

PENN'S WOODS WEST CHAPTER
TROUT UNLIMITED
POLICY AND PROCEDURE MANUAL

POLICY #: 20-01

INDEX TITLE: Conflict of Interest

SUBJECT: Conflict of Interest

DATE: March 5, 2020

- I. POLICY/PURPOSE/SCOPE: Trout Unlimited expects Chapter leaders to be honest and ethical and to avoid both actual and the appearance of Conflict of Interest.
 - A. DEFINITION OF THE TERM "CONFLICT OF INTEREST": 1. "A conflict between the private interests and the official responsibilities of a person in a position of trust" Merriam-Webster Dictionary. 2. "A real or seeming incompatibility between one's private interests and one's public or fiduciary duties" Black's Law Dictionary.
 - B. POLICY: Penn's Woods West Chapter of Trout Unlimited (PWWTU) Board members should not have or enter into any contracts, relationships, transactions, positions in other organizations (volunteer or otherwise), or circumstances that result in a conflict of interest between PWW and the Board Member's personal interests, financial or otherwise. The appearance of a Conflict of Interest should also be avoided. Reimbursement of travel expenses incurred in attending official meetings shall not be considered Conflict of Interest.
 - C. REPORTING RESPONSIBILITY: Anyone with concerns about the ethical or legal basis of a person's actions should report their concerns to a non-involved Board member. As an alternative, a report can be made to Trout Unlimited Volunteer Operations (TU.org).
 - D. RETALIATION: A good-faith report should not result in any form of retaliation.
 - E. ACTING IN GOOD FAITH: Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.
 - F. PWW RESPONSE:
 1. The President will acknowledge receiving the report to the submitter.
 2. The President will investigate the complaint promptly and provide a written report of the findings to the Board.
 3. Appropriate corrective action will be taken by the Board if indicated.
 4. The accused shall benefit from the presumption of innocence and appropriate due process which may include legal representation.
 - G. Situations in which theft or misuse of Chapter money or property is alleged will be handled according to the Trout Unlimited Policy on Financial and Property Controls.
 - H. CONFIDENTIALITY: The initial report, investigation and Board report will be kept as confidential as possible.
 - I. DISCLOSURE: A COI and Disclosure statement will be completed by each Board member on an annual basis and submitted to the Secretary (appendix).

SIGNED:

TITLE: Charles W. Buffington, President

ORIGINAL: March 5, 2020

APPROVALS:

PWW Board: March 5, 2020

REVISION OF PRIOR DOCUMENT? No Dated: NA

Appendix:

Penn's Woods West Chapter of Trout Unlimited

Conflict of Interest Disclosure for Board Members

Describe any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between PWW and your personal interests, financial or otherwise. Check one:

- I have no conflict of interest to report
- I have the following conflict(s) of interest to report (submit details in a written addendum).

1. _____

2. _____

3. _____

Name (printed) _____

Signature: _____

Date: _____

Received by PWW Secretary and recorded. Secretary's initials: _____ Date _____

This record must be retained for a minimum of two years.