

# **Policy No: A-12**

## **Subject: Conflict of Interest**

**Number of pages:** 2

**Effective Date:** June 27, 2015

**Revision Date(s):** March 16, 2023

**Review Date(s):**

**Review Responsibility:** AASL Bylaws and Organization Committee, AASL Board of Directors

### **Policy Statement:**

AASL members functioning as representatives and/or decision makers of AASL should be knowledgeable about and avoid any actual, potential, or perceived conflict of interest.

### **Focus:**

All AASL members functioning as representatives and/or decision makers of AASL including, but not limited to, elected or appointed AASL Board of Directors, appointed chairs, and representatives.

### **Purpose:**

To educate all AASL members in order to prevent an actual, potential, or perceived conflict of interest that may arise when representing AASL or its interests. This awareness will preserve the credibility of the association and assure impartial decisions.

### **Supportive Documentation:**

Definitions:

1. AASL Leader: All AASL members functioning as representatives and/or decision makers of AASL including, but not limited to, elected or appointed AASL Board of Directors, elected section chairs, appointed chairs, and representatives.
2. Conflict of Interest: External actions and/or ties that may bias, or may appear to bias, a person's judgment in performing their role as an AASL leader.
3. Confirmation: An acceptance of the position is an acknowledgement that the AASL leader understands and agrees to the AASL Conflict of Interest Statement.

### **Procedure:**

1. A copy of this policy must be provided to the members of the AASL Board of Directors and all applicable AASL leaders.
2. Questions about this policy should be directed to the AASL Executive Director..

3. Disclosure of any actual, potential, or perceived conflict of interest is the continuing responsibility of all members of AASL who act as representatives of the association. If a conflict arises the AASL leader should contact the AASL Executive Director.
4. AASL leaders will annually submit confirmation of agreement to the AASL Conflict of Interest Statement. Failure to confirm commitment does not nullify the policy.

### **AASL Conflict of Interest Statement**

As a leader or representative of AASL I affirm that:

- I will fully disclose any conflict of interest to the AASL Executive Director.
- In the event of a conflict of interest, I will not discuss, vote, or otherwise be involved in consideration of the matter.
- I agree not to take advantage of any corporate opportunity available to AASL of which I become aware as a result of my current position in the Association.
- I agree to cooperate fully in the event of an inquiry into a potential breach of this policy.
- I will act in the best interest of AASL regarding my responsibility (e.g. fiduciary, loyalty) to the Association.

I have received, read and understand the conflict of interest statement. I have had the opportunity to ask questions. I agree to recuse myself, resign my position, or cancel my participation in the activity that may cause an actual or perceived conflict of interest. I agree to abide by this policy unless the activity in question has been approved by the AASL Board of Directors.

Acceptance of an AASL Leader position is an agreement to abide by the AASL Conflict of Interest Statement.