

*Midwest Regional Chapter
Society of Quality Assurance*



CHAPTER PROCEDURE

Title:	MWSQA Conflict of Interest Policy
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Date of Approval:	28 February 2011
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PURPOSE/SCOPE

The purpose of the Conflict of Interest Policy is to establish policies and procedures for:

- Ensuring the Midwest Society of Quality Assurance (MWSQA) Board of Directors (BoD) affirms that any potential for conflict of interest involving a member of the BOD or committee member is appropriately disclosed.
- Appropriate disclosure of addressing conflicts of interest, these may arise in relation to individuals or other entities, which may affect the financial, confidentiality or other activities of MWSQA, including but not limited to:
 - a. Contracts with MWSQA whereby compensation is received ;
 - b. Dealings with banks, other lending institutions or savings and trust institutions;
 - c. Unethical dealings with donors or others who give their support to the organization;
 - d. Owning stock or other proprietary interest in competing organizations or institutions;
 - e. Obtaining or holding interest in real estate, securities or other property which the organization is considering buying, leasing or selling;
 - f. Disclosing or using information relating to Midwest Society of Quality Assurance business or operations for the personal profit or advantage of the individual;
 - g. 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);
 - h. Seeking or accepting gifts, favors or entertainment that might influence, or appear to influence, conduct in representing Midwest Society of Quality Assurance; holiday gifts with a value of not more than \$100.00 and ordinary business meals or other such modest business entertainment will be deemed not to influence conduct of employees;
 - i. Acceptance of gifts of money is never permitted.

DEFINITIONS

Conflict of Interest: a condition based either a one time event or ongoing practice, in which the individual may have some other interest which may cause that person to act, or refrain

Conflict of Interest Form

from acting, in a way which may affect the interests of Society of Quality Assurance. A covered individual may have such a conflict whether or not that person has acted upon it.

PROCEDURE

RESPONSIBILITY

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| 1. At the January meeting each year, each member of the Board of Directors shall review and complete the Conflict of Disclosure Statement. | BoD members |
| 2. All statements (except that of the President) shall be reviewed upon submittal. | President |
| 3. Statements submitted by the President will be reviewed upon submittal | Vice President |
| 4. Disclosure statements will be maintained in the historical files for a period of 3 years after an individual no longer serves as a member of the Board of Directors. | Historian |
| 5. Each individual covered by this policy shall notify and discuss with the SQA President any transaction which might involve a conflict of interest. When a conflict appears, it shall be disclosed and reviewed. If the SQA President is involved in a transaction that may involve conflict of interest, s/he shall discuss it with the Executive Committee. In the event of a potential apparent conflict, the situation shall be described in writing and appended to the disclosure statement. | BoD members |
| 6. Compliance with this policy is a condition of Board membership. Any violation of it is grounds for removal from the Board of Directors or for disciplinary action. | BoD members |

Owner: President

