

Title: ACEC/G POLICY ON CONFLICT OF INTEREST

Policy Number: _____ Date: May 12, 2009

Secretary: _____ Date: _____

Original Issue Date: May 12, 2009

Revisions

No.	Section	Sponsor	Board Approval Date
			May 12, 2009

I. Purpose

The purpose of this policy is to ensure that all those acting on ACEC/G's behalf, including officers, directors, and key staff employees, shall avoid conflicts of interest between their duties to ACEC/G and their duties to other organizations or entities.

II. Background

ACEC/G re-examined its governance and management policies as a check-up on best practices and to be in full compliance with new IRS 990 requirements. As a result, ACEC national's conflict of interest policy was used as a template in developing a formal policy for ACEC Georgia.

III. Procedures

The American Council of Engineering Companies of Georgia (ACEC/G) expects all those acting on its behalf to avoid conflicts of interest between their duties to ACEC/G and their duties to other organizations or entities.

A conflict of interest exists when an individual participates in the deliberation and resolution of an issue important to ACEC/G while, at the same time, the individual has other professional, business, or volunteer responsibilities outside ACEC/G that could predispose or bias the individual to a particular view or goal.

ACEC/G officers, directors, and staff are dedicated to serving the interests of the industry and in doing so are committed to fulfilling their fiduciary duties to ACEC/G. ACEC/G understands that actual or perceived conflicts of interest could potentially damage the organization's reputation and credibility. Through this Policy, ACEC/G seeks to address the potential for such actual or perceived conflicts of interest.

ACEC/G has identified a number of general categories of actual or potential conflicts of interest. They include but are not limited to:

ACEC GEORGIA POLICY

(1) Officers and Directors of ACEC/G acting as official or appointed representatives of ACEC/G, and members and staff acting on behalf of ACEC/G, should disclose any situation in which they, or a member of their immediate family, have financial, contractual, or other interests that could interfere with their acting in an unbiased manner on behalf of ACEC/G. In such instances, the individual may be asked to reclude themselves from their position or work with ACEC/G.

(2) Officers and Directors of ACEC/G should exercise caution before entering into financial or legal arrangements that could prejudice or bias their conduct or views in issues related to ACEC/G. If such arrangements exist or are perceived to exist, that individual should disclose these arrangements. Examples of relevant situations would include paid relationships or financial interests with vendors doing, or seeking to do, business with ACEC/G

(3) Individuals or members of committees preparing official statements for ACEC/G should disclose financial relationships or legal obligations that interfere, or could interfere, with the task. This policy is directed principally at officers and directors of ACEC/G, members of the Board of Directors, committee members and groups working on behalf of ACEC/G, members who speak on behalf of ACEC/G, and all staff of ACEC/G.

ACEC/G will generally address conflicts of interest in one of three ways in order to avoid potential legal liability. An individual with a serious potential conflict must take no part in the ACEC/G issue that raises the potential conflict. For less serious potential conflicts, there must be disclosure to ACEC/G and avoidance of participating in debate and voting on the issue for which there is a potential conflict. Finally, for minor potential conflicts, there simply must be full disclosure to ACEC/G. It is ACEC/G's prerogative (not that of the individual) to make such determinations regarding conflicts. ACEC/G believes that it is prudent to err on the conservative side and avoid even the appearance of conflicts of interest.

Any member of the Board of Directors, committee chairs, members and staff who may be involved in an ACEC/G business transaction in which there is a possible conflict of interest shall promptly notify the President. A written disclosure regarding any possible conflicts and of any adjustments made to avoid possible conflicts of interest shall be kept by the Executive Director.

IV. References

ACEC Policy on Conflict of Interest dated January 17, 2002
GSAE Conflict of Interest Policy

V. Appendix