



# Bookmarks

## **Board of Directors Conflict of Interest Policy**

The Board of Directors of Bookmarks must act at all times in the best interests of Bookmarks, not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, Board members shall identify the potential conflict and, as required, remove themselves from all discussion and voting on the matter. Specifically, members of the Board of Directors shall:

- Avoid placing (and avoid the appearance of placing) one's own self-interest or any third-party interest above that of Bookmarks; while the receipt of incidental personal or third-party benefit may necessarily flow from certain Bookmarks activities, such benefit must be merely incidental to the primary benefit to Bookmarks and its purpose;
- Not abuse their Board membership or position by improperly using their position or services, equipment, materials, resources, or property for their personal or third-party gain or pleasure, and shall not represent to third part that their authority as a Board member extends any further than that which it actually extends;
- Not engage in any outside business, professional or other activities that would directly or indirectly materially adversely affect Bookmarks;
- Not solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to Bookmarks;
- Provide goods or services to Bookmarks as a paid vendor to Bookmarks only after full disclosure to, and advance approval by, the Board and pursuant to any related procedures adopted by the Board;
- Not persuade or attempt to persuade any employee of Bookmarks to leave the employ of Bookmarks; and
- Not persuade or attempt to persuade any exhibitor, advertiser, sponsor, subscriber, supplier, contractor or any other person or entity with an actual or potential relationship to or with Bookmarks to terminate, curtail or not enter into its relationship to or with Bookmarks, or to in any way reduce the monetary or other benefits to Bookmarks of such relationship.

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**[bookmarksnc.org](http://bookmarksnc.org)**