

WISCONSIN LAWYERS ASSISTANCE PROGRAM

VOLUNTEER PROTOCOLS

STATE BAR OF WISCONSIN

5302 EASTPARK BLVD.

MADISON, WI 53718

Welcome to the Wisconsin Lawyers Assistance Program

Dear WisLAP Volunteer,

Thank you for your willingness to offer support to your colleagues as a WisLAP Volunteer. The mission of WisLAP is to improve the health and well-being of lawyers, judges, law students, and their families. The benefits of increased lawyer well-being are compelling and the problems caused by lawyer impairment are too great to ignore. There has never been a better or more important time for all sectors of the profession to prioritize well-being.

There is still a misperception that receiving help from a lawyer assistance program is only for professionals who are significantly impaired or are facing suspension or disbarment. WisLAP seeks to help long before a crisis occurs. We encourage lawyers to be proactive when confronting stress rather than reactive once their reputation is on the line.

The idea that well-being is a core competence of professional responsibility is taking hold. For lawyers to maintain their dedication to client service and uphold the public's trust, it helps to have supportive colleagues advancing the conversation about work-life balance and increased self-care. Through their WisLAP service, Volunteers help eliminate the stigma associated with help-seeking behaviors.

Through your participation as a WisLAP Volunteer, you are helping reinforce the critical message that seeking help for a mental health or substance misuse problem is usual and expected behavior for legal professionals. When you deliver a WisLAP presentation or attend a WisLAP event, your leadership helps combat the effects of stigma and shame that still linger in our society. When you meet with a law student and provide your insights about how to keep well and healthy in a difficult profession, you are reinforcing the message that self-care is an important part of professional identity. With your continued assistance, WisLAP will be able to carry out our mission of providing services, support, and education to legal professionals throughout Wisconsin.

No handbook can answer all your questions, so after reviewing this material please reach out to WisLAP staff to discuss any concerns. We thank you for responding to the call to support your colleagues. The profession is better because of your willingness to commit your valuable time to assisting others.

Sincerely,

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The Ongoing Need for WisLAP

In the mid 1970's and early 1980's, the first lawyer assistance programs began developing throughout the country to help legal professionals impaired by substance abuse. Lawyers, particularly those who struggled with addiction and found recovery, saw the impact of alcoholism on the legal community and wanted to support their colleagues. Thus began a powerful movement that has led to an important resource for those in the profession of law. Lawyer assistance programs have expanded to address a variety of mental health concerns as well as other work-related and personal challenges a lawyer may experience. WisLAP exemplifies this type of "broad-brush program" that helps legal professionals and law students with a range of issues that help support overall well-being and ability to practice.

WisLAP agrees with these priorities and also supports stigma reduction initiatives for attorneys, judges, law students, and their families. LAPs can provide excellent programming and confidential support, but if stigma interferes with access to services we must strive to eliminate that barrier.

Attorneys in the United States have significantly higher rates of problematic drinking and mental health problems than the general population. In 2014, according to the Substance Abuse and Mental Health Services Administration, 6.6% of adult Americans experienced a major depressive episode and 6.4% had an alcohol use disorder.¹

In 2015, the American Bar Association and Hazelden Betty Ford collaborated on research that was published in the Journal of Addiction Medicine in 2016 as "[The prevalence of substance use and other mental health concerns among American attorneys](#)" Among the findings:

- 20.6% of respondents scored at a level consistent with problematic drinking using the Audit 10 assessment.
- Using the Audit 3 assessment, 36.4% of lawyers indicated problematic drinking. Problematic drinking reflects hazardous drinking and possible dependence.
- Using a smaller sample size, 24% reported drug use in the intermediate to severe range.
- 28% of respondents reported experiencing depression, 19% reported anxiety and 23% reported stress.
- 11.5% reported suicidal thoughts during their career.
- Respondents had problems with help-seeking behaviors. Concerns about privacy and confidentiality are common.

As a result of this study and others, the [National Task Force on Lawyer Well-Being](#) was formed. The ABA formed a Working Group to Advance Well-Being in the Legal Profession. The website <http://lawyerwellbeing.net/> provides recommendations for best practices moving forward.

¹ <https://www.samhsa.gov/atod/alcohol>, retrieved on July 5, 2017.

