**Purpose:**

As an official of the Student Association Executive Committee (SAEC), you are expected to act at all times in SA’s best interests and to exercise sound judgment unclouded by personal interests or divided loyalties. Both in performing your duties with SA and in your outside activities, you should avoid the appearance as well as the reality of a conflict of interest.

**Definition of Conflict of Interest and Interested Persons:**

A conflict of interest exists if your circumstances would lead a reasonable person to question whether your motivations are aligned with SA’s best interests. If, for example, you are involved in an outside activity or have a financial or other personal interest that might interfere with your objectivity in performing company duties and responsibilities, you may have a conflict of interest.

While it is impractical to describe all situations that may create a conflict of interest, the following provides some of the most common conflict of interest situations:

- Use of SA information for private gain.
- Outside activities: Non-Profit and civic organizations
- Service on a Board of Directors (not required by your positional duties)
- Technical Advisory Boards
- Family and romantic relationships
- Suppliers, vendors, and other business partners
- Kickbacks and personal rebates by suppliers or vendors
- Personal gifts from vendors, suppliers, or customers

Please note that the above is not an exhaustive list of examples. There are many other situations that may also create a potential for a conflict of interest or the appearance of a conflict of interest. It is up to you to be aware of the potential for a conflict of interest in your own particular situation and to resolve the issue in accordance with this policy and SA’s governing documents.

An interested person is any official and/or employee of the Student Association.

**Outside Activities – Non-Profit and Civic Organizations:**

SA may encourage its officials to be active in their communities and to volunteer their time to bona fide charitable, educational, civic, and trade organizations, provided of course that such activities do not detract from their duties. Participation in these types of activities does not generally require prior approval.
In taking on outside obligations, however, you should guard against possible conflicts of interest or the appearance of such conflicts. If participation in an outside activity has the potential to cloud your judgment, prevent you from acting in SA’s best interests, or create an appearance that you will not act objectively, you should refrain from participation in the activity unless you obtain prior written approval through the conflict of interest review process.

**Procedures for Addressing the Reasonable Appearance of a Conflict of Interest:**

The Undergraduate Student Association Elections Committee is tasked with administering this form to all candidates for all offices of the Executive Committee. In such cases where a complaint regarding a conflict of interest is lodged with USAEC, the committee will review and sign the complaint, handing the case over to the Chief Justice of the Student Court for review and, if necessary, action.

**Apparent Violations of the Conflict of Interest Policy:**

If the Student Court has reasonable cause to believe an interested person has failed to disclose actual or possible conflicts of interest, it shall inform the interested person of the basis for such belief and afford the interested person an opportunity to explain the alleged failure to disclose.

**Consequences of Violating the Conflict of Interest Policy:**

If after hearing the member’s response and after making further investigation as warranted by the circumstances, the Student court determines the interested person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action, including the possibility of removal from office.

**Annual Statements:**

Each official shall annually sign a statement that will be filed with the USAEC and with the SA Director of Programs, Personnel, and Finance which affirms such person:

- Has received a copy of this conflicts of interest policy,
- Has read and understands this policy, and
- Has agreed to comply with this policy.
Conflict of Interest Acknowledgement Statement

I, ________________________________, a candidate for the Student Association Executive Committee, affirm that if elected to the office which I seek, I:

- Have received a copy of this conflicts of interest policy,
- Have read and understands this policy, and
- Have agreed to comply with this policy.

Further, I, ________________________________, affirm that if elected, I will conform to this policy during the entire duration I am elected to office.

Signed: ________________________________ Date: __________

Received: ________________________________
Chair, USAEC

The Undergraduate Student Association of the State University of New York College at Geneseo