

2.2 – Conflict of Interest	Original Date/Revisions:	03/2015; 07/2017; 01/2020; 06/2021; 04/2023
	Policy Group:	Board of Directors
	Next Review:	04/2025
Purpose:	Explain a conflict of interest and the Board’s relationship to SPN.	
Policy:	Board members have a fiduciary relationship to the Society. The business of the Society requires that Board members discharge their responsibility in good faith and with a high degree of diligence to ensure the sound management of the Society. Board members shall not take advantage of their positions or the personal knowledge obtained through business with the Society for personal gain.	
Guidelines:		
<ol style="list-style-type: none"> 1. Definition of Term: A conflict of interest exists when an individual is in a position to profit directly or indirectly through application of authority, influence, or knowledge in relation to the affairs of SPN. A conflict of interest also exists if a relative benefits or when the organization is adversely affected in any way. 2. Any member receiving compensation for services related to advertising, marketing, product endorsement or lobbying from a manufacturer of any product related to the practice of pediatric nursing or a firm providing services to SPN may not serve on the SPN Board. 3. See Policy 5.5 for regulations related to program honoraria. Compensation for education and research activities are acceptable as long as the compensation from these activities does not exceed \$5,000 per year from a single source or a total of \$15,000 per year. 4. Concerns or disputes regarding potential conflict of interest activities will be handled in the following manner: <ol style="list-style-type: none"> a. Disclosure of all facts pertaining to any action subject to doubt regarding potential conflict of interest shall be made to the Executive Committee of the Board (President, President-Elect, Secretary, Treasurer and Executive Director). b. The Executive Committee will review the facts and determine if a potential conflict of interest exists and the severity of the conflict. c. Depending on the severity of the conflict, the Executive Committee will determine a time for a hearing with the Board of Directors and the person in question. d. The Executive Committee will notify the person in question by certified mail at least 10 business days prior to the date of a hearing with the Board of Directors. e. The person in question shall have the opportunity to respond within 10 days of receipt of notice stating their desire to proceed with a hearing. If there is no response from the person in question, the Board of Directors will act on the information provided to them from the Executive Committee. f. The Executive Committee will present the potential conflict of interest materials to the Board of Directors at the hearing. No information regarding the potential conflict of interest will be shared with the Board of Directors until the hearing time, thereby maintaining the objectivity of the Board of Directors. 		

- g. A 2/3 vote of the Board of Directors is necessary to suspend or expel an individual from their position (elected officials, contractors, or members holding appointed positions). This action does not suspend or expel one from membership in SPN.
5. Any elected officer of SPN or his/her immediate family will not be under a contract to the organization without full disclosure and written consent of the Board of Directors.
6. No immediate family member of an elected or appointed individual of SPN or business in which such family member has control, interest or ownership of same shall do business with the organization.
7. All acts of elected and appointed individuals shall be in the best interest of SPN.
8. An individual may not use the title of elected office or appointed position (i.e., SPN President) for the purpose of personal benefit or profit. Elected or appointed individuals will not endorse any pediatric product or company on behalf of SPN without the written consent of SPN.
9. No elected or appointed individual will endorse any pediatric product or company without the written consent of SPN.
10. The Conflict of Interest Statement will be included in the candidate packets by the Nominating Committee. The statement must be signed by the candidate to be considered for the ballot.
11. A copy of this policy will be given to members prior to assuming office, committee Chair status, or contracted position.
12. If a conflict of interest is identified, the Board member shall not participate in discussion related to the subject in which they have personal interest. This includes abstaining from voting on related issues.

CONFLICT OF INTEREST STATEMENT

I have received a copy of the *Conflict of Interest Policy* and have reviewed its contents.

I have no conflict of interest to report in that:

1. I will not profit directly or indirectly through the application of authority, influence, or knowledge nor will any of my relatives during my tenure.
2. I will fully disclose any facts pertaining to any transaction that is subject to any doubt concerning the possible existence of a conflict of interest before finalizing the transaction.
3. All acts will be in the best interest of SPN.
4. I am aware that this statement shall be available for inspection by the membership upon their request.

I wish to report the following possible conflict of interest (*If none, write N/A*):

Signature: _____

Date: _____

Title/Position: _____