Mission & History of WisLAP

Mission Statement

WisLAP is a member service of the State Bar of Wisconsin that provides free confidential assistance to lawyers, judges, law students, and their families (hereafter referred to as Clients) in coping with any substance misuse, mental health challenges, or other stressors which negatively impact the quality of life and the practice of law. WisLAP is designed to help members and their families build on their strengths and to provide support through offering services that promote physical, mental and emotional health.

History

The Wisconsin Lawyers Assistance Program (WisLAP) was formed in 1995 when the Committee on Assistance for Lawyers (COAL), which was designed to help lawyers with mental health concerns, merged with Lawyers Concerned for Lawyers (LCL), which supported lawyers recovering from substance abuse or dependence. WisLAP currently has a staff of 2.0 FTE, plus administrative support, along with approximately 150 trained volunteer lawyers, judges, and law students. Within the scope provided by the Board of Governors of the State Bar, the WisLAP Committee sets policies for the program and develops and oversees its administration.

[SCR 10.05\(4\)\(m\)\(1\)](#) establishes the assistance programs of the State Bar of Wisconsin:

1. 'Establishment.' The board of governors may provide assistance programs, including assistance in law office management, and assistance to judges, lawyers, law students, and their families in coping with alcoholism and other addictions, mental illness, physical disability, and other problems related to or affecting the practice of law.

ABA Commission on Lawyer Assistance Programs

WisLAP is part of the [ABA's Commission on Lawyer Assistance Programs](#) (CoLAP), a network of LAPs serving nearly all the states in the U.S., as well as throughout Canada and the United Kingdom.

As noted on the American Bar Association website:

“The ABA Commission on Lawyer Assistance Programs has the mandate to educate the legal profession concerning alcoholism, chemical dependencies, stress, depression and other emotional health issues, and assist and support all bar associations and lawyer assistance programs in developing and maintaining methods of providing effective solutions for recovery.”



Goals & Principles of WisLAP

Goals

- I. To assist in the identification of lawyers who may be troubled.
- II. To assist Clients in their personal recovery from physical or mental health conditions that affect competent practice of their profession and/or their quality of life.
- III. To educate the legal community on identification, assessment, referral, treatment and community based resources available to meet the needs of affected judges, lawyers, law students and their families.
- IV. To provide a network of trained Volunteers who are available to respond to the needs of WisLAP Clients through a peer assistance model.
- V. To monitor and assist Clients while they work to rehabilitate and return to the practice of law, to the bench or to a better quality of life.
- VI. To establish and maintain a cooperative relationship with the Office of Lawyer Regulation and the Board of Bar Examiners along with the legal community at large.

Principles

- I. The program is motivated by a humanitarian concern for the legal community and the public.
- II. Addiction, mental health concerns and physical disabilities should not be ignored and are treatable conditions.
- III. Impaired judges and lawyers are obligated to seek assistance and to participate in services necessary to renew their full effectiveness as a lawyer, judge or family member.
- IV. All licensed lawyers and judges have the ethical responsibility to recognize the signs and symptoms of a colleague who may be impaired and to assist the colleague in accessing appropriate services.
- V. The legal profession benefits when we collectively commit to fighting the stigma surrounding addiction and mental illness and supporting the mental health of our colleagues.

WisLAP Services

Peer Assistance: WisLAP Volunteers provide confidential peer support to Clients who identify a problem and request to meet with a colleague who has successfully managed a similar problem or can offer support and guidance.

Consultation: Consultation is provided to law firms, organizations and individuals, regarding a variety of lawyer well-being issues.

Information and Referral: WisLAP provides information to Clients on substance use concerns and other mental health issues, as well as other stressors which may impact functioning and the practice of law. Referral options and recommendations are discussed with Clients regarding appropriate treatment organizations, self-help groups, agencies and private practitioners.

Interventions: Intervention is a group process initiated by family, friends or colleagues with the objective of reaching out to their colleague or loved one. The goal is to express current, objective concerns and encourage the person to seek an assessment or other form of help.

Educational Presentations: WisLAP Staff and Volunteers provide education to the legal profession on issues of addiction, mental health, work/life balance and a variety of other topics. The program does presentations for lawyer awareness and understanding (LAU) credit or no credit to County Bar Associations, UW and Marquette Law Schools, legal organizations, conferences and many other venues.

