

Society of American Archivists Conflict-of-Interest Policy

In the event that a member of the Society of American Archivists Council has interests that are in conflict with those of SAA, the Duty of Loyalty requires that the Council member be conscious of the potential for such conflicts and act with candor and care in dealing with such situations. A possible conflict of interest exists:

1. When a Council member or close relative is an officer, director, employee, proprietor, partner, trustee, or paid consultant in an organization that could be said in a business context to be “in competition with” SAA by offering one or more products or services similar to a product or service offered by SAA.
2. When a Council member or close relative is an officer, director, employee, proprietor, partner, trustee, or paid consultant of an organization that seeks to do business with SAA.
3. When a Council member or a close relative has an interest in an organization that is in competition with a firm seeking to do business with SAA, if the Council member’s position gives him or her access to proprietary or other privileged information that could benefit the firm in which he or she has an interest.

Procedure for Handling a Conflict of Interest That May Arise During Council Discussion

A Council member should be sensitive to any interest that he or she may have in a decision to be made by the Council and, insofar as possible, recognize such interest prior to the discussion or presentation of such a matter before the Council. When a Council member has an interest in a transaction being considered by the Council, the Council member should disclose the conflict before the Council takes action on the matter. The Council member shall refrain from voting on any such transaction, participating in deliberations concerning it, or using personal influence in any way. The Council member’s presence may not be counted in determining the quorum for any vote with respect to any SAA business transaction in which he or she has a possible conflict of interest.

If the Council member recognizes that the conflict is ongoing and that information discussed by the Council will bear on the conflict, the Council member should not participate in that portion of the discussion and (in the case of a face-to-face meeting) should leave the room. The Council member should bear in mind any conflict of interest when provided minutes of the discussion and should act accordingly.

If a Council member in good faith fails to recognize a conflict, the Council member, when it is recognized, shall report that failure to the SAA President, who shall take appropriate action to prevent continuation of the conflict and mitigate past action to the extent reasonable. The matter shall then be referred to the Executive Committee for review and recommendation.

Filing of Disclosure Statement

Upon assuming office, each Council member shall file annually a Disclosure Statement with the SAA Executive Director and shall retain a copy thereof. The statement shall disclose any foreseeable conflicts that the Council member may recognize, and shall disclose other information that may be necessary or helpful to administer the Conflict of Interest Policy. Such statement shall be retained by the Executive Director during the period of the Council member’s service on the Council. A Council member is responsible for ensuring that the information in his

or her Disclosure Statement remains current, and must promptly apprise the Executive Director in writing of any information that materially affects the accuracy or completeness of his or her Disclosure Statement. The Executive Director will review all Disclosure Statements annually and, after each review, shall report to the Executive Committee any matters of concern.

2012 – 2013 Conflict of Interest Disclosure Statement

I declare that if I have any direct or indirect financial interests, or any personal, family, or other relationships that conflict with (or have the appearance of conflicting with) my duties, responsibilities, and exercise of independent judgment as a member of the SAA Council, I shall voluntarily disclose that a conflict (potential or real) exists and will take other actions as necessary or appropriate to manage the conflict of interest. I have read SAA's "Conflict of Interest Policy" and I agree to comply with its terms.

Do you, or does any member of your immediate family, have a financial interest in, receive any remuneration from, or serve as an officer or director of any business organization with which SAA has substantial business dealings or with which SAA could be said, in a business sense, to be in competition?

_____ No _____ Yes

If your answer is "yes," please supply the following information:

1. Name(s) of the business organization(s), any office(s) held, and the approximate dollar amount of business involved with SAA last year:

2. Nature and amount of each such financial interest or remuneration:

Were you involved in any other activity during the past year that might be interpreted as a possible conflict of interest?

_____ No _____ Yes

If your answer is "yes," please describe:

Signature: _____
Print Name: _____ Date: _____
SAA Position: _____

Adopted by the SAA Council, February 2008