

American Political Science Association Conflict of Interest Policy and Disclosure Form

Officers, employees, committee members, and members of the American Political Science Association (“APSA” or “association”) should act at all times in the best interests of APSA, and avoid actual, potential, or apparent conflict of interest. A conflict of interest is a transaction or relationship which presents or may present a conflict between an individual’s obligation to APSA and their personal, business or other interests.

Conflict of Interest Policy

1. All actual, potential, or apparent conflicts of interest should be fully disclosed and reviewed according to the procedures specified here, even though it is recognized that all conflicts of interest are not necessarily prohibited or harmful to APSA.
2. All actual and potential conflicts of interests by officers and employees shall be disclosed through the annual disclosure form and/or whenever a conflict may arise or appear to arise.
 - In matters involving officers, reports shall be made to the APSA administrative committee. The disinterested members of the APSA administrative committee shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The APSA administrative committee shall inform the council of such determination and action. The council shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy, with the interested council member recused from participating in debates and voting on the matter as required.
 - Matters involving employees should be resolved by the executive director in consultation with the administrative committee.
3. Committee members and chairs should attest to the executive director that there is no conflict of interest affecting their APSA service. If committee chairs or members do identify potential or specific conflicts of interest, the matter should be reported to the executive director, and resolved in consultation with the administrative committee.
4. Officers and employees have a fiduciary duty to conduct themselves without conflict to the interests of APSA. In their capacity as officers and employees, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of APSA. Officers and employees of APSA should not knowingly participate in transactions involving APSA, if they have a substantial economic interest in them. Under such circumstances, they should disqualify themselves from participating in transactions involving APSA.

Examples of conflicts of interest include, but are not limited to, the following illustrative circumstances. Conflicts of interest may arise in the relations of directors, committee members, and employees 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
- Recipients of grants from APSA
- Agencies, organizations, and associations that affect the operations of APSA
- Family members, friends, and other employees

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A material conflicting interest may be defined as an interest, direct or indirect, with any persons and firms such as those illustrated above. Such an 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 should ever be accepted.

5. All officers, employees, committee members, and general members should be guided as well by principles of APSA's *Guide to Professional Ethics in Political Science*. "Part III, Section D: Principles of Professional Conduct: Restrictions on the Use of the APSA Name or Office" is especially relevant, and is reproduced here:

D. Restrictions on the Use of the APSA Name or Office

13. When officers, members, or employees of the Association speak out on an issue of public policy, endorse a political candidate, or otherwise participate in political affairs, they should make it as clear as possible that they are not speaking on behalf of the Association unless they are so authorized by the Association, and they should not encourage any inference that they act for the Association unless so authorized by the Association. The use of the title of the office held in the APSA in political advertisements, even if labeled "for identification purposes only," may well be seen by others as an endorsement of a political position by the Association and should be avoided.

14. Officers and employees of the Association are free to engage in activities outside their obligations to the Association provided that such activities are consistent with their duties and responsibilities to the Association. When doubts arise about the activities of subordinate staff members, they should be resolved by the Executive Director in consultation with the Administrative Committee of the Association. Similarly, when doubts arise about the activities of the Executive Director, they should be resolved by the Administrative Committee.

15. Officers or employees of the Association should not knowingly participate in transactions involving the Association, if they have a substantial economic interest in them. Under such circumstances, they should disqualify themselves from participating in transactions involving the Association.

6. On an annual basis, all officers and employees shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form, and the policy shall be posted on the website for members. All completed forms, as well as all other conflict information provided by officers or employees, shall be reviewed as specified above. Committee members and chairs will be asked to attest to the absence of a conflict of interest at the time of their appointment.

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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:

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Signature:	
Printed Name:	
Date:	