

## **ASPRS Conflict of Interest Policy and Procedures**

**Approved by the ASPRS Board of Directors**  
**May 5, 2006**

The purpose of the following policy and procedures is to prevent the personal interests of the American Society for Photogrammetry and Remote Sensing (ASPRS) officers, board members, or staff from interfering with the performance of their duties to ASPRS, or resulting in personal financial, professional, or political gain on the part of such persons at the expense of ASPRS or its members, supporters, and other stakeholders.

### **Definitions**

1. **Conflict of Interest** (also Conflict) means a conflict, or the perception or appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and board members of ASPRS.
2. **Board** means the ASPRS Board of Directors.
3. **Officer** means an elected or appointed officer of ASPRS.
4. **Staff Member or Employee (including adjunct staff)** means a person who receives all or part of her/his income from payments made by ASPRS.

### **Policy**

It is the policy of ASPRS that the Board, officers and employees are expected to avoid any actual or apparent conflict between their own personal interests and the interests of the Society. A conflict of interest can arise when a director, officer, or employee participates in decisions, takes actions, or has personal interests that may interfere with his or her objective and effective performance of work for the organization. For example, directors, officers and employees are expected to avoid actual or apparent conflict in dealings with members, suppliers, customers, competitors, government agencies, and other third parties.

### **Procedures**

1. Full disclosure, by notice in writing, shall be made by the interested parties to the Executive Committee of the Board in all cases where conflicts of interest exist, including but not limited to the following:
  - a. An officer or board member is related to another officer, board member or staff member by blood, marriage or domestic partnership.
  - b. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
  - c. A board member, an organization in which the board member has an interest, or a staff member of such organization, stands to benefit from an ASPRS-related transaction or receives payment from ASPRS for any subcontract for goods or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
2. Following full disclosure of a possible conflict of interest or of any condition listed in item 1 above, the ASPRS Executive Committee shall determine whether a conflict of interest exists and, if so, the Board shall vote to authorize or reject the transaction or take any other action

deemed necessary to address the conflict and protect the best interests of ASPRS. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum, provided that at least one consenting director is disinterested. Any actions taken shall be reflected in the official minutes of the Executive Committee and Board.

3. A Board member who is formally considering employment with ASPRS must take a temporary leave of absence from the Board until the position is filled. [This procedure also applies in the case of a relative of a Board member by blood, marriage or domestic partnership seeking employment with ASPRS.] Such a leave will be taken within the Board member's elected term, which will not be extended because of the leave. A Board member who is formally considering employment with ASPRS [or is related to an individual seeking employment] must submit a written request for a temporary leave of absence to the Executive Director of ASPRS, c/o the ASPRS headquarters office, indicating the time period of the leave. The Executive Director will inform the ASPRS President of such a request. The President will bring the request to the Executive Committee for action. The request, and any actions taken, shall be reflected in the official minutes of the Executive Committee and Board.
4. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Executive Committee or Board of Directors, or of any committee or subcommittee thereof, in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present Board or committee member.
5. Anyone in a position to make decisions about spending ASPRS resources (i.e., transactions such as purchases or contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions on the action.
6. A copy of this policy shall be given to all Board members and staff members upon its adoption and/or upon commencement of such person's relationship with ASPRS or at the official adoption of stated policy. Each Board member, officer and staff member shall sign and date the Conflict of Interest Disclosure Form upon its promulgation and/or at the beginning of her/his term of service or employment, and once each year thereafter. Failure to sign does not nullify the policy.
7. This policy and disclosure form must be filed annually by all specified parties.

## ASPRS Conflict of Interest Disclosure Form

This form must be filed annually by all specified parties as identified in the above ASPRS Conflict of Interest Policy Statement (approved by the ASPRS Board of Directors on May 5, 2006). Please complete the shaded blocks below, print and sign the form, and return it to ASPRS headquarters as indicated below.

- I have no conflict of interest to report
- I have the following conflict of interest to report (please specify-form box will expand as necessary):
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By affixing my signature, I certify my understanding of the implications of this policy.

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Signature

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Full Name

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Date

Completed form to be returned to ASPRS headquarters at:

ASPRS  
Attn: Jesse Winch  
5410 Grosvenor Lane, Suite 210  
Bethesda, MD 20814

Or Fax to: 301-493-0208