

The Tau Beta Pi Association, Inc.

Conflict of Interest Policies and Procedures

Service by an individual as a Tau Beta Pi Executive Councillor, District or Program Director, Engineering Futures Facilitator, Trust Advisory Committee or Fellowship Board member, consultant, or staff member creates situations that could result in conflicts of interest or questions regarding the objectivity and credibility of the individual and the Association. Tau Beta Pi expects individuals serving in such capacities to perform in a professional and ethical manner, to disclose in writing to the Executive Council, in reasonable detail, circumstances that create actual conflicts of interest, or that could be reasonably construed to create the appearance of conflict of interest, and to recuse themselves from discussions or decisions related to actual or apparent conflicts of interest. The intent of the policies hereby adopted is to:

- Require written disclosure to the Executive Council of actual or apparent conflicts of interest;
- Assure fairness and impartiality in decision-making by avoiding participation by those individuals with actual or apparent conflicts of interest; and
- Maintain credibility and confidence in the decisions of the Council, District and Program Directors, committee and board members, Facilitators, consultants, and staff members.

Conflict of Interest Policies

1. Officers, employees, officials, and committee members of Tau Beta Pi who hold decision-making positions for financial matters cannot simultaneously have a significant financial interest in the organizations with whom Tau Beta Pi does business. All individuals in decision-making positions shall disclose any financial interest in any organization with which Tau Beta Pi does business, and the Council shall have the right to decide, or to delegate the right to decide, whether such financial interest is significant, based on the facts and circumstances of each case.
2. District and Program Directors and Trust Advisory Committee members are not eligible to serve concurrently on the Executive Council.
3. No individual representing Tau Beta Pi in any decision-making capacity shall participate in any decision affecting a program, institution, or company that is being considered for official action by Tau Beta Pi if the individual has or has had a significant association with the program, institution, or company. All individuals in a decision-making capacity shall disclose in writing to the Executive Council any association with the program, institution, or company under consideration, and the Executive Council shall have the right to decide, or to delegate the right to decide, whether such association is significant, based on the facts and circumstances of each case. The Council may consider the following factors, among other relevant factors, in deciding whether the individual's association is significant:
 - Current or past employment as faculty, staff, or consultant by the program, institution, or company;
 - Current or past discussion or negotiation of employment with the program, institution, or company;
 - Attendance as student at the institution;

- Receipt of an honorary degree from the institution;
- Significant involvement with a program, institution, or company by a person closely affiliated with the individual by family or business relationship;
- An unpaid official relationship with an institution, e.g., membership on the institution's board of trustees or industrial advisory board.

Conflict of Interest Procedures

1. The written disclosures regarding actual or apparent conflicts of interests by individuals subject to these Policies and Procedures will be maintained by the Executive Council, under specific guidelines for the creation, copying, and control of the records. Each individual subject to these Policies and Procedures will be notified annually and supplied with a copy of the record, which the individual shall review, revise (if required), and return, for the purpose of updating this record. The procedure for annual review shall not excuse each individual from timely disclosing actual or apparent conflicts of interest as they may arise between annual reporting dates.
2. All individuals subject to these Policies and Procedures shall be required to sign a “Conflict of Interest and Confidentiality Statement” indicating that they have read and understand these Policies and Procedures. These Policies and Procedures are subject to periodic review and amendment at any time and from time to time by the Executive Council.
3. Individuals subject to these Policies and Procedures must excuse themselves from any portion of any Tau Beta Pi meeting in which discussions or decisions occur in respect to matters as to which they have an actual or apparent conflict of interest (whether previously disclosed to the Executive Council or not). Actual or apparent conflicts of interest shall include not only those described in the above Policies but shall include any other circumstances that, in the opinion of the Executive Council, might prohibit an individual from rendering an unbiased decision, or that could be reasonably construed to create the appearance of bias. The names of individuals who have recused themselves during a meeting for conflicts of interest will be recorded. Any individual who disagrees with the Council’s opinion that an actual or apparent conflict of interest exists shall defer to the Council’s decision and comply with these Policies and Procedures.

July 2, 2001

Reviewed by legal counsel 6/01
Approved by Executive Council 8/01

CONFLICT OF INTEREST AND CONFIDENTIALITY STATEMENT

I have received and read the Tau Beta Pi Conflict of Interest Policies and Procedures, a copy of which is attached. I understand that the intent of Tau Beta Pi's Conflict of Interest Policies and Procedures is to require disclosure of actual or apparent conflicts of interest, to require recusal from involvement in discussions and/or decisions related to matters involving actual or apparent conflicts of interest, and to encourage and assure fair and impartial decision making by all representatives of Tau Beta Pi involved in decision making. I will not participate in any decision-making capacity in any matter involving an actual or apparent conflict of interest as defined in the Conflict of Interest Policies and Procedures and will defer to the Council's opinion in all such matters. I also agree to comply with all the requirements of the Policies and Procedures, including the requirements for periodic written disclosure of circumstances that create or could create an actual or apparent conflict of interest.

Print Name

Date

Signature

Tau Beta Pi Position