Monitoring: WisLAP Monitoring plays a critical role in assisting lawyers and bar applicants who seek to demonstrate their rehabilitation and stability to the WI Office of Lawyer Regulation, the WI Board of Bar Examiners, or an employer. Without the ability to document and provide evidence of recovery and stabilization, many lawyers and bar applicants might not obtain or regain a license to practice law in Wisconsin. WisLAP does not make recommendations about whether an individual is fit to practice; these recommendations are made after intensive evaluation by outside evaluators.

Confidentiality of WisLAP Communications

WisLAP communications are privileged and the program has immunity according to Supreme Court Rule 10.05 (4) (m) 2-3:

1. 'Privileges, immunity.' Communications with an assistance committee member, staff, or volunteers by any person providing information in good faith are privileged; no lawsuit based upon these communications may be instituted by any person. In providing assistance services, the board, members of assistance committees, staff, and volunteers designated by the board shall be immune from suit for any conduct in the course of their official duties.
2. 'Confidentiality.' All communications with an assistance committee member, staff, or volunteer, and all records of program assistance to a person are confidential and shall not be disclosed, except in any of the following circumstances:
 - a. With the express consent of the person provided assistance.
 - b. When required as a condition for monitoring.
 - c. When reasonably necessary to prevent death or substantial bodily harm to the person assisted or to another.
 - d. When reasonably necessary to prevent child abuse or elder abuse.
 - e. When reporting is mandated by other law.

Volunteer Positions within WisLAP

Peer Assistants

WisLAP Volunteers provide confidential peer support to Clients who identify a problem and request to meet with a colleague who has successfully managed a similar problem or can offer support and guidance. WisLAP attempts to match Clients with trained Volunteers who share similar demographic or other characteristics.

Monitors

WisLAP Monitors are specially trained to oversee the activities of an attorney or law student. The attorney or law student may be subject to monitoring voluntarily or involuntarily, depending on any current or pending involvement of the Office of Lawyer Regulation, the Board of Bar Examiners, or private firms. Monitors serve a specialized role as they report the progress of an attorney who has agreed to have information released to others regarding their rehabilitation. Monitors document compliance, as monitored attorneys are often under strict provisions to reinstate, maintain or obtain their license to practice law.

Educators

WisLAP Staff and Volunteers provide education to the legal profession on issues of addiction, mental health, work/life balance and a variety of other topics. The program provides presentations for CLE credit or no credit to County Bar Associations, University of Wisconsin and Marquette Law Schools, legal organizations, conferences and many other venues.

Committee Members

The WisLAP Committee consists of State Bar members who are both knowledgeable and interested in the goals and objectives of this committee and the WisLAP program. Within the scope provided by the Board of Governors of the State Bar, the Committee guides policy for the program and assists with its administration. Committee members discuss and work on many aspects of the program. This Committee meets approximately every twelve weeks.

WisLAP Peer Assistance Program

Peer assistance is support given to a colleague from someone who may have experienced a similar problem and managed it successfully. Peer assistance is appropriate when a person recognizes that he/she has a problem and asks for help. Each Client is responsible for the choices they make during the helping process. Some Clients may initially reach out to WisLAP and then decline to engage further. A message of help may have to be delivered multiple times before a Client can accept the offered assistance.

Peer assistants are not therapists or professional counselors. They are legal professionals who may share their personal recovery experience from addiction or mental health treatment and provide support for their peers to get help. Practice respect for the dignity and autonomy of each person. Recognize that “your way” may not be “my way” and there are many roads that lead to stability, recovery and quality of life.

Recognize that WisLAP doesn’t save lives, although a life might be saved by a person’s response to a WisLAP offered service. WisLAP offers an array of potential solutions from which to choose along with support and guidance. WisLAP strives to assist each client in making healthy decisions which may result in increased stability, increased quality of life and continued well-being.

Listen to your own thoughts about your WisLAP work, discuss them with other Volunteers or staff as a way to stay balanced and gain alternative perspectives. Remember, self-awareness is your greatest tool when assisting other human beings. WisLAP staff have clinical training that can assist you if and when challenges arise with assisting Clients.

