

AMS CONFLICT OF INTEREST POLICY

The American Musicological Society (AMS) is committed to operating ethically and lawfully, and expects all of its officers, directors, employees, volunteers, and agents to conduct their activities in compliance with this commitment. Moreover, the Society seeks to avoid even the appearance of and potential for wrongdoing. To these ends, the AMS has outlined the following policy statement on how to identify, prevent, and address potential conflicts of interest. This policy applies to all AMS officers, directors, employees, volunteers, and agents, including part-time employees and interns.

Avoiding/Addressing Conflicts of Interest

A conflict of interest occurs when an individual's obligation to further the mission and charitable purposes of the AMS is potentially or effectively at odds with the individual's personal, financial, or professional interests that exist separately from the Society. Conflicts of interest are not in and of themselves misdeeds. However, they can provide the opportunity for and impression of wrongdoing. For example, a conflict of interest would occur when an officer votes on a contract between the AMS and a business that is owned by that officer or in which they hold significant stock. It would be considered a conflict of interest even if the officer's vote would have been the same had they *not* owned the business or held that stock and regardless of whether their vote is determinative.

Moreover, conflicts of interest do not have to be financial or personal in nature. They can also take place when the possibility of accruing other types of nonmonetary benefit, either directly or in connection with a close family member or colleague, may tempt an officer, director, employee, volunteer, or agent to act in a manner contrary to the Society's best interests.

Accordingly, all AMS employees, officers, directors, volunteers, and agents who perceive a potential conflict of interest in their work for the Society are required to comply with following:

- 1) **Recusal:** Any officer, director, employee, volunteer, or agent who is called on to vote or advise on a decision in which they have a conflict of interest should recuse themselves. They should recuse themselves voluntarily and proactively from any decision-making process in which they may be reasonably considered to lack impartiality because of a close preexisting relationship with a counterparty or affected individual; or because the outcome is likely to result in clear and direct personal, financial, or professional gain. Individuals who are not certain whether recusal is warranted are advised to discuss the nature of their conflict with the individual tasked with overseeing their work for the Society. Committee members should discuss the matter with their committee chair. Employees should discuss it with their supervisor. Board members and the Executive Director should discuss it with the Board President, and the Board President should consult the Executive Director or another officer.

- 2) **Disclosure:** All officers, directors, employees, volunteers, and agents are expected to disclose any meaningful interest or stake in potential contracts, partnerships, or other financial relationships between the AMS and potential or current vendors, contractors, agents, or partners affecting their work with or for the Society. These conflicts should be disclosed to the Executive Director, who will assess (in conversation with other officers or members of the Board, as needed) the gravity of the conflict and if any means beyond recusal should be taken to protect against it. If the conflict involves the Executive Director, the disclosure should be made to the Board President.

Restrictions on AMS Employees

Participating in AMS Programs (Full-Time Employees)

Full-time AMS employees are not allowed to apply to participate in selective AMS programs operated by the AMS office. This includes submitting papers for consideration at the Annual Meeting and applications for funding. Full-time employees are allowed to participate in selective programs operated solely or primarily by AMS chapters or study groups, so long as there is no direct involvement in the application review process by the AMS office.

Participating in AMS Programs (Interns & Part-Time Employees)

Interns and part-time employees may participate in selective AMS programs. This includes submitting papers for consideration at the Annual Meeting and applications for funding, so long as they receive prior approval from their supervisor. However, if an intern or part-time employee is approved to apply for AMS funding or participate in an AMS program, they must also be sequestered from the application review process and any related data systems, files, or other administrative apparatus. Such individuals are also prohibited from assisting with any administrative aspects of the relevant program until *after* acceptances or award decisions are published. This restriction is intended to maintain the integrity and confidentiality of the selective application process.

Hiring Family Members

The AMS recognizes that there are unique challenges associated with hiring family members of current employees. Thus, it is the policy of the Society that an employee may not supervise or oversee the work of a family member. In any situation where this could potentially occur, a review procedure will be put into place to ensure that the new hire reports to and is evaluated by a staff member to whom they are not related. If the new hire is related to the Executive Director, the potential conflict must be disclosed to the Board. Thereafter, the Board must approve the hire and any plan for direct oversight and supervision.