



CONFLICT OF INTEREST POLICY

Brevard Federated Republican Women (BFRW)

1. Purpose

Brevard Federated Republican Women (BFRW) Executive Committee members and volunteers must scrupulously avoid conflicts between the interests of BFRW on the one hand, and personal, professional, or business interests on the other. This Conflict-of-Interest Policy (hereinafter “Policy”) applies to actual conflicts of interest, potential conflicts of interest, and situations creating the appearance of a conflict of interest.

2. Applicability

This Policy applies to BFRW’s Executive Committee, its Committee Chairs, Committee Members and any other BFRW member (collectively, “Working Member(s)”) having access to confidential, private and /or proprietary BFRW information.

3. Notice

BFRW’s President, with the assistance of its Secretary, shall compile a list of those required to comply with this Policy at the beginning of each term, or when new appointments are made, and provide notice of this Policy to each Working Member.

The Secretary shall maintain these lists for four (4) years.

4. General

It is the duty of each Working Member to place the interests of BFRW foremost in any dealings involving the organization and each Working Member has an ongoing responsibility to comply with the requirements of this Policy.

No Working Member may derive any personal profit or gain, directly or indirectly, by reason of their position in BFRW. Each Working Member must disclose to the Executive Committee any personal interest they may have in any matter(s) pending before BFRW and shall refrain from participating in any decision on such matter(s).

A Working Member may not, without prior disclosure and approval, obtain for themselves, members of their immediate family, or other organization(s) which they are also board or committee members, any material benefit arising from their association with BFRW.



The materials, products, designs, plans, ideas, data and other proprietary information of BFRW are the exclusive property of BFRW and may not be shared with any third-party without prior disclosure to, and approval of BFRW.

This Policy will be reviewed annually at an Executive Committee meeting.

5. Disclosure

Upon becoming aware of a conflict, or potential conflict, of interest, a Working Member must promptly disclose the conflict or potential conflict to BFRW's Executive Committee for discussion and resolution.

Prior to discussion and resolution, the Working Member may be permitted to present their assessment of the situation in writing but shall not be present for any discussion or vote on the matter.

The minutes of the meeting shall reflect that the conflict of interest was disclosed, that the interested person was not present during discussion, and the decision reached by the Executive Committee.

6. Political and Organizational Affiliations

A Working Member may not serve on the board of any Democratic organization. While the BFRW Executive Committee may encourage and assist a Working Member in securing appointment to Republican or nonpartisan boards, commissions or committees, unless specifically designated by BFRW in advance, a Working Member receiving such an appointment shall not act as an official or unofficial representative of BFRW.

A Working Member lobbying an elected official shall not lobby for a position that is in opposition to, or in conflict with, an official BFRW position. When lobbying on issues where BFRW has no established position, a Working Member shall not act in a way that creates the impression that they represent or have the endorsement of BFRW.

7. Compensation and Gifts

A Working Member sitting on a policy-making board responsible for administering funding, grants or other financial support benefiting a BFRW project may not accept a compensation, stipend, honoraria, payment or fee services related to a BFRW project.

A Working Member may not accept compensation, gifts, honoraria or other benefit for any activity on behalf of BFRW.

8. Disclosure Requirements



Each Working Member shall receive a copy of this Policy at the beginning of each term, or when new appointments are made.

Each Working Member shall submit a Disclosure of Interest Statement upon appointment. The BFRW Secretary is responsible for collecting and maintaining these statements for four (4) years.

Upon becoming aware of a potential conflict, or material change in a previously filed disclosure statement, the Working Member must immediately report the potential conflict or change to BFRW's President and promptly file an updated disclosure with the Secretary.

9. Violations

If the BFRW Executive Committee has reasonable cause to believe that a Working Member has failed to disclose an actual or potential conflict of interest, the Executive Committee shall inform the Working Member of the basis for such belief and provide an opportunity to explain the alleged failure to disclose.

After receiving the Working Member's response, and conducting any additional investigation warranted by the circumstances, the Executive Committee Prior shall meet and determine whether a violation occurred and take appropriate disciplinary or corrective action. The Working Member shall not be present for any discussion or vote on the matter.

Drafted: November 4, 2025

Revised: November 7, 2025

Approved: November 19, 2025



Acknowledgement of Conflict of Interest Policy

I, _____, acknowledge that I have read, understand and agree to abide by the Brevard Federated Republican Women (BFRW) Conflict of Interest Policy.

Signature: _____

Date: _____