



**Texas Chapter  
International Society of Arboriculture (ISAT)  
Conflict of Interest Policy**  
(approved Feb. 1, 2013)

**STATEMENT OF POLICY**

No member of the Board of Directors of the Texas Chapter of the International Society of Arboriculture (ISAT) shall use his or her position, or the knowledge gained thereof, in such a manner that a conflict between the interest of the ISAT and his or her personal business interest arises.

Each member of the Board of Directors has a duty to place the interest of the ISAT foremost in any dealings with the ISAT and has a continuing responsibility to comply with the requirements of this policy.

The conduct of personal business between any member of the Board of Directors or committee member and the ISAT and any of its affiliates must be stated in writing upon acceptance of service and updated by the Board member if their status changes while serving on the Board.

Board of Directors or committee members may not obtain for themselves, or their immediate relatives, a material interest of any kind from their association with the ISAT that has not been revealed to the ISAT.

If a member of the Board of Directors has an interest in a proposed transaction with the ISAT in the form of a significant personal financial interest in the transaction or in any organization involved in the transaction, or holds a position as trustee, director, or officer in any such organization, he or she must make full disclosure of any matter of such interest before any discussion or negotiation of such transaction.

Any member of the ISAT Board of Directors or committee member who is aware of a potential conflict of interest with respect to any matter coming before the Board or committee shall not be present for any discussion of or vote in connection with the matter unless so requested by the Board. If there is a question as to whether an individual should excuse him/herself, the Board shall vote on each individual situation to determine if a significant conflict exists and that individual shall be excused from the vote. The Board shall also decide if the individual shall be excused from the discussion. If a Board member has failed to declare a potential conflict of interest and if one is determined to exist, he/she shall have 20 working days to correct the discrepancy on the "Conflict of Interest Disclosure Form."

**DISCLOSURE**

To implement this policy, members of the ISAT Board of Directors will complete the conflict of interest disclosure form and, if not previously disclosed, will make disclosure before any relevant action of the Board. The member shall review their form annually and make adjustments, as circumstances require.

These forms will be reviewed by the Executive Committee, which will attempt to resolve any actual or potential financial conflict(s) and, in the absence of resolution, refer the matter to the Board of Directors.

**CONFLICT OF INTEREST DISCLOSURE FORM**

I have read the statement of policy regarding conflict of interest.

To the best of my knowledge and belief, except as disclosed herewith, I am not engaged in any transaction or activity or have any relationship that may represent a potential competing or conflicting interest, as defined in the statement of policy.

Further, to the best of my knowledge and belief, except as disclosed herewith, I do not intend to engage in any transaction, to acquire any interest in any organization or entity, or to become the recipient of any substantial gifts or favors that might be covered by the statement of policy regarding conflicts of interest.

- (A) Without exception
- (B) Except as described below

Signature: \_\_\_\_\_

Print Signature: \_\_\_\_\_

Date: \_\_\_\_\_