

CONFLICT OF INTEREST POLICY
for MEMBERS OF THE EXECUTIVE COMMITTEE AND BOARD OF
GOVERNORS
of the AMERICAN SOCIETY OF ICHTHYOLOGISTS AND HERPETOLOGISTS

The officers and other members of the Executive Committee and Board of Governors ("the Board") of the American Society of Ichthyologists and Herpetologists (ASIH) expect their actions to fulfill the purposes of the Society as set forth in its Constitution, and Bylaws (www.asih.org).

Board members shall recuse themselves from positions, discussions, or votes where they have, appear to have, or believe that they have a conflict of interest that would prevent them from acting in the best interests of ASIH and the safeguarding of its programmatic and financial soundness. Furthermore, should a Board member have a personal financial interest, or a financial interest in any agency, company, or entity that receives or stands to receive financial or other material benefits from performing services for ASIH, that Board member shall disclose that interest to his or her fellow Board members.

PROCEDURES: The President and the Secretary of ASIH will jointly administer this Conflict of Interest Policy; each may, at his or her discretion, refer issues or matters to the Executive Committee or to the full Board.

1. A Board member who becomes aware of a potential or perceived conflict of interest involving himself or herself should report the situation promptly by filing a written Disclosure Statement with both the President and Secretary.
2. A Board member who becomes aware of a potential or perceived conflict of interest involving another Board member should report the situation promptly by filing a written Disclosure Statement with both the President and Secretary.
3. This Conflict of Interest Policy is to be communicated to and subscribed to by all members of the Executive Committee each calendar year and members of the Board of Governors at the beginning of their term of service. New Board members are to be provided a copy of this Policy prior to the date their service to ASIH begins.
4. A signed copy of this Conflict of Interest Policy from each Board member shall be returned for review to both the President and Secretary. Any disclosure of conflict of interest or potential conflict requires that the President and Secretary review the situation together and, in consultation with the Executive Committee, as appropriate, document a suggested resolution that is in the best interests of ASIH.
5. Resolutions may be appealed to the full Board. All appeals must be made in writing. Board rulings will be decided by a simple majority vote.
6. A copy of all documents relating to disclosures, resolutions, and appeals will be retained by the ASIH Secretary.

7. All Disclosure Statements are to be retained for four years. All disclosures and related actions involving grants and contracts must be maintained at least three years beyond the termination of the related grant or contracts or resolution of any action with the funding organization, whichever is longer.

8. It is a violation of ASIH policy to retaliate against an individual who files a statement raising a potential or perceived conflict of interest. It also is a violation for a Board member knowingly to file a false statement. If such actions should occur, they should be brought immediately to the attention of both the President and Secretary.

I have read and am aware of the conflict of interest policy for the Executive Committee and Board of Governors of ASIH, and hereby agree to abide by this policy in all matters dealing with my responsibilities toward the Society.

Signature

Date

Name (Please Print)