The effectiveness of any volunteer work for WisLAP is never to be gauged by whether a particular peer consultation or intervention results in the Client obtaining an assessment, entering treatment, getting or staying clean and sober, or otherwise stabilizing. WisLAP volunteer work is deemed to be effective whenever a Client has been shown, through the caring, personal concern of a WisLAP Volunteer, family member or colleague, that they are never alone in combating an illness or trouble in their life.

Volunteer Expectations

To assure that all Volunteers understand the WisLAP mission and philosophy and to provide them with up-to-date information on addiction and mental health issues among legal professionals, all WisLAP Volunteers are required to participate in an initial WisLAP training with follow up training at least every other year. Any Wisconsin lawyer, court commissioner, judge, law student, and in some cases other interested parties, may attend a WisLAP training seminar.

What You can expect from WisLAP

- Ongoing education through WisLAP Volunteer Trainings and continuous staff support;
- To be part of a team dedicated to increasing lawyer well-being;
- The right to say no to referrals and projects for any or no reason;
- Respect for your time, experiences, expertise, and confidentiality;
- To be valued, recognized, and appreciated for your work on behalf of your colleagues;

What can WisLAP expect from You

- To honor the requirement for absolute confidentiality regarding all Clients and their information;
- To keep current as a WisLAP Volunteer by attending a training every other year at minimum;
- To return required paperwork/forms to signify current volunteer status;
- To reply to staff outreach within 24 hours when contacted about potential referrals, either to accept or decline;
- To express your concerns and questions to staff and ask for support when needed;
- To remember that Clients are ultimately responsible for the choices they make about whether or not to accept help.

WisLAP Procedures & Referral Process

WisLAP Procedures

- Hotline and Office Calls: Staff responds to calls received through the hotline and office on Monday through Friday from 8:00 am through 5:00 pm.
- From 5:00 pm through 8:00 am, Monday through Friday and 24 hours on weekends and holidays, hotline calls are responded to by a contracted service provider.

Information Gathering: Staff gathers information either by phone or by meeting personally with Clients. Staff identify problems, ask about existing sources of support and assess potentially available resources to assist in making recommendations to the Client.

- Volunteers may assist with a wide variety of problems including but not limited to: depression, anxiety, stress due to work or family issues, addictions such as alcohol, drugs, gambling, sex or other compulsive behaviors, physical health issues, or issues related to aging or transitioning out of practice.
- If a Volunteer receives a call directly from a lawyer seeking WisLAP assistance, he/she is asked to report that call to WisLAP staff the next business day.
- Staff provide consultation, information and referral. Referrals are made to Volunteers, treatment centers, self-help groups, outpatient practitioners or other resources as indicated.

Peer Assistance Referral: Prior to referring a Client, staff consults with the prospective Volunteer, who may accept the case or decline for any or no reason. The Client is never provided a specific Volunteer's name or contact information without the Volunteer's permission.

In the choice of appointment of the Volunteer, WisLAP will:

- Consider the importance of appropriate matching of the Volunteer to the Client in terms of gender, practice area, age, geographic location preferences, need, and any other relevant factors.
- Screen the Volunteer prior to appointment to avoid conflicts of interest.
- Volunteers may communicate via phone, email, text, or meet face to face with Clients to offer support, guidance and resources.
- Volunteers shall maintain confidentiality of all contacts and information.
- Volunteers should utilize personal email for email correspondence to keep personal and confidential information off firm and office servers.

WisLAP Procedures & Referral Process, cont'd

- When leaving a voicemail, the Volunteer self-identifies by name with a message they are returning a call. Volunteers do not self-identify as WisLAP Volunteers on voicemail without the Client's permission in order to protect the confidentiality of the Client.
- Volunteers shall safeguard Client confidentiality at all times. Volunteers should utilize best practices regarding privacy and security of all electronic and in person conversations. Volunteers are discouraged from keeping records of electronic communications indefinitely.
- Volunteers are discouraged from going to the Client's home or an isolated area as a common-sense safety precaution. WisLAP recommends that Volunteers meet in a safe environment such as an office or a public venue. Volunteer safety and Client safety are given equal consideration by WisLAP.
- Volunteers shall confirm with staff that contact has been made or not made with the Client so that staff can offer follow up services as needed.

