

STATE BAR OF WISCONSIN
CONFLICT OF INTEREST POLICY
FOR
VOLUNTEERS

INTRODUCTION

The State Bar of Wisconsin is committed to maintaining the highest standards of conduct and ethical behavior and to promoting a work environment that values respect, fairness and integrity. It is also in the best interest of the organization to implement policies and procedures that would bring the State Bar of Wisconsin into compliance with the spirit of the federal Sarbanes-Oxley Act to promote good governance as well as financial reporting and transparency.

POLICY

All volunteers shall act with honesty, integrity and openness in all their dealings as representatives for the organization.

A conflict of interest may exist, for example, if an individual, or his or her immediate family members (consisting of spouse, children, or relative receiving more than one-half of his/her support from the volunteer):

- Holds a position or material financial interest (more than 10%) in an entity from which the State Bar secures goods or services.
- Has an equity ownership, officer or board position in an entity or organization which directly competes with the services offered by the State Bar.
- Has any employment or contractual relationship with an entity or organization which directly competes with the services offered by the State Bar.
- Renders direct managerial or consulting services to an entity which does business with the State Bar.
- Renders direct managerial or consulting services to an entity which competes with services offered by the State Bar.
- Engages in business activities for personal profit or advantage which are in direct competition with the services offered by the State Bar or utilizes his or her position with the Bar for direct financial or personal advantage.

The guiding principles of this policy allow volunteers to participate in discussions and action items provided there is clear disclosure of any conflict of interest situation or circumstances. The policy does not require automatic disqualification, only disclosure of any conflict of interest.

Failure to follow these standards will result in appropriate action being taken including possible removal from one's volunteer duties.

EXCEPTION FOR CLE ACTIVITIES

A Conflict of Interest shall not exist if a volunteer is providing educational services, programs or activities for an organization or entity that provides continuing education services for lawyers or legal professionals. Serving as speaker or faculty member for a competing CLE provider does not need to be disclosed under this Policy even if income is received for such services. Ownership in a competing CLE provider shall be disclosed under this Policy.

PROCEDURE

Volunteers shall complete a conflict of interest questionnaire every fiscal year identifying those financial interests or other arrangements that may create a conflict of interest as described in this Policy. The conflict of interest questionnaire will be filed with the Executive Director of the State Bar of Wisconsin and kept on file with the official proceedings of the State Bar Board of Governors.

In the event a volunteer is aware of a State Bar action or activity that may be considered a conflict of interest, the volunteer shall identify the conflict of interest to the appropriate governing board or committee at the earliest time possible and seek input from that governing body or committee regarding the participation of the volunteer. The volunteer will honor the decision of the governing body or committee regarding the participation of the volunteer when taking action related to the area of potential conflict of interest.

STATE BAR OF WISCONSIN
CONFLICT OF INTEREST QUESTIONNAIRE
FOR
VOLUNTEERS

I have read the State Bar Conflict of Interest Policy. To the best of my knowledge and belief, except as disclosed below, neither I nor any immediate family member (consisting of spouse, children, or relative receiving more than one-half of his/her support from the volunteer) have any ownership or engage in any activities that may represent a potential conflict of interest, as defined in the Policy.

To the best of my knowledge, the financial interests or other arrangements listed below may create a conflict of interest as described in the Conflict of Interest Policy.

1. _____
2. _____
3. _____
4. _____
5. _____

Further, to the best of my knowledge and belief, except as disclosed above, neither I nor any immediate family member intends to engage in any transaction or to acquire any interest in an organization or entity that might be covered by the Conflict of Interest Policy.

I agree to notify the Executive Director of the State Bar of Wisconsin promptly of any additional circumstances which develop that may constitute a conflict of interest.

Dated this ____ day of _____, ____.

Signature

Name Printed

Acknowledged Receipt By:

Executive Director

Date