Conflict of Interest Disclosure for the Pacific Northwest Chapter of the International Society of Arboriculture Board of Directors

Statement of Policy
No member of the Board of Directors of the Pacific Northwest Chapter of the International Society of Arboriculture (Pacific Northwest ISA) shall use his or her position, or the knowledge gained thereof, in such a manner that a conflict between the interest of the Pacific Northwest ISA and his or her personal business interest arises.

Each member of the Board of Directors has a duty to place the interest of the Pacific Northwest ISA foremost in any dealings with the Pacific Northwest ISA and has a continuing responsibility to comply with the requirements of this policy.

The conduct of personal business between any member of the Board of Directors or committee member and the Pacific Northwest ISA must be stated in writing upon acceptance of service and updated by the Board member if their status changes while serving on the Board.

Board of Directors or committee members may not obtain for themselves, or their immediate relatives, a material interest of any kind from their association with the Pacific Northwest ISA that has not been revealed to the Pacific Northwest ISA on the attached questionnaire.

If a member of the Board of Directors has an interest in a proposed transaction with the Pacific Northwest ISA in the form of a significant personal financial interest in the transaction or in any organization involved in the transaction, or holds a position as trustee, director, or officer in any such organization, he or she must make full disclosure of any matter of such interest before any discussion or negotiation of such transaction.

Any member of the Pacific Northwest ISA Board of Directors or committee member who is aware of a potential conflict of interest with respect to any matter coming before the Board or committee shall not be present for any discussion of or vote in connection with the matter unless so requested by the Board. If there is a question as to whether an individual should excuse him/herself, the Board shall vote on each individual situation to determine if a significant conflict exists and that individual shall be excused from the vote. The Board shall also decide if the individual shall be excused from the discussion. If a Board member has failed to declare a potential conflict of interest, he/she shall have 20 working days to correct the discrepancy on the “Conflict of Interest Disclosure Questionnaire” if one is determined to exist.

Disclosure
To implement this policy, members of the Pacific Northwest ISA Board of Directors will submit a report on the attached questionnaire, and, if not previously disclosed, will make disclosure before any relevant action of the Board. The member shall review their report annually and make adjustments, as circumstances require.

These questionnaires will be reviewed by the Executive Committee, which will attempt to resolve any actual or potential financial conflict(s) and, in the absence of resolution, refer the matter to the Board of Directors.
Conflict of Interest Disclosure

I have read the statement of policy regarding conflict of interest.

To the best of my knowledge and belief, except as disclosed herewith, I am not engaged in any transaction or activity or have any relationship that may represent a potential competing or conflicting interest, as defined in the statement of policy.

Further, to the best of my knowledge and belief, except as disclosed herewith, I do not intend to engage in any transaction, to acquire any interest in any organization or entity, or to become the recipient of any substantial gifts or favors that might be covered by the statement of policy regarding conflicts of interest.

(A) Without exception □
(B) Except as described in the attached questionnaire □

Signature: _________________________________ Date: ________________________________

Print Signature ________________________________

Conflict of Interest Questionnaire

Please answer all questions. If the answer is “yes,” please explain. An affirmative response does not necessarily imply that the relationship is improper or that it should be terminated.

1. Have you or any related party* had any material interest, direct or indirect, in any transaction since July 13, 2006, to which the Pacific Northwest ISA was or is to be a party? If so, please describe the relationship, including total billings (excluding routine reimbursements such as travel).

_________________________________________________________________________________

2. Do you or any related party* have any material interest, direct or indirect, in any pending or incomplete transaction to which the Pacific Northwest ISA is or is to be a party? If so, please describe the relationship, including actual or projected total billings for this item (excluding routine reimbursements such as travel).

_________________________________________________________________________________

3. Since July 13, 2006, have you or any related party* served in an elected leadership or paid/contract capacity with the Pacific Northwest ISA or as an officer in another related professional or trade association***? If the answer is “yes,” indicate the type of relationship.

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Definitions/Notes

* “Related party” is defined as members of your immediate family, which includes your spouse, minor children, domestic partner, and/or all other dependants; estates, trusts, and partnerships in which you or your immediate family has a present or vested future material interest; and a corporation or entity in which you or your immediate family is a beneficial owner of more than five percent of the voting interests.