

# AMERICAN POLITICAL SCIENCE ASSOCIATION

## Conflict of Interest Policy

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### Section 1. Policy

Officers, Council members, and committee members of the American Political Science Association (“APSA” or “association”) should act at all times in the best interests of APSA, and no individual associated with the association should use his /her position for personal benefit, for the benefit of friends or relatives, or to further any outside interests or personal agenda. This standard applies to all transactions and decisions, whether or not covered by the detailed policies and procedures below.

### Section 2. Definitions

(A) An interested person may be a director, officer, or member of a committee of the association.

(B) A potential or apparent conflict of interest exists whenever the personal, professional or financial interest of an interested person is opposed to that of the association, or when such an interest or any conflicting fiduciary duty might influence the interested person's actions and judgment on behalf of the APSA. A potential conflict also exists when there is an appearance that an interested person's actions may be influenced by a competing interest or duty. Conflicts (or the appearance of conflicts) may also arise when the Corporation is contemplating a transaction with a close relative or domestic partner of an interested person, or any entity in which such a related person has an ownership interest or which employs such a person.

(C) A conflict of interest exists whenever an interested person's competing interest or fiduciary duty is substantial enough that the interested person cannot reasonably be expected to exercise independent judgment and take action in the best interest of APSA.

Conflicts of interest may arise out of the relationship of officers, Council members, and committee members, with any of the following third parties:

- Persons and firms supplying goods and services to APSA
- Persons and firms with whom APSA is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property
- Competing or affinity organizations
- Donors and others supporting APSA

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- Recipients of grants from APSA
- Agencies, organizations, and associations that affect the operations of APSA
- Family members, domestic partners, friends, and other employees

A conflicting interest might arise, for example, through

- Owning stock or holding debt or other proprietary interests in any third party dealing commercially with APSA,
- Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) by any third party dealing commercially with the APSA,
- Receiving remuneration for services with respect to individual transactions involving the APSA,
- Using the APSA's time, personnel, equipment, supplies, or good will other than for APSA activities, programs, and purposes, or
- Receiving personal gifts or loans from third parties dealing with APSA. Receipt of any gift is disapproved except gifts of nominal value that could not be refused without discourtesy. No personal gift of money in connection with service to APSA should ever be accepted.

Conflicts of interest will generally not be considered to arise when the potential benefit to the interested person is tenuous or remote, such as an interested person with investments in a mutual fund which holds a small amount of stock in a particular company.

### Section 3. Procedure: Officers

If an officer becomes aware of a potential conflict of interest relating to her/his duties as an officer, s/he should disclose it to the Council or, if timing requires, to the Administrative Committee. The officer shall disclose all relevant facts but not participate in further discussion or decision-making regarding the conflict. The body to which disclosure is made shall determine whether the officer should be recused from participation in certain decisions, whether any responsibilities of that officer should be transferred to another person, and whether any other steps are necessary to address the conflict. Any decision made by the Administrative Committee shall be reported to the Council and may be reviewed and revised at the next Council meeting.

### Section 4. Procedure: Council and Committees

Whenever an interested person becomes aware of a potential conflict of interest, whether financial or otherwise, s/he shall make the situation known to the Council or committee (as the case might be) and provide all facts material to understanding the nature and scope of the conflict, including whether the interested person believes his or her ability to make an independent decision based solely on the best interest of the association has been compromised. If the interested person involved does not make this disclosure, another Council or committee member with knowledge of the potential conflict should draw it to the body's attention.

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The interested person with the potential conflict must retire from the meeting and not participate in final discussion and voting on the existence of the conflict. If a conflict is found to exist, the interested person may be invited to provide any relevant information that could be of use to the Council or committee in making its decision, but shall again retire and not participate in the final discussion and voting regarding the transaction. The Council or committee's decision shall be based on consideration of whether the transaction:

- a. is in the organization's best interest and for its own benefit;
- b. is fair and reasonable to the organization; and
- c. is the most advantageous transaction or arrangement the organization can obtain with reasonable efforts under the circumstances.

In addition, the body in question may take additional steps reasonably determined necessary to address conflicts or potential conflicts that come to its attention. These may include shifting responsibility for certain decision-making from a conflicted person to another person or body.

### Section 5. Recordkeeping

The Secretary or his or her designee shall keep or cause to be kept adequate minutes of all Council and Administrative Committee meetings with regard to potential conflict of interest that shall, at a minimum, contain (i) the names of the persons who disclosed or otherwise were found to have an interest in connection with an actual or possible conflict of interest, the nature of the interest, any action taken to determine whether a conflict of interest was present, and the Council's or committee's decision as to whether a conflict of interest in fact existed; (iii) the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings. Committees other than the Administrative Committee shall keep similar records and report to the Council any potential conflicts of interest that were considered and how each was resolved.

### Section 6. Annual Distribution, Acknowledgment and Disclosure

This conflict of interest policy shall be distributed annually to all directors, officers, and members of APSA committees. All covered individuals shall sign an annual acknowledgment that they have received a copy of this policy, understand it, and agree to abide by its terms. Officers and other Council members shall complete an annual disclosure form identifying all known actual or potential sources of conflicts of interest.

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### Acknowledgment and Disclosure Form

I have read the APSA Conflict of Interest Policy and agree to comply fully with its terms and conditions at all times during my service as an APSA officer or employee. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the APSA president (if I am an officer) and the executive director (if I am an employee) in writing.

Disclosure of Actual or Potential Conflicts of Interest; Or Family and Business Relationship	
Signature:	
Printed Name:	
Date:	