STATEMENT OF POLICY:

Purpose: This policy ensures that the decisions about APSNAs operations and the use or disposition of APSNAs resources are made solely on the basis of the benefits of the organization and its members, and are not influenced by the possibility of private gain or other personal benefits accruing to the persons subject to this policy (board of directors, committee members, special interest groups, editorial board, ad hoc committee members to name a few) who take part in decision making for the organization. In addition to actual and potential conflict of interest, all persons subject to this policy are obliged to avoid taking actions that could be perceived or interpreted as being in conflict with the organization’s interest.

I. Defined: Conflicts of interest may occur when the organization or persons subject to this policy enter into transactions or otherwise deal with either non-profit or for-profit organizations.
   A. To avoid actual, potential, or even the appearance of conflict of interests, persons subject to this policy must disclose any connection or relationship with organizations or enterprises that do or desire to do business with APSNA, and to the extent determined by APSNAs Board of Directors (BOD), refrain from participating in decisions affecting transactions or opportunities between APSNA and these organizations or enterprises.
   B. The existence of a connection or relationship shall not prevent a transaction from taking place, however, so long as:
      1. The relationship is disclosed,
      2. Disinterested individuals make the necessary decisions, and
      3. The terms of the transactions are fair and reasonably comparable to those available in other transactions or opportunities where the parties are entirely independent of one another.
   C. Persons subject to this policy are expected to deal with suppliers, members, member companies, other professional associations and organizations and all others doing business with APSNA on the sole basis of what is the best interest of APSNA without favor or preference to the third party, nor professional considerations.
   D. No person subject to this policy may be involved in or approve an APSNA transaction in which the person has or had in the past two years, a direct or indirect financial or personal interest.
E. No person subject to this policy shall seek or accept, directly or indirectly, any personal payments, loans or services, excessive entertainment, travel or gifts than nominal value from any individual or business concern doing or seeking to do business with APSNA.

II. PROCEDURE:
A. Prior to the Fall BOD Meeting or the Annual BOD Meeting, or at any time that the circumstance should arise persons subject to this policy having a conflict of interest shall disclose all facts material to the conflict of interest. Such disclosure shall be reflected in the appropriate meeting minutes.
B. If persons subject to this policy with a conflict of interest in unable to attend an organizational meeting he/she shall disclose to the President all facts material to the conflict of interest. The President will present the disclosure and the disclosure shall be reflected in the corresponding meeting minutes.
C. In the event that the BOD must take action on a conflict of interest, the person having this conflict of interest shall not participate in or be permitted to hear the BODs discussion of the matter. He/she may disclose material facts and respond to questions only. Such person shall not attempt to exert personal influence with respect to the matter, either at or outside of the BOD meeting.
D. A majority of the disinterested BOD members will decide the action necessary to address the conflict of interest.
E. This procedure for resolving potential and actual conflicts of interest shall also be applicable during the determination of the salaries or compensation of members of the BOD or of APSNA’s officers.

III. DISCLOSURE
A. Persons subject to this policy shall disclose any financial interest he or she has in a corporation or business that may be construed as a potential conflict of interest.
B. Financial interest includes the interest of persons subject to this policy, their spouse, and dependent children.
C. Regardless of the minimum requirements, persons subject to this policy are encouraged to disclose any financial or related interest that could present an actual conflict of interest or be perceived to present a conflict of interest.
D. Disclosure is a key factor in protecting the reputation and career of persons subject to this policy from potentially embarrassing or harmful allegations of inappropriate behavior.

IV. REVIEW OF THE POLICY:
A. Each new representative subject to this policy shall be required to review a copy of this policy and to acknowledge in writing that he/she has done so. Any changes to previously signed conflict of interest compliance during the term of the appointment must be identified by persons subject to this policy
B. Persons subject to this policy shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which the BOD member is involved that he/she believes could contribute to a conflict of interest.
C. Persons subject to this policy will review this policy annually. Any changes to the policy shall be communicated immediately to all BOD members.
V. DISCIPLINARY ACTION:
   A. In the event that a person subject to this policy is in violation of this policy, disciplinary action will ensue.
   B. The Executive Board will review the alleged infraction of the conflict of interest policy. They have the following rights and responsibilities to this infraction:
      1. To interview the person subject to this policy to obtain information on the alleged conflict of interest.
      2. To require a written document disclosing the facts of the case.
      3. A committee may be formed to review the personal conflict of interest
      4. To consider formal disciplinary action which may include:
         a. Official sanction of the individual.
         b. If a BOD member, barring from running for future offices within APSNA.
         c. If a BOD member, barring from future presentations within the APSNA conference.
         d. If a BOD member, consideration of removal of this individual from the BOD.
Appendix

**CONFLICT OF INTEREST for** persons subject to this policy (BOD, committee members, special interest groups, editorial board, ad hoc committee members)

I have read the Conflict of Interest Policy and I agree to comply in all respects with this policy. I recognize that I must follow the guidelines and criteria regarding vested interest. Any real or perceived conflict of interest must be disclosed to the Executive Committee of the BOD of APSNA.

_____ I have NO real or perceived conflicts of interest that relate to the APSNA.

_____ I have the following real or perceived conflicts of interest that relate to the APSNA.

Print Name: ___________________________________________________________________

Signature: ___________________________________________________________________

Position: ___________________________________________________________________

Term of Office: ___________________________________________________________________

Date: ___________________________________________________________________