

## ASPT Policies and Procedures

Conflict of Interest Policy. All Officers, Council Members, and Committee Members of ASPT will abstain from discussion, voting, and otherwise taking action on any item for which a conflict of interest exists. Conflicts of interest may include, but are not limited to, decisions and recommendations related to current and former students, current institution, and family members.

Whistle Blower Policy. It is the policy of ASPT to encourage reporting of any suspicion of wrongdoing without fear of retaliation. The procedure is to report the incident to the President, but in the case of a conflict of interest, it can be reported to any officer. It is the officer's duty to initiate investigation of the incident and to report it to the Council or other party for further investigation or action.

Document Retention Policy. The ASPT President submits all records to the ASPT Secretary upon completion of his/her term who submits them to the New York Botanical Garden Archives Office no later than December 31<sup>st</sup> of each year. It is the policy of the ASPT Business Office to retain financial records for at least seven years. Business Office documents containing confidential or financial information are shredded.

Gift Acceptance Policy. ASPT accepts cash and stock in the form of donations and bequests, which are deposited in the specified fund account and formally acknowledged with a receipt to the donor. Occasionally, ASPT holds an auction as a fundraiser at the annual conference, and accepts small, donated items such as books, prints, etc. Auction income is deposited in an Endowed Account for Graduate Student Research Grants.

Monitoring Grant Funds. Students who receive Research Grants must submit a one year-follow up report to the ASPT Business Office Manager no later than the due date indicated on the provided form.

Payment and Reimbursement of Specific Expenses for Key Employees. ASPT Officers and Council Members are strictly prohibited from accepting any monetary gift or non-monetary gift of value in exchange for doing business with a company or individual. Business includes, but is not limited to, investment firms, insurance agents, publishing companies, and the like.

Narrative on Public Disclosure Procedures. The ASPT Secretary solicits annual reports from the Officers, Committee Chairs, and ASPT representatives to other professional societies. The Secretary distributes these to the entire Council prior to the Annual Council meeting. Each fall, the Secretary mails the following items to the general membership: the minutes of the annual Business Meeting, the Treasurer's annual financial report, and a list of the current officers and committee members. All of this information is posted online, in addition to the current Duties Rosters compiled by the Secretary.

