

**CONFLICT-OF-INTEREST POLICY  
FOR  
SOUTH CAROLINA STATE UNIVERSITY**

**1. SCOPE**

The following statement of policy applies to each member of the board and to all officers of South Carolina State University. It is intended to serve as guidance for all persons employed by the institution in positions of significant responsibility and authority, including (but not limited to) the following: [president, vice president, dean and director.]

**2. FIDUCIARY RESPONSIBILITIES**

Board members, officers, and employees of South Carolina State University serve the public trust and have a clear obligation to fulfill their responsibilities in a manner consistent with this fact. All decisions of the board and officers of the administration and faculty are to be made solely on the basis of a desire to advance the best interests of the institution and the public good. The integrity of South Carolina State University must be protected at all times.

Men and women of substance inevitably are involved in the affairs of other institutions and organizations. Effective boards, administrations, and faculties will include individuals who have relationships and affiliations that may raise questions about perceived conflicts of interest. Although many such potential conflicts are and will be deemed inconsequential, every individual trustee and senior administrator has the responsibility to ensure the entire board is made aware of situations that involve personal, familial, or business relationships that could be troublesome. Thus, the board requires each trustee and institutional officer annually (a) to be familiar with the terms of this policy; (b) to disclose to the board chair any possible personal, familial, or business relationship that reasonably might give rise to a conflict involving the university; and (c) to acknowledge by his or her signature that he or she is in accordance with the letter and spirit of this policy.

**3. DISCLOSURE**

All trustees and officers are requested to list on this form only those substantive relationships (a) they or members of their family maintain with organizations that do business with the university, or (b) that potentially could be construed to affect their independent, unbiased judgment in light of their decision-making authority and responsibility.

If a trustee or officer is uncertain whether to list a particular relationship, the board chair and institutional legal counsel should be consulted. They may elect to seek the judgment of the executive committee before informing and consulting with the entire board within an executive session. Information shared or gathered as a result such consultations (including information provided on this form) shall be confidential except when the institution's best

Conflict-of-Interest Policy for  
South Carolina State University  
Continued

interests would be served by disclosure. Such disclosure will be made only after informing those concerned.

The following definitions are provided to help trustees and officers decide whether a relationship should be listed on the disclosure:

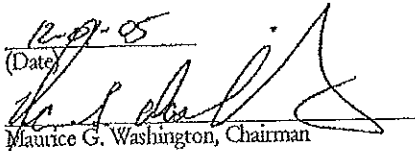
- Business Relationship: One in which a trustee, officer, or a member of his or her family as defined below serves as an officer, director, employee, partner, trustee, or controlling stockholder of an organization that does substantial business with South Carolina State University.
- Family Member: A spouse, parent, sibling, child, or any other relative if the latter resides in the same household as the trustee or officer.
- Substantial Benefit: When a trustee or a member of the trustee's family (a) is the actual or beneficial owner of more than 5 percent of the voting stock or controlling interest of an organization that does substantial business with the university or (b) has other direct or indirect dealings with such an organization from which the trustee or a member of the trustee's family benefits directly, indirectly, or potentially from cash or property receipts totaling \$10,000 or more annually.

4. RESTRAINT ON PARTICIPATION

Trustees or officers who have declared a conflict of interest, or who have been found to have a conflict of interest, shall refrain from participating in consideration of proposed transactions unless the board or administration requests information or interpretation for special reasons. Should a conflict of interest matter require an executive committee or board vote to resolve, those concerned shall not be present at the time of the vote.

Approved:

South Carolina State University  
Board of Trustees

12-9-05  
(Date)  
  
Maurice G. Washington, Chairman

**DISCLOSURE FORM  
FOR  
SOUTH CAROLINA STATE UNIVERSITY**

1. Are you aware of any relationships between South Carolina State University and yourself or any member of your family as defined by the letter of spirit of this policy that may represent a conflict of interest?

No

Yes

If Yes, please list such relationships and the details of annual or potential financial benefit as you can best estimate them.

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2. During the past 12 months, did you or a member of your family receive any gifts or loans from any source from which the university buys goods or services or otherwise has significant business dealing?

No

Yes

If Yes, please list them, their source, and their approximate value.

Source	Item	Approximate Value
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3. Exceptions: (If there are none, please indicate so.)

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*I certify that I have read and understand the board's policy on conflict of interest (dated \_\_\_\_\_), and that the foregoing information is true and complete to the best of my knowledge.*

\_\_\_\_\_  
Name (Please print)

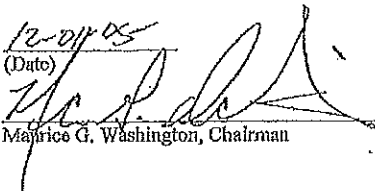
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved:

South Carolina State University  
Board of Trustees

12-01-05  
(Date)

  
Majrice G. Washington, Chairman