

Conflict of Interest Policy

Association for Compensatory Educators of Texas



Article I – Definition

A conflict of interest occurs when an Executive Council member, staff member, independent contractor or consultant has multiple interests which may influence the way in which they act or vote on the council or conduct themselves within the organization. The aforementioned cannot take advantage of his/her position. Key decisions made within the ACET should be made in the best interest of ACET and not their own.

Article II – Purpose

The purpose of this policy is to protect the interests of the Association for Compensatory Educators of Texas herein referred to as ACET within this policy by: (a) preventing the personal interest of the Executive Council, Employees, and Independent Contractors from interfering with their duties to the organization and (b) avoiding any unethical financial, professional, or political gain on the part of such individuals. The intent of this policy is to supplement, not replace, any applicable federal, state, or local laws regarding conflicts of interest.

Article III – Persons Concerned

This statement applies to Officers, Executive Council Members, and all Employees and Independent Contractors who can influence the governance and actions of ACET. This includes anyone who makes financial decisions, might be referred to as “management personnel,” or have proprietary information regarding ACET.

Article IV – Procedures

1. Duty to Disclose

Each Officer, Executive Council Member, Employee, and any other Interested Person is under an obligation to disclose the existence or potential existence of a Conflict of Interest as it arises to the ACET President and/or Executive Director in writing.

2. Investigating Conflicts

When a potential Conflict of Interest is disclosed, the Executive Council of ACET will then provide the individual with an opportunity to disclose all material facts. The Executive Council will collect all pertinent information and question the involved parties. If it turns out that a conflict does not exist, the inquiry will be documented but no further action will be taken.

3. Addressing a Conflict of Interest

If the Executive Council determines that a conflict of interest exists, they will take the appropriate actions to address the conflict. This may include (but not be limited to): (a) prohibiting any Interested Parties from voting on any matter related to said Conflict of Interest or (b) terminating employment with ACET.

Affected parties both within and outside of ACET including Executive Council members, employees, and independent contractors, will be notified. If the Conflict of Interest in question involves a member of the Executive Council, that individual will be excused from deliberations.

4. Disciplinary Action

All conflicts of interest will be reviewed on a case-by-case basis. The Executive Council has full discretion to deem what disciplinary action is appropriate and necessary for disclosed conflicts of interest.

If the governing officers reasonably believe a member or staff member failed to disclose an existing or possible Conflict of Interest, it shall inform the individual of the rationale for such belief and grant the individual an opportunity to explain the alleged failure to disclose the Conflict of Interest. After hearing the individual's response and investigating further as warranted by the circumstances, the governing officers may take appropriate disciplinary action, including removal from the position at the organization.

5. Notice of Annual Statements

Every Officer, Executive Council Member, Employee, and any other Interested Person must sign a *Conflict of Interest Disclosure Statement* upon said individual's term of office, employment, or other relationship with ACET and must do so annually. Failure to sign does not nullify the policy.

Article V – Acknowledgment

By signing, the individual named below understands what constitutes a Conflict of Interest and understands the procedure for addressing them with ACET, including their duty to disclose any known or potential conflicts of interest.

The signee agrees to abide by the procedures set forth by this policy for the duration of their relationship with ACET.

Signature: _____

Date: _____