

NASP Operations Handbook

Appendix I.2

Conflict of Interest Policy

Conflict of Interest Policy - General

NASP places great importance on ensuring the continued confidence and trust of its members and the public at large. Among other things, and in that regard, NASP requires that any action taken by members of its Board of Directors, its Leadership Assembly, or its committee members be free from even the appearance of impropriety and free from any conflict of interest.

Specifically, NASP prohibits any NASP: (a) member of the Board of Directors; (b) member of the Leadership Assembly; (c) committee member; or (d) staff person from participating in any decision-making process or approval of any ventures or activities that are sanctioned or sponsored by NASP and for which such individual may gain an economic benefit.

In addition, before recusing oneself from said decision-making process, the individual must fully disclose to NASP every and all economic benefit that the individual may expect to receive as a result of the venture or activity and must provide NASP's Executive Director and NASP's President with full copies of any contracts, agreements, or other documents with third parties that relate to such ventures or activities.

Conflict of Interest Policy – Board of Directors

While attention to potential conflicts of interest is essential for all NASP leaders, the fiduciary responsibility of the Board of Directors heightens the need for transparency regarding any actual, potential, or perceived conflict of interest or dual relationship.

It is responsibility of the individual member of the Board of Directors to engage in a process to self-identify any and all areas of potential conflict of interest and disclose those to the President (see attached NASP COI Decision Tree). If a conflict of interest is identified, the member of the Board of Directors will be asked to recuse themselves from discussion, voting, or both, on matters related to the topic determined to be a conflict of interest.

As is true for all leaders, before recusing oneself from said decision-making process, the individual must fully disclose to NASP every and all benefit(s) that the individual may expect to receive as a result of the venture or activity. In addition, the individual must provide NASP's Executive Director and the President with full copies of any contracts, agreements, or other documents with third parties that relate to such ventures or activities.

Definitions:

Conflict of Interest (COI)

A COI is any financial interest or substantial benefit that impedes or might impede a NASP BoD member from acting in the best interest of the NASP, or when the NASP BoD member may utilize the information obtained as a NASP BoD member in another setting for one's personal benefit.

Types of Conflict of Interest

1. Financial benefit

A BoD member has a conflict of interest if they are engaged in decision making or discussion of association business in the context of their role on the BoD that could result in personal financial gain for themselves or someone to whom they are personally or professionally close.

2. Substantial benefit

A BoD member has a conflict of interest if they are engaged in decision making or discussion of association business in the context of their role on the BoD that could result in increased positional status, such as increased public recognition, for themselves or someone to whom they are personally or professionally close.

3. Cross-Organizational Role Conflicts

A cross-organizational role COI exists if a BoD member is engaged in decision making or discussion of association business that could result in a direct or indirect influence on another related professional organization in which the BoD member has a vested interest or which there is a vested interest of a person who is professionally or personally close to the BoD member. This is particularly relevant when evaluating the BoD member's leadership roles and responsibilities in both NASP and their state association.

Similarly, a cross-organizational role COI exists when a BoD member has a relationship with another organization that can be directly or indirectly affected by NASP's decisions.

4. Potential influence COI

A NASP BoD member has a potential influence COI when that BoD member (or a person with whom the other NASP representative has a close professional or personal relationship), implicitly or explicitly, threatens adverse action against, or promises a benefit, including but not limited to financial or professional status, to another NASP BoD member, member of LA, or NASP staff whose decision could be influenced by the threat or promise.

NASP COI Decision Making Tree

The NASP COI Decision Making Tree is a stepwise process for a member of the BoD to utilize to determine if they have a potential COI and what action should occur. Please see attached (Self-Identification Decision Tree; Third Party Identification Decision Tree).

Accountability After the Fact

If a member of the BoD determines that they may have a conflict of interest after they have engaged in discussion and/or decision making regarding a specific topic, the BoD member should engage in Accountability After the Fact. This occurs when a BoD identifies or is informed of a potential COI *after* the annual COI declaration has been signed.

