

**NALP
BOARD OF DIRECTORS**

POLICY MEMORANDUM 108

SUBJECT: ACTIVITIES, CONDUCT, AND RESOLVING CONFLICTS OF INTEREST
OF NALP REPRESENTATIVES

Purpose and Scope. This policy statement prescribes policies and standards for the conduct of representatives of NALP. The term NALP representative includes all officers, directors, chairs of sections, advisory groups, work groups, committees, and task forces; members of the nominating committee and regional resource council; the immediate past president; all employees of NALP; and all NALP liaisons to other organizations.

Basic Policy. NALP representatives shall conduct themselves in a manner that creates and maintains respect for NALP. Their activities should reflect the high standards expected of them. If they face any problems concerning ethics or professional conduct that cannot be resolved by reference to the standards set forth in this policy statement, they should discuss the problem with the Board of Directors (or, at the option of the Board, with the Board's Executive Committee). By accepting a position as a NALP Representative, each individual agrees to and represents that they will be bound by all of the provisions of this Policy Memorandum both during and after their service as a NALP Representative. NALP Representatives are not authorized to speak on behalf of the Association except with respect to matters on which the Association has taken a position and has empowered Representatives specifically to do so.

Requirement of NALP Membership. Officers, directors, and the immediate past president must be employed by, or principals in, organizations that are members of NALP. If the person's employment in, or association with, an organization that is a member of NALP ceases, the person is no longer eligible to serve and must tender a resignation immediately. Such a resignation by the president or president elect is governed by Section 9.8 of the NALP Bylaws. A resignation by any other representative will be considered by the Board. However, if special circumstances so warrant, the Board may request the individual to continue serving in such capacity, and for such period of time, as the Board deems appropriate.

Disqualification Based on Financial or Other Interests. Any NALP representative must recuse herself or himself from participating as a NALP representative (through decision, approval, disapproval, recommendation, advice, investigation or otherwise) in any matter in which the individual has an actual or prospective financial or other personal interest in the outcome. Any NALP representative must similarly recuse themselves from participation in any such matter where the individual has knowledge that their employer has a direct or indirect economic interest in the outcome. Where the NALP representative has a question about the propriety of participating in a matter, they should follow this procedure:

- (1) The NALP representative shall inform the Board of Directors (or the Executive Committee) of the nature and circumstances of the matter and the interest involved and shall request a determination as to the propriety of participation in the matter.
- (2) The Board of Directors, after examining the information submitted, may recuse the NALP representative from participation in the matter, or may approve the individual's participation upon determining that such participation will not adversely affect the integrity of NALP or the service it provides to its members.

Improper Use of NALP Information. No NALP representative shall, either during or after their service as a NALP representative, use for personal or financial gain for themselves or for another person, or make any unauthorized disclosure or use of Competitive Information obtained by them, directly or indirectly, that has not become part of the body of information and knowledge generally available to the public. "Competitive Information" shall include any data, documents, materials, business or competitive knowledge, or information regarding NALP's current and potential future services, products, projects, plans, proposals, and activities obtained as a result of the individual's status or activities as a NALP representative.

Investments. No NALP representative shall make investments: (1) in enterprises that such representative knows or should know will be involved in decisions by NALP in which they will participate; (2) on the basis of information that comes to them by reason of their status as a NALP representative and that has not become part of the body of public information; or (3) that are reasonably likely to create any actual or apparent conflict in the proper discharge of their NALP duties.

Gifts, Entertainment and Other Things of Monetary Value. Except as provided below, a NALP representative shall not solicit or accept (for themselves or another person, directly or indirectly) any gift, gratuity, favor, entertainment, loan, or any other thing of monetary value, from a person (or entity) who:

- (1) Has, or is seeking to obtain, contractual or other business or financial relations with NALP;
- (2) Is engaged, either as principal or attorney, in proceedings involving NALP; or
- (3) Has interests that may be substantially affected by the performance or nonperformance of the NALP representative's NALP duty.

The following matters are excluded from this prohibition and hence are permissible:

- (1) Acceptance of food and refreshments in the ordinary course of a luncheon or dinner meeting or other meeting.

- (2) Acceptance of loans from banks or other financial institutions on customary terms of finance for proper and usual activities, such as home mortgage loans.
- (3) Acceptance of unsolicited advertising or promotional material, such as pens, pencils, note pads, calendars, and other items of nominal intrinsic value.
- (4) Acceptance of suitable mementos of a function honoring the NALP representative.
- (5) Acceptance of gifts of hospitality on the donor's personal or family premises.
- (6) Acceptance of gift items in the nature of communications to the NALP representative's office, such as subscriptions to newspapers and periodicals.
- (7) Acceptance of lodging, meals, and entertainment from a hotel that the NALP representative is inspecting at the request of the NALP officers or staff for possible use as a future NALP meeting site.
- (8) Acceptance of other gifts, entertainment or other things of nominal value (\$100.00 or less) that are reported to, and approved by, the Board of Directors.

