



HuaXia Chinese School at Bergen, Inc.

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<http://www.hxbg.org>

BOARD OF DIRECTORS CONFLICT OF INTEREST GUIDELINES

The Board of Directors shall have sole authority, jurisdiction, and voting power over all the property of the School, conduct of the School's affairs, election of all Officers of the Board, and such other powers as are given to it by law and these Bylaws (the bylaws of HXBG ARTICLE V, clause C1).

A strong conflict of interest policy is particularly important for a nonprofit corporation. Members of the Board of Directors should act in the best interest of Huaxia Chinese School at Bergen (HXBG), avoid conflicts of interest.

Conflicts of interest may arise when the interests of a director or of his/her close relatives, friends or business contacts diverge from HXBG.

Situations that may generate conflicts of interest can arise out of (but are not limited to):

1. personal financial interests which involve HXBG,
2. outside employment that may compromise the integrity of HXBG,
3. use of confidential information obtained in the course of HXBG duties,
4. external activities and public comment,
5. personal or commercial relationships with persons with whom HXBG is dealing.

In order to maintain impartial to all the members and to pursuit the best the interest of HXBG at the all the time, all directors should obey the following rules and principals:

1. The director is an unpaid position at HXBG
 - i. The number of directors who hold additional teaching, administrative, or any paid position within HXBG at any time could not be more three (3);
 - ii. None director with additional paid position with HXBG could hold any Board Officer position;
2. The director shall disclose all organizations, associations, memberships which may have direct or undirect conflict of interests with HXBG, or may have impact his/her decisions judgement dealing with HXBG;

3. The director cannot hold any official position (such as organizer, chairperson, chat group owner etc) in organizations, associations or social media groups which are un-officially affiliated or related with HXBG;
4. The director cannot be the Director/Principal/Vice Principals from another Chinese school, Chinese education institute within the Bergen County;
5. The director and ex-director are prohibited from coping, transmitting or sharing confidential information (such as student registration, parents mailing list, teacher mailing list, teacher evaluation, parent survey, salary info for teacher and administrative, financial records) for personal or non HXBG official use at any time;
6. The director should avoid the activities or public comments (including social media) outside the board meetings or designated group chats, either to promote/solicit, or harm/criticize the interest of a specific person, group and business to HXBG and its members.

Conflicts of interest behaviors may lead to verbal warning, written notice by the Board, or the removal from office by the Membership for cause, according to the bylaws of HXBG ARTICLE X, clause B.