Disagreement Regarding Identified COIs

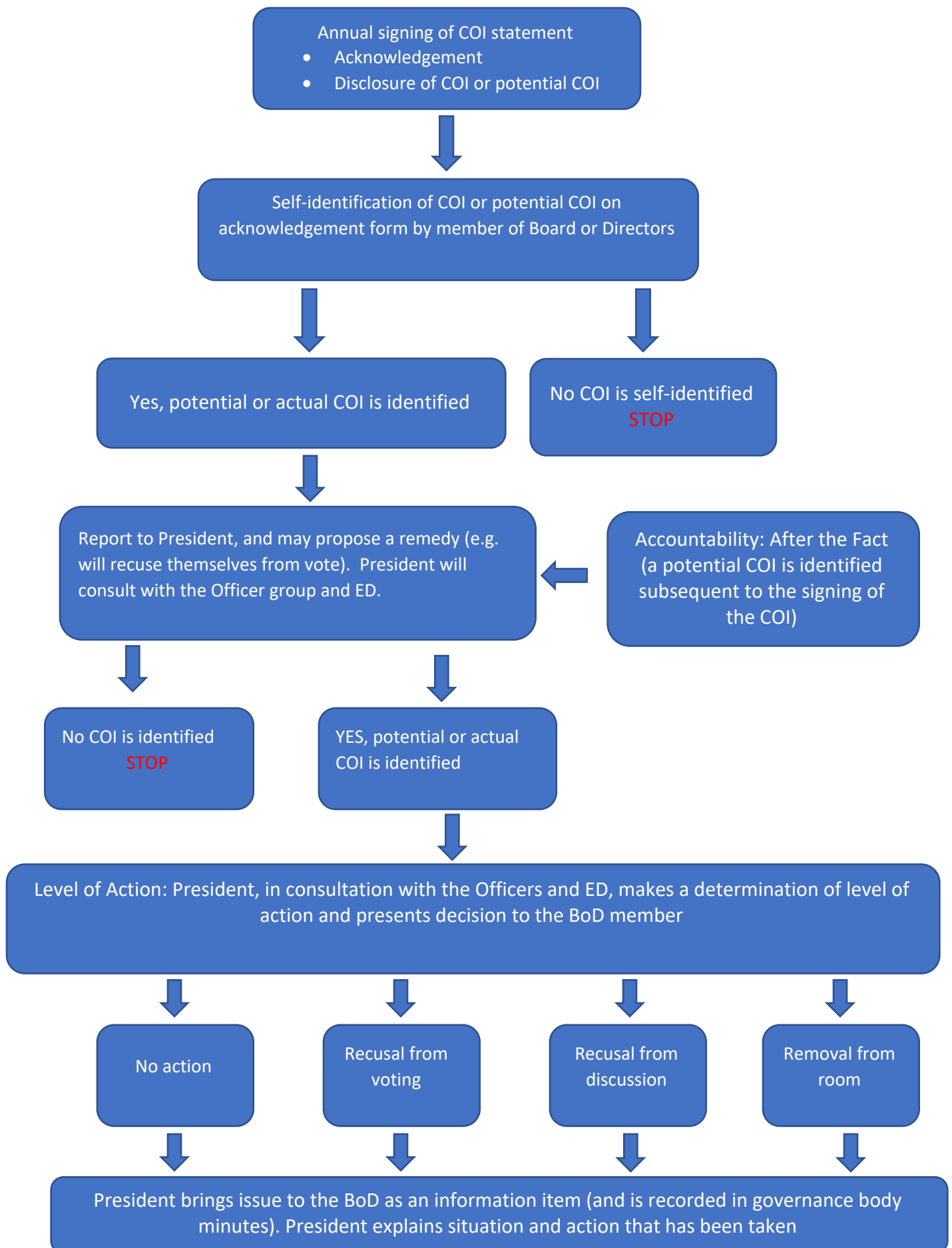
If a BoD member disagrees with the finding that there is an evident COI, the BoD member may request an appeal of that determination (see attached Appeals Process decision tree). The COI Appeals Committee is a group appointed by the President of three Past Presidents who are no longer serving on the Board, and who are available and willing to serve in this capacity.

