



Leech Lake Tribal College Board of Trustees

Policy on Conflicts of Interest

Leech Lake Tribal College ("College") is expected to conduct its business transactions with the integrity that is expected under the law, the traditions of an institution of higher education, and the Seven Grandfather Teachings.

Once approved by the Board of Trustees (the "Board"), this Policy on Conflicts of Interest will provide guidance to all Board members, including non-voting members, and will be reviewed annually.

Section 1: Definition of Conflicts of Interest

A conflict of interest will be deemed to exist whenever an individual is in the position to approve or influence College policies or actions which involve or could ultimately harm or benefit financially and any personnel issues regarding the College President: (a) the individual; (b) any member of his or her immediate family (spouse, parents, children (including foster and step-children), brothers or sisters, grandchildren, nieces, nephews, and spouses of these individuals); or (c) any organization in which he or she or an immediate family member is a director, trustee, officer, member, partner or shareholder or has a substantial financial interest.

Section 2: Process

Upon appointment to the Board of Trustees, the Vice-Chair of the Board shall provide each board member with a copy of the Board Policy on Conflicts of Interest and the Disclosure Form for Board Members. After their initial appointment, on or about September of each year, the Vice-Chair of the Board shall distribute the Disclosure form to each board member. The board member shall return the form within 30 days to the Vice-Chair of the Board. The Disclosure Forms will be reviewed by the Chair, and as appropriate, with the President and Legal Counsel. The Vice-Chair shall maintain all disclosure forms.

Section 3: Disclosure of Conflicts of Interest

A Board member shall disclose a conflict of interest: (a) prior to voting on or otherwise discharging their duties concerning any matter involving the conflict which comes before the Board or any committee; (b) prior to entering into any contract or transaction involving the College; (c) as soon as possible after the Board member shall learn of a conflict of interest in any other context. The material facts surrounding the Board member's conflict of interest shall be disclosed to the Chair of the Board and, in the case of a committee, the Chair of that committee. The board chair shall inform the other members of the Board or committees before any action thereon.



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Section 4: Failure to Disclose Conflicts of Interest

All Board of Trustees members must avoid any conflict of interest or even the appearance of a conflict of interest. They must inform the Board of any possible conflict of interest as soon as possible. The minutes shall reflect that a disclosure was made and that the Board member having a conflict of interest abstained from voting. Any Board member uncertain whether or not they have a conflict of interest should bring the matter before the Board, and the Board shall resolve the issue by majority vote.

Failure to adequately disclose, intentionally deceive, or attempt to conceal a Conflict of Interest may result in censure or dismissal from the Board of Trustees.

Section 5: Approval of Conflicts of Interest

Following receiving information concerning a contract or transaction involving a potential conflict of interest, the Board shall consider the material facts concerning the proposed contract or transaction, including the process by which the decision was made to recommend entering into the arrangement on the terms proposed. The Board shall approve only those contracts or transactions in which the terms are fair and reasonable to the College and the arrangements are consistent with the best interests of the College. Fairness includes but is not limited to, the concepts that the College should pay no more than fair market value for any goods or services it receives and that the College should receive fair market value consideration for any goods or services furnished to others. The Board shall set forth the basis for its decision with respect to approval of contracts or transactions involving conflicts of interest in the minutes of the meeting at which the decision is made, including the basis for determining that the consideration to be paid is fair to the College. This will also include any conflicts regarding personnel issues involving the College President, staff, and faculty.

Section 6: Voting

If a Board member discloses an actual or potential conflict of interest, that board member may be present for the discussion in a closed executive meeting to provide evidence to the Board. However, the Board member does not have the right to vote on the matter. Any information presented at such time will be facts, not opinions, to ensure the Board votes without bias.



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Section 7: Validity of Actions

No contract or other transaction between the College and one or more of its Board members or between the College and any other corporation, firm, association, or other entity in which one or more of its Board members are directors or officers, or have a substantial financial interest, shall be either void or voidable for this reason alone or by reason alone that such Board member(s) are present at the meeting of the Board, or of a committee thereof, which authorizes such contract or transaction, or that their or their votes are counted for such purpose if the material facts as to such Board member's interest in such contract or transaction and as to any such common directorship, officership or financial interest are disclosed in good faith or known to the Board or committee. The Board or committee authorizes such contract or transaction by a vote sufficient for such purpose without counting the vote or votes of such interested Board members. All decisions of the board are final and unappealable.





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Disclosure form for Board Members

Are you aware of any relationship with the College between yourself or a member of your family that may represent a conflict of interest?

YES NO

Do you have any family members* currently attending as students or employed by Leech Lake Tribal College?

YES NO

If yes, please list or elaborate on such relationships and the actual or potential financial benefit details as you can best estimate them.

I certify that I have read and understand the Policy on Conflicts of Interest and that the foregoing information is accurate and complete to the best of my knowledge.

Printed Name

Date

Signature

*Family members are defined as; immediate family (spouse, parents, children (including foster and stepchildren), brothers or sisters, grandchildren, nieces, nephews, and spouses of these individuals.