Considerations for the Volunteer/Client Relationship

- Emphasize that your only purpose is to be of assistance to them.
- Inform the Client why you are contacting them and remind them of the privileged confidentiality of all WisLAP communications. Do not disclose the source of the referral unless you have the permission of the referring party.
- Focus on what the Client sees as the problem and what they would like to change.
- Be mindful that the process of supporting a Client can be equally important as the actual words you say. There is no one right way to offer support other than to be sincere, honest, and considerate in your dealings. Share your own experience, strength and hope.
- Encourage the Client to identify strengths (skills, gifts, talents, trainings and other things they have going for them) and use those strengths to make desired changes.
- Avoid critiquing the recommendations made by the Client's treatment team or health care providers.
- Be consistent. Always follow through with resources you offer or meetings you agree to have.
- If you believe your objectivity is lost or the experience is too draining contact WisLAP staff for a consult.
- Keep in mind that the Volunteer/Client relationship, like all interpersonal relationships, takes time to mature. Consult with staff if you feel things aren't going well.
- Sometimes the Volunteer is the listener, sometimes the Volunteer is listened to, and sometimes that even changes in one conversation. The process is fluid.
- WisLAP Volunteers shall not engage in sexual relationships with Clients.
- WisLAP Volunteers shall not engage in business relationships with Clients.
- WisLAP Volunteers should avoid entering into any dual relationships with a Client (and/or Client's friends, family members, treatment providers, or legal counsel) which may compromise the confidential relationship between the Volunteer/Client. A dual relationship could impair the Volunteer's objectivity, competence, or effectiveness in performing his or her functions as a Volunteer. This prohibition on dual relationships includes any qualifying relationships directly, indirectly, whether in person, electronically, or over social media.
- WisLAP Volunteers shall not provide a Client (and/or Client's friends and/or family members) with support services, resources, goods, or financial assistance of any nature including but not limited to: payment for work or services, loaning money, a special discount; payment arrangement or credit on a purchase or service, benefits or services to be paid at a future date; rent or use of real estate; use of an automobile; commercial services without charge; and cash, gift certificates or other items of value. Other examples include providing a Client with office space, access to resources used in the practice of law, or referrals or payment for legal services or other employment.

When to Consult and Notify WisLAP Staff

Volunteers always notify and consult with WisLAP staff for, but not limited to, the following situations:

- The Client is a danger to self or others – suicidal, homicidal;
- The Client exhibits difficult or problematic behaviors;
- The Volunteer believes the Client's problems are outside the scope of their training or comfort level;
- The Volunteer discovers a conflict of interest with the Client;
- A higher level of intervention or assistance appears appropriate.

Possible problem areas:

Burn-out: Fatigue and/or disillusionment that can result from too much helping, or from having unrealistic expectations.

De-focusing: Over-involvement in others' lives as a way of avoiding one's own issues results in putting one's own values and beliefs about stability or recovery upon another person.

Feelings of failure: Misplaced self-criticism when an intervention does not succeed or when a peer assistance assignment does not work out as well as intended.

Confusion of roles: Sometimes Volunteers are doing 12-step work as well as volunteering within the WisLAP program. Volunteers need to be vigilant to keep the roles separate as the programs are separate and not meant to be integrated.

Removal of Volunteers

WisLAP reserves the exclusive right to remove or suspend a Volunteers under the following circumstances:

- The Volunteer requests to withdraw from the program or assignment.
- The Volunteer no longer satisfies the qualifications to serve.
- The Volunteer acted contrary to the recommendations by WisLAP staff.
- The Volunteer breached confidentiality of the Client or participant.
- The Volunteer is convicted of a crime that WisLAP determines may have a deleterious effect on the Client or WisLAP.
- Any other reason deemed necessary by the WisLAP Manager.

WISLAP VOLUNTEER PROFILE

THE INFORMATION YOU PROVIDE IS CONFIDENTIAL. THIS INFORMATION HELPS ASSIST WITH VOLUNTEER/ATTORNEY MATCHING. SELF-DISCLOSURE OF RECOVERY STATUS IS THE DECISION OF THE VOLUNTEER.