Adopted by the NASP Delegate Assembly, March 1–2, 2002, Chicago, IL

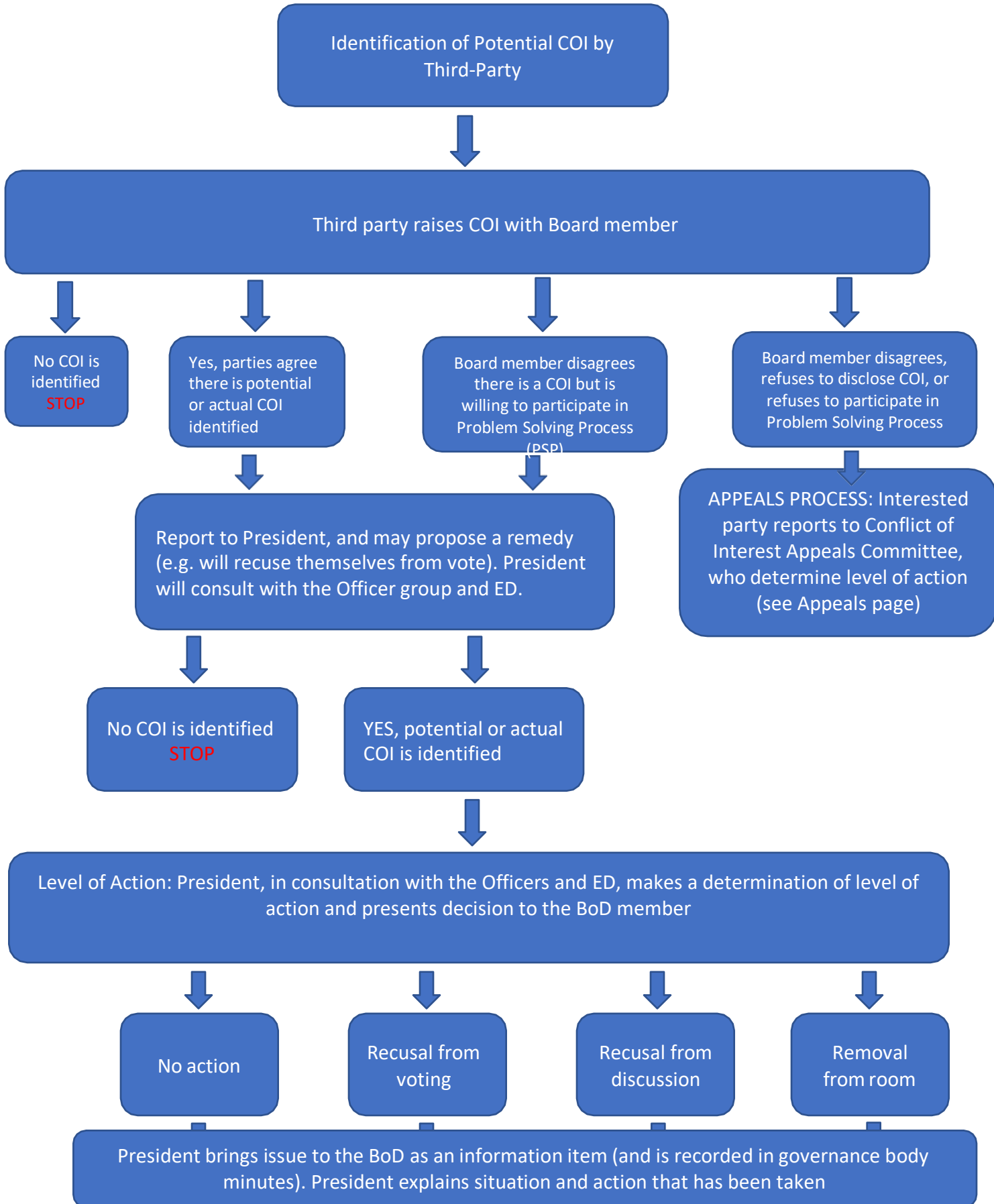
Terminology updated July 2014, per amended Bylaws

Board-specific language and decision trees adopted by the Board of Directors, July, 2021

Self-Identification Decision Tree



Third Party Identification Decision Tree
IDENTIFICATION OF CONFLICT OF INTEREST BY OTHERS: DECISION TREE



Appeals Decision Tree

APPEALS PROCESS

APPEALS PROCESS: Interested party reports to Conflict of Interest Appeals Committee. This committee is consists of the three immediate Past Presidents not currently serving on the Board who are willing and able to serve in this capacity



LEVEL OF ACTION TAKEN