

Policy and Procedure

Section
OTHER

REPORTING OR ACKNOWLEDGING CONFLICT OF INTEREST

POLICY

Officials, members and contractors of AAACN shall exercise good faith in all transactions involving AAACN as to avoid a conflict of interest or the appearance of impropriety. The following shall serve as a guide to the conduct of officials and members of AAACN or independent contractors of AAACN.

Definition: A conflict of interest exists when an individual is in a position to profit directly or indirectly through application of authority, influence, or knowledge. A conflict of interest also exists if a relative benefits or when the organization is adversely affected in any way.

1. Any official member of AAACN having any direct or indirect interest in any contractor/vendor doing business with AAACN shall make full disclosure of such interest to AAACN prior to providing goods and services on a form prescribed by AAACN. This disclosure requirement shall include ownership by an AAACN member or independent contractor or member of their immediate family with any vendor of services or materials doing business with or in competition with AAACN and whereby financial gain may occur.
2. Disclosure shall be made to AAACN by any independent contractor of AAACN as to the provision of services to any outside party which does business with or is a competitor of AAACN.
3. All officials, independent contractors, or members of AAACN shall promptly report and declare the receipt of any gifts exceeding a value of fifty (\$50.00) dollars, free entertainment or favors from outside firms doing business or seeking to do business or is a competitor of AAACN.
4. All officials or members shall not disclose confidential information of AAACN without the consent of the Board of Directors (BOD).
5. Each official or member of AAACN shall promptly disclose and report to the BOD any financial benefit or advantage received or to be received when the transaction involves AAACN.
6. Any products and/or services developed under the auspices of AAACN or supported by AAACN are the sole property of AAACN.

Questionable Business Conduct

AAACN's policy requires all members and independent contractors to conduct the business of AAACN in compliance with applicable laws and in accordance with ethical business practices.

The following list identifies various practices which either individually or combined with other listed activities have been present in many publicized instances of illegal or questionable business practices of other corporations or their employees.

1. The taking, receiving, or providing of money, gratuities or tangible items by officials, members or independent contractors directly or indirectly to or from any vendors/or contractors.
2. The creation or maintenance of funds, accounts or assets of AAACN which were not disclosed or recorded in financial statements of AAACN.
3. The establishment or maintenance of accounts, funds or assets of AAACN which are held in the name of a person other than that of the organization.
4. The making of false, artificial or misleading entries in the books, minutes or records of AAACN.
5. Effecting or influencing or participating in transactions or making payments on behalf of AAACN with the intention or understanding that the transaction or payment is other than as described or disclosed.
6. Nondisclosure of violations of AAACN's policies as provided herein.

PROCEDURE

1. Disclosure statements shall be completed by all national officials, candidates for the BOD, individuals serving in appointed positions, and individuals providing contracted services to AAACN as follows:
 - a. Potential candidates for national office shall complete the disclosure statement in compliance with the deadline for other candidate materials established by the Nominating Committee Chairperson. The Nominating Committee Chairperson shall review all disclosure statements and forward any disclosed conflict of interest statements to the BOD for action. Conflict of interest on behalf of potential candidates shall be reviewed and resolved prior to placing the names of such individuals on the slate of candidates.
 - b. Members of the BOD, chairpersons of standing committees, and independent contractors shall complete the disclosure statement and submit to the AAACN President-Elect/Immediate Past President at least 30 days prior to AAACN's annual conference. These individuals are obligated to disclose to the BOD any change during the year that may be a potential conflict of interest.
2. Any disclosed potential conflict of interest will be reviewed by an ad hoc committee appointed by the President composed of three members of the BOD. The ad hoc committee will review the disclosed conflict of interest, discuss it with the member as appropriate, and render a decision within 30 days. The member and the BOD will be notified in writing of the ad hoc committee's decision. Resolution of the conflict of interest will be accomplished in compliance with this policy and procedure prior to the annual conference.
3. Appeals process: Any member who wishes to appeal a decision of the BOD relative to conflict of interest in his/her situation may submit an appeal in writing. The appeal

must be submitted to the President within two weeks of notification. The President shall appoint a committee of three BOD members (two of whom did not participate on the ad hoc committee that ruled on the disclosure) who will review the appeal, discuss with the member as appropriate, and make recommendations to the BOD. The final decision of the BOD will be communicated in writing to the member within 30 days of the receipt of the appeal.

4. If at any time a conflict cannot be resolved by the BOD, the BOD may appoint an ad hoc committee of individuals appropriate to the situation to make a recommendation for resolution to the BOD.

CONFLICT OF INTEREST DISCLOSURE STATEMENT

Name (print): _____

In accordance with the Conflict of Interest Policy adopted by the Board of Directors, it is required for your position in AAACN as _____ that you complete this disclosure statement. This disclosure statement is confidential and will be available only to the AAACN Board of Directors and staff. Statements will be kept on file for five years in the AAACN National Office.

[] No Conflict:

I, _____, hereby declare that I have read and understand the attached AAACN Conflict of Interest Policy. At this time I do not have any conflict of interest or potential conflict of interest to disclose as delineated in the AAACN Policy and Procedure. I will update this disclosure statement annually or whenever a potential or real conflict arises.

DATE

SIGNATURE

AAACN POSITION

[] Conflict or Potential Conflict:

I have read and understand the attached Conflict of Interest Policy and hereby disclose the following as conflicts of interest or potential conflicts of interest in accordance with the policy. (Use additional sheets if necessary.)

DATE

SIGNATURE

AAACN POSITION

**RETURN THIS FORM TO THE AAACN NATIONAL OFFICE,
P.O. BOX 56, PITMAN, NJ 08071-0056 OR
FAX IT TO 856-589-7463 or E-mail to aaacn@aaacn.org**