****PLEASE SUBMIT A CURRENT DIGITAL PHOTOGRAPH WITH THIS PROFILE****

Name:	State Bar ID No.:	Date:		
Ethnicity: <input type="checkbox"/> American Indian <input type="checkbox"/> Asian/Asian Pacific <input type="checkbox"/> Black/African Am. <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> White <input type="checkbox"/> Other:		Gender:		
Business Name & Address:		Date of Birth:		
Areas of Practice:				
Phone (w):	Phone (h):	Phone (c):		
Email:	City:	County:		
I am interested in being a WisLAP volunteer because:				
Areas of interest helping Other Judges/Lawyers: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Substance Abuse <input type="checkbox"/> Mental Health <input type="checkbox"/> Physical Health <input type="checkbox"/> Other: </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Affected Family Member(s) <input type="checkbox"/> Gambling <input type="checkbox"/> Sex Addiction <input type="checkbox"/> Eating Disorder </td> </tr> </table>			<input type="checkbox"/> Substance Abuse <input type="checkbox"/> Mental Health <input type="checkbox"/> Physical Health <input type="checkbox"/> Other:	<input type="checkbox"/> Affected Family Member(s) <input type="checkbox"/> Gambling <input type="checkbox"/> Sex Addiction <input type="checkbox"/> Eating Disorder
<input type="checkbox"/> Substance Abuse <input type="checkbox"/> Mental Health <input type="checkbox"/> Physical Health <input type="checkbox"/> Other:	<input type="checkbox"/> Affected Family Member(s) <input type="checkbox"/> Gambling <input type="checkbox"/> Sex Addiction <input type="checkbox"/> Eating Disorder			
If you wish, please share comments regarding your experience in recovery from AODA, mental health, or related subjects which would be helpful for WisLAP to know:				
* Are there populations you have a specific interest in working with (i.e. age, race, religion, sexual orientation)?				

Please turn page over and complete page 2

Name:

State Bar ID No.:

WISLAP VOLUNTEER PROFILE

THE INFORMATION YOU PROVIDE IS CONFIDENTIAL. THIS INFORMATION HELPS ASSIST WITH VOLUNTEER/ATTORNEY MATCHING. SELF-DISCLOSURE OF RECOVERY STATUS IS THE DECISION OF THE VOLUNTEER.

Areas of interest on behalf of WisLAP:

- Present CLE's
- Facilitate Support Groups
- Other

If you wish, please share your wants and desired outcomes of being a WisLAP Volunteer:

Please list any law-related specialty organizations, bar associations, etc., you are a part of that you would be willing to do outreach with on behalf of WisLAP:

SIGNATURE

DATE



STATE BAR OF WISCONSIN

Your Practice. Our Purpose

WISCONSIN LAWYERS ASSISTANCE PROGRAM

**PEER ASSISTANT
AGREEMENT TO FOLLOW GUIDELINES**

I, _____, SBWBar No. _____, have read, understand and agree to follow the guidelines contained in the 1st section of the WisLAP Volunteer Handbook:

- *Volunteer Protocols*

Peer Assistant

Date

WisLAP Staff

Date

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

State Bar Member ID

Acknowledged Receipt By:

Executive Director

Date

Lobby Law Compliance Form for SBW Members

(Note to Committee Chairs: Please distribute this form to members of your committee at your first meeting and have them complete it. Please return the completed forms to your staff liaison.

The State Bar of Wisconsin, as an organization that employs lobbyists, is generally prohibited by state law from furnishing of certain items listed below to certain **state** public officials¹. Items the State Bar is prohibited to furnish include:

- 1) Lodging;
- 2) Transportation (e.g., mileage reimbursements);
- 3) Food, meals, or beverages; and
- 4) Money or any other thing of pecuniary value.

To protect our organization and our members against inadvertently violating this law, please check the box that applies, sign the form, and return it to your committee/section/division chair.

-
- I AM a state public official to whom lobby law restrictions may apply** that would prohibit the Bar from furnishing me with anything of value and would prohibit me from receiving anything of value from the Bar.
- I AM NOT a state public official subject to lobbying law restrictions.**

Please print your name: _____ State Bar ID _____

Signature: _____ Date: _____

¹ State public officials who are subject to lobbying law restrictions include:

- 1) Any elected state officials (e.g., supreme court justices or appellate or circuit court judges, legislators, legislative employees, district attorneys and executive branch officers elected in state-wide elections);
- 2) Candidates for elective state office;
- 3) Legislative employees; and
- 4) Agency officials. (i.e., agency officers or employees whose official duties include participation in the development and promulgation of administrative rules—e.g., the upper management of a state agency, members of part-time boards with rule-making authority, etc.).