



Policy # 05

Subject: **Policy 5: Conflict of Interest – APIC MN Board of Directors, Committee Chairs, Committee Vice-Chairs, and other Appointed Representatives**

Effective Date: **7/13/2000**

Reviewed by: **Secretary**

Approved by: **APIC MN Board of Directors**

Revision Dates: **8/2026**

POLICY

1. A conflict of interest exists when an individual's financial, professional, personal, or other interests could reasonably be perceived to influence, or actually influence, the individual's judgment, objectivity, or decision-making on behalf of APIC MN.
2. Conflicts may also arise when there is no financial interest, for example the pursuit of professional advancement or recognition and/or the desire to do favors for friends, family, students, or colleagues.
3. A conflict of interest does not necessarily make an individual ineligible to serve but may limit the individual's ability to participate in certain activities such as voting or discussions.
4. APIC MN Board of Directors (BOD) Members, Committee Chairs, Committee Vice-Chairs, and Appointed Representatives:
 - Should demonstrate commitment to APIC MN and may not use their position for their own financial gain.
 - Must disclose any financial arrangements with any company or organization that would have a real or perceived conflict of interest with APIC MN.
 - May not be a designated representative of two organizations that have a conflict of interest.
 - May not solicit or accept gifts, favors, services, entertainment, or other items of value exceeding \$50 from any vendor, sponsor, or business associate. Cash or cash-equivalent gifts are prohibited. Additionally, no gift may be accepted, regardless of value, if accepting it could create the appearance of a conflict of interest.
5. The Conflict of Interest Coordinator will be the Secretary.
 - Any conflict of interest questions should be submitted to the Secretary for review.
 - The Secretary will bring any issues requiring consideration before the APIC MN BOD. The APIC MN BOD will make final decisions regarding conflict of interest.

PURPOSE

To avoid being placed in a position of conflict of interest that could result in personal or financial gain based on one's position within APIC MN and employment or involvement with an outside organization, business entity, or investment.

PROCEDURE

1. Each APIC MN BOD Member, Committee Chair, Committee Vice-Chair, and other Appointed Representative shall complete and submit a conflict-of-interest declaration at the beginning of each calendar year.
2. In the event of employment changes during the year, the APIC MN BOD Member, Committee Chair, Committee Vice-Chair, or other Appointed Representative will notify the Secretary and complete a new conflict of interest declaration. The Secretary will notify the APIC MN BOD of the change in status at the next scheduled APIC MN BOD meeting.
3. The Secretary will keep declarations on file until the end of the calendar year.
4. At the start of each BOD meeting, BOD members will be asked to declare any actual, potential, or perceived conflicts of interest. Disclosures will be recorded in the meeting minutes.
5. Individuals with an actual, potential, or perceived conflict of interest shall disclose the conflict and, when appropriate, recuse themselves from related discussions, deliberations, and voting.

ATTACHMENTS & RELATED FORMS

[Conflict of Interest Declaration](#)