

**Rotary Club of Rancho Santa Fe  
and  
Rotary Foundation of Rancho Santa Fe**

**Conflict of Interest Policy**

Adopted by the Club June 2018

Adopted by the Foundation June 2018

**I. Statement of Policy**

- A. No member of the Board of Directors, the Foundation Trustees, Committee Chairs, or staff, (if any), of the Rotary Club of Rancho Santa Fe (the Club) or the Rotary Foundation of Rancho Santa Fe (the Foundation), shall use his or her position, or the knowledge gained therefrom, in such a manner that a conflict between the interest the Club and/or the Foundation and his or her personal interest arises.
  
- B. Each member of the Club Board of Directors, the Foundation Trustees, Committee Chairs, or staff, (if any), has a duty to place the interest of the Club and the Foundation foremost in any dealings with the organization and has a continuing responsibility to comply with the requirements of this policy.
  
- C. The conduct of personal business between a member of the Board of Directors, the Foundation Trustees, Committee Chairs, or staff, (if any) of the Club or the Foundation is permissible only after full disclosure is made to the entire Club Board of Directors or Foundation Trustees and recorded in the minutes of the meeting.

Loans or indirect extensions of credit by the Club or the Foundation to a Club member or a member of the Board of Directors, the Foundation Trustees, Committee Chairs, or Staff, (if any) are strictly prohibited. A Club Board approved "Dues Repayment Plan" for any member shall not be considered an extension of credit prohibited by this provision.

If a member of the Board of Directors, the Foundation Trustees, Committee Chairs, or staff, if any, of the Club or the Foundation, has an interest in a proposed transaction with the Club or the Foundation in the form of any personal financial interest in the transaction or in any organization involved in the transaction, or holds a position of trustee, director, or officer in any such organization, he or she must make full disclosure of such interest to the Board of Directors of the Club and/or the Foundation Trustees before any discussion, negotiation, or approval of such transaction. If a director is aware that another member of the Club Board of Directors, the Foundation trustees, Committee Chair, or Staff, has an

undisclosed potential conflict of interest in a proposed transaction with the Club or the Foundation he or she must inform the president of the Club or the chairman of the Foundation (or if the Club president or the Foundation chairman has the potential conflict), the secretary, or the treasurer as soon as possible.

- D. Any member of the Club Board of Directors, the Foundation Trustees, Committee Chairs, or staff, (if any), of the Club or the Foundation who is aware of a potential conflict of interest they may have with respect to any matter coming before the Board or the Trustees shall share that potential conflict and not be present for any discussion of or vote in connection with the matter. The existence and nature of the potential conflict of interest disclosed to the Board and or Trustees shall be recorded in the minutes of the meeting.

## **II Disclosure**

To implement this policy, members of the Board of Directors, the Foundation Board of Directors, (Trustees), Committee Chairs, and staff, (if any), of the Club or the Foundation will submit an annual report on the "Potential Conflict of Interest Statement" and, if not previously disclosed, will make disclosure of all potential conflicts of interest prior to any relevant Board action. These reports will be reviewed by the Club Board of Directors and/or Foundation Trustees. A potential conflict of interest will be deemed to exist upon an affirmative vote of a majority of the Board Directors or Foundation Trustees voting in the decision. The officer with the potential conflict of interest shall not be present for the vote

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## **Potential Conflict of Interest Statement**

Name \_\_\_\_\_ Date \_\_\_\_\_

Please describe your role in the Rancho Santa Fe Rotary Club and/or Rotary Foundation of Rancho Santa Fe.

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Please describe below any relationships, positions or circumstances in which you are involved that you believe could contribute to a Conflict of Interest as defined in the Conflict of Interest Policy of the Rotary Club of Rancho Santa Fe and the Rotary Foundation of Rancho Santa Fe.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed and agree to abide by the Conflict of Interest Policy of the Rotary Club of Rancho Santa Fe and the Rotary Foundation of Rancho Santa Fe that is currently in effect.

Signature \_\_\_\_\_ Date \_\_\_\_\_