



OPERATING GUIDELINE

CONFLICT OF INTEREST DISCLOSURE

I. PURPOSE

This operating guideline sets forth procedures by which the Board of Directors of Mid-Atlantic Region Society of Quality Assurance (MARSQA) affirm that any potential for conflict of interest concerns involving any of its members is appropriately disclosed.

II. SCOPE

This operating guideline shall apply to the elected Officers and Directors of MARSQA.

III. RESPONSIBILITIES

The members of the Board shall be responsible to consider conflict of interest on an annual basis and to disclose any potential for conflict of interest in an annual statement.

The President of the MARSQA shall review and consider all statements made by Board members.

MARSQA shall forward these statements to SQA Headquarters to maintain the disclosure statements in its files. Files shall be retained for three years after an individual no longer serves on the Board.

IV. PROCEDURE

At the first Board of Directors meeting of each year, each member of the Board shall review and complete the Conflict of Disclosure Statement and forward the completed documents to the chapter President. In the event that a board position is reappointed mid-year, the newly incoming officer will be required to complete and forward the Conflict of Disclosure Statement to the President for filing. All original documents shall be retained at SQA Headquarters for filing.

V. OTHER DOCUMENTS TO CONSIDER

None

CONFLICT OF INTEREST DISCLOSURE STATEMENT

I. OBJECTIVE

All Officers (Past President, President, Vice President, Secretary, Treasurer or Director) on the Board of Directors of the Mid-Atlantic Region Society of Quality Assurance are expected to observe Conflict of Interest Disclosure Operating Guidelines as set forth below. This will include an annual disclosure to reflect financial or personal interest in, or obligation, which might affect, or appear to affect, his/her judgment in dealing on behalf of the Society in the capacity of Officer. Each Officer must examine his/her own activities and assure that there is no conflict of interest with the organization.

II. DEFINITION

Conflict of Interest is a condition, based either on a one time or ongoing event, in which the individual may have some other interest which may cause that person to act, or refrain from acting in a way which may affect the interests of Mid-Atlantic Region Society of Quality Assurance. A covered individual may have such a conflict whether or not that person has acted upon it.

III. PROCEDURE

- A. All covered individuals are required to complete a Conflict of Interest Disclosure Statement and forward to the chapter President, to be filed annually with SQA Headquarters. Statements may be inspected by any member of the Board of Directors.
- B. Each individual covered by this Operating Guideline shall notify and discuss with the MARSQA President any transaction which might involve a conflict of interest. When a conflict appears, it shall be disclosed and reviewed. If the MARSQA President is involved in a transaction that may involve conflict of interest, s/he shall discuss it with the Executive Committee (President, Vice President, Past President, Treasurer and Secretary). In the event of a potential apparent conflict, the situation shall be described in writing and appended to the disclosure statement.
- C. Compliance with this Operating Guideline is a condition of Board membership. Any violation of it is grounds for removal from the Board of Directors.
- D. Conflicts of interest may arise in relation to individuals or other entities, which may affect the financial, confidentiality or other activities of MARSQA, including but not limited to:
 1. Contracts with MARSQA whereby compensation received is over and above a salaried position;

2. Dealings with suppliers of goods and services;
3. Relations with similar or related organizations.
4. Dealings with banks, other lending institutions or savings and trust institutions;
5. Unethical dealings with donors or others who give their support to the organization;
6. Owning stock or other proprietary interest in competing organizations or institutions;
7. Obtaining or holding interest in real estate, securities or other property which the organization is considering buying, leasing or selling;
8. Disclosing or using information relating to Mid-Atlantic Region Society of Quality Assurance business or operations for the personal profit or advantage of the individual;
9. Receiving gifts or unsecured loans from a vendor or financial institution with which the organization normally does business; receiving remuneration for services with respect to individual transactions with vendors of the corporation (such as kickbacks);
10. Seeking or accepting gifts, favors or entertainment that might influence, or appear to influence, conduct in representing Mid-Atlantic Region Society of Quality Assurance; holiday gifts with a value of not more than \$100.00 and ordinary business meals or other such modest monies; business entertainment will be deemed not to influence conduct of employees; acceptance of gifts of money is never permitted.

CONFLICT OF INTEREST DISCLOSURE FORM

I have read and understand the Conflict of Interest Operating Guideline of the Mid-Atlantic Region Society of Quality Assurance and acknowledge that I have complied with such Operating Guideline, and that I shall comply with the Operating Guideline in the future, and have indicated below, to the best of my knowledge, those areas which may present a potential conflict of interest.

____ I declare no conflict of interest.

____ I declare the following as potential conflicts of interest:

Signed Name

Date

Printed Name

Career Title

MARSQA Position Title