

STATE Affiliate of the ACNM

CONFLICT OF INTEREST POLICY

This Policy applies to all Board members, employees, and other volunteers of the **STATE** Affiliate of the ACNM (“**STATE** ACNM”) in any position of authority, such as Committee members:

- (1) To resolve any conflicts of interest, **I agree to disclose*** situations or areas in which I have **any impediment to being loyal to STATE ACNM**, such as if I have conflicting duties to other entities where my allegiance might be split between this Organization and another, or if I have some other personal, familial, financial professional, business or volunteer position, responsibility, or interest (such as serving as a vendor or contractor to the Organization). [Please see examples below**]

* Disclosure shall be to my “Colleagues,” i.e., the Board, Committee, or supervisor with whom I am working.

- (2) I understand that on any matter in which I have a conflict, my Colleagues are responsible for determining: (a) the extent, if at all, I can **participate in the discussion**; and, (b) whether I can participate in the voting or other decision-making. Any such decisions shall be noted in an office memo (for employees) or in the minutes (for a Director or other volunteer).

- (3) I understand that I may not receive **undue benefit** (i.e., any payment or resources in excess of any goods or services I provide to the organization) and that I may not confer upon my Colleagues any undue benefit.

** For example, if a Director or her family member were seeking to sell goods or services to **STATE** ACNM, such as providing printing services or conference coordination services, that would constitute a Conflict of Interest warranting the use of the process outlined in the Policy. And it’s a conflict if a Director derives personal gain by accepting business meals, event tickets, travel, entertainment, or awards from actual or potential customers of **STATE** ACNM.

Similarly, if a/an **STATE** ACNM Officer or Director is also an officer of an organization that competes with ACNM, there is a conflict of interest due to such issues as strategic planning and fundraising. With regard to dual positions in competing organizations, if the conflict were deemed too pervasive, the conflicted person might be asked to choose between the two leadership positions.

Approved ACNM Board of Directors, 9/09
Revised for **STATE** ACNM, 12/10