



## CONFLICT OF INTEREST STATEMENT

**A. Purpose:** Establish Conflict of Interest Policy to promote the duty of loyalty to the International Right of Way Association (IRWA). This duty broadly commands those involved with the Association to be faithful to IRWA's best interest and not to use their organizational position or knowledge to advance a personal agenda at the organization's expense.

**B. Applicability:** Applies to all Directors; Region Chairs, Vice-Chairs, Secretaries, and Treasurers; International Committee Chairs, Vice-Chairs, and members; Chapter Officers (As defined by bylaws), Chapter Committee Chairs, Vice-Chairs, and members; and Headquarters Senior Staff.

**C. Responsibility:** Applicable individuals will not use their position, or knowledge gained there from, in such a manner that a conflict between the interest of IRWA and their personal interest rises.

Individuals have a duty to place the interest of IRWA foremost in any dealings with the Association and have a continuing responsibility to comply with the requirements of this policy.

The conduct of personal business between applicable individuals and the IRWA is prohibited. Reimbursement of travel expense is not considered personal benefit.

Individuals may not obtain for themselves, their relatives, associates, or friends a material interest of any kind from their association with IRWA.

If an individual has a significant personal financial interest in a proposed transaction with IRWA or in any organization involved in the transaction, or hold a position as trustee, director, or officer in any such organization, they must make full disclosure of such interest before any discussion or negotiation of such transaction.

Any individual who is aware of a potential personal conflict of interest with respect to any matter coming before the Board of Directors, IEC or any committee may be present for the discussion, but shall not be present for the vote in connection with the matter.

**D. Disclosure:** Applicable individuals are required to submit annual reports on the IRWA's Conflict of Interest Statement, and if not previously disclosed will make disclosure of any actual or potential conflict of interest before any relevant board or committee action.

These reports will be reviewed by the IEC, which will attempt to resolve any actual or potential conflict(s) and in the absence of resolution refer the matter to the Ethics Committee and/or Board of Directors.

### CONFLICT OF INTEREST STATEMENT

I have read the Conflict of Interest Statement. To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal or business relationship is engaged in any transaction or activity or has any relationship that may represent a potential competing or conflicting interest, as defined above.

Further, to the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or had a personal, business, or compensated professional relationship intends to

engage in any transaction, to acquire any interest in any organization or entity, or to become recipient of any substantial gifts or favors that might be covered by this Conflict of Interest Statement.

(A) Without exception \_\_\_\_ (Initial Here)

(B) Except as disclosed in the below statement \_\_\_\_ (Initial and provide statement):

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**Please tell us about your position(s) in the Association (check all that apply):**

**Chapter**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Member	President	President Elect	Vice President	Secretary	Treasurer	

Other (Position Name) \_\_\_\_\_

**Committee**  
(Chapter Level)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allied Organizations	Asset Management	Communic. & Marketing	Environment	Ethics	Executive	Finance	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investment	Leadership Development	LPA	Nomination & Election	Pipeline	Professional Development	Relocation Assistance	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Surveying	Transportation	Utilities	Valuation				

Other (Name) \_\_\_\_\_

**Region**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair	Vice Chair	Secretary	Treasurer

Other (Positions) \_\_\_\_\_

**International  
Committees**

- |   |   |   |  |                                      |   |  |
|---|---|---|--|--------------------------------------|---|--|
| <input type="checkbox"/><br>Allied<br>Organizations | <input type="checkbox"/><br>Asset<br>Management       | <input type="checkbox"/><br>Communic.<br>& Marketing  | <input type="checkbox"/><br>Environment              | <input type="checkbox"/><br>Ethics   | <input type="checkbox"/><br>Executive                   | <input type="checkbox"/><br>Finance                  |
| <input type="checkbox"/><br>Investment              | <input type="checkbox"/><br>Leadership<br>Development | <input type="checkbox"/><br>Local<br>Public<br>Agency | <input type="checkbox"/><br>Nomination<br>& Election | <input type="checkbox"/><br>Pipeline | <input type="checkbox"/><br>Professional<br>Development | <input type="checkbox"/><br>Relocation<br>Assistance |
| <input type="checkbox"/><br>Surveying               | <input type="checkbox"/><br>Transportation            | <input type="checkbox"/><br>Utilities                 | <input type="checkbox"/><br>Valuation                |                                      |   |  |
| <input type="checkbox"/><br>Other<br>(Name) _____   |   |   |  |                                      |   |  |

**Headquarters**

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/><br>Chief<br>Executive<br>Officer | <input type="checkbox"/><br>VP - Chief<br>Financial<br>Officer | <input type="checkbox"/><br>Senior Vice<br>President -<br>Internation<br>al<br>Relations | <input type="checkbox"/><br>Chief Learning<br>Officer |
|---|--|--|---|

**Full Name:** \_\_\_\_\_ **Chapter #** \_\_\_\_\_ **Region #** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_