

# **TCVSCPA Conflict of Interest Policy**

Board Members must avoid any situation that involves or may involve a conflict between their business or personal interest and the interest of the Tidewater Chapter of the Virginia Society of Certified Public Accountants (the “TCVSCPA”). As in all other facets of their duties, Board Members dealing with dues paying members, suppliers, contractors, or any person doing or seeking to do business with the TCVSCPA are to act in the best interest of the TCVSCPA. Board Members shall maintain the highest standards of ethical behavior, integrity and public responsibility. Actual, potential and/or perceived conflicts of interest may damage the TCVSCPA’s reputation and must be avoided. Each Board Member shall make prompt and full disclosure, in writing to the President, of any potential situation that may involve a conflict of interest immediately when the potential conflict arises or is discovered. Such potential conflicts include:

1. Owning more than ten percent (10%), by a Board Member or a member of a Board Member’s immediate family, in any outside enterprise that does or seeks to do business with the TCVSCPA.
2. Having a financial or other interest in a transaction with the TCVSCPA.
3. Acting in multiple capacities either within or without the TCVSCPA in any matter or transaction relating to the TCVSCPA.
4. Serving as an Board Member, director, officer, partner, consultant, or in a managerial or technical capacity with any outside enterprise or agency that does or seeks to do business with the TCVSCPA. Exceptions to this can be approved by the President.
5. Acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving the TCVSCPA or its interests.
6. Seeking or be given preferential treatment in seeking services or setting or waiving fees for a Board Member or any member of a Board Member’s family or affiliated organization.
7. Using dues paying member’s information or relationships that might violate donor confidentiality and/or relationships with the TCVSCPA.
8. Steering or accepting referrals of applicants or persons served to a private practice in which Board Members, consultants, or the immediate families of Board Members or consultants are engaged.
9. Using information relating to the business of the TCVSCPA for the personal profit or advantage of a Board Member or any member of a Board Member’s family or affiliated organization.

10. Accepting favors, gifts, referrals, and gratuities to affect or influence decisions made for, regarding, or on behalf of the TCVSCPA. This includes but is not limited to giving or accepting payments or gifts from any service provider. This does not include the acceptance of items of nominal or minor value (less than fifty dollars (\$50)) that are clearly tokens of respect or friendship and are not related to any particular transaction or activity involving TCVSCPA.
11. Using the TCVSCPA's events or proprietary information to solicit potential employees for a Board Member's company or any of a Board Member's family's employers or companies.
12. Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the Board Member from acting in the best interest of the TCVSCPA.

**Compliance:**

Any violation of the TCVSCPA's Conflict of Interest Policy will subject the Board Member to disciplinary action or immediate discharge. Any TCVSCPA Board Member having knowledge of any violation of this policy shall promptly report such violation to the President. Each Officer and Board Member is responsible for compliance in his or her area of responsibility. Questions concerning any aspect of this Policy, or any change in circumstance covered by this Policy shall be reported to the President.

**Board Members will be required to complete a Conflict of Interest Disclosure Statement at the time of appointment and then annually in May of each year.**

**Conflict of Interest Acknowledgment:**


With my signature below, I certify that I have received a copy of the TCVSCPA's Conflict of Interest Policy, that I have read and understand the Policy, and that I agree to comply with the Policy. Should it arise, I agree also to immediately make prompt and full disclosure, in writing to the President, of any potential situation that may involve a conflict of interest as outlined in the Policy.

Please indicate here if you attached a statement for disclosure of any known conflicts.

I have attached a statement of known conflicts.

I have no known conflicts.

5/9/2012  
Date

  
Signature