO organization's name or property for private profit or benefit.

A. The officers and members of the organization should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organization fund raising activity. Gratuities or donations given to members of the MGGNO Speakers Bureau or other volunteers are to be directed to the MGGNO organization.

B. No officer or member of the organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his or her knowledge, any of the following has a financial interest in that purchase or contract.

1. An MGGNO or Board of Directors member
2. Any immediate family member of any MGGNO member
3. A partner of any MGGNO member
4. An organization in which any of the above is an officer, director, or employee
5. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.

C. Disclosure: Any possible conflict of interest shall be disclosed by the person or persons concerned.

D. Board Action: When a conflict of interest is relevant to a matter requiring action by the Board of Directors, the interested person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is doubt as to whether a conflict exists, the matter shall be resolved by a vote of the Board of Directors, excluding the person(s) concerned about whose situation the doubt has arisen.

E. Record of Conflict: The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.