Reporting of Outside Interests. Each officer, director, immediate past president, and employee shall, within 30 days of the beginning of her or his Board term or employment, submit to the Board of Directors a Statement of Financial and Outside Interests in the Legal Employment Process. Any changes in the Statement shall be reported within 30 days.

Reporting of Gifts, Entertainment and Other Things of Monetary Value. Any officer, director, immediate past president, and employee who has received gifts, entertainment, or other things of monetary value, aside from those listed above, shall report same for inclusion in the agenda of the next meeting of the Board of Directors.

ADOPTED: November 11, 1989
AMENDED: February 28, 1992
AMENDED: December 1, 2001
AMENDED: November 11, 2004
AMENDED: July 15, 2005
AMENDED: April 24, 2007
AMENDED: July 18, 2009
AMENDED: November 3, 2011
AMENDED: July 16, 2020

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STATEMENT OF FINANCIAL AND OUTSIDE INTEREST
IN THE LEGAL EMPLOYMENT PROCESS

Name _____ NALP Position _____

Organization _____

Date of Appointment or Election to NALP office _____

GENERAL REQUIREMENTS: The information to be furnished in this statement is required by the National Association for Law Placement for its Officers, Directors, Immediate Past President, and salaried employees and may not be disclosed except for good cause shown. The interest, if any, of a spouse, minor child, or other member of your immediate household shall be reported in this statement as your interest. "Member of your immediate household" includes only those blood relations who are full-time residents of your household.

EXCLUSIONS: This form does not require the submission of any information relating to an individual's connection with, or interest in, a political organization. The information to be furnished does not require a showing of the amount of financial interest or indebtedness.

PART I. FINANCIAL AND OUTSIDE INTERESTS IN THE LEGAL EMPLOYMENT PROCESS

List the names of all companies or enterprises involved in the legal employment process (legal career planning, recruiting and hiring): (a) with which you are connected as an employee, officer owner, director, member, trustee, partner, adviser, or consultant; or (b) in which you have any financial interest as a result of current or prior employment or business or professional association; or (c) in which you have any financial interest through the ownership of stock, stock options, bonds, securities, or other arrangements, including trusts. If none, write NONE.

Name and Kind of Organization	Address	Position in Organization	Nature of Financial Interest

PART II. CREDITORS

List the names of creditors that are involved in the legal employment process. If none, write NONE.

Name and address of creditor	Character of indebtedness, e.g., personal loan, note, security

I certify that the statements I have made are true, complete and correct to the best of my knowledge and belief.

Date

Signature

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REPORT OF GIFTS, ENTERTAINMENT AND OTHER THINGS OF MONETARY VALUE

Name _____ NALP Position _____

Organization _____

Date of Appointment or Election to NALP office _____

GENERAL REQUIREMENTS: The information to be furnished in this statement is required by the National Association for Law Placement for its Officers, Directors, Immediate Past President, and salaried employees and may not be disclosed except for good cause shown. A "gift" means any payment, forbearance, advance, rendering or deposit of money, or anything of value, unless consideration of equal or greater value is received by the donor.

EXCLUSIONS: In determining what is reportable, exclude these items: (1) Food and beverage consumed in the ordinary course of a luncheon or dinner meeting or other meeting. (2) Loans from banks or other financial institutions on customary terms of finance for proper and usual activities, such as home mortgage loans. (3) Unsolicited advertising or promotional materials, such as pens, pencils, note pads, calendars and other items of nominal intrinsic value. (4) Suitable mementos of a function honoring you. (5) Gifts of hospitality on the donor's personal or family premises. (6) Gift items in the nature of communications to your office, such as subscriptions to newspapers and periodicals. (7) Lodging, meals, and entertainment from a hotel which you are inspecting at the request of the NALP administrative staff for possible use as a future NALP meeting site.

Report the source, a brief description and the value of gifts, entertainment and other things of monetary value received from a person (or entity) who: (1) has, or is seeking to obtain, contractual or other business or financial relations with NALP; (2) is engaged, either as a principal or attorney, in proceedings before NALP; or (3) has interest that may be substantially affected by the performance or non-performance of your NALP duties.

Source (name and address)	Description	Value

I certify that the statements I have made are true, complete and correct to the best of my knowledge and belief.

Date

Signature