



ASSOCIATION OF
CHAMBER OF COMMERCE
EXECUTIVES

Conflict of Interest Policy

The Association of Chamber of Commerce Executives (ACCE, or “the Association”) Conflict of Interest Policy shall apply to the members of the ACCE Board of Directors, but also shall apply to all members of ACCE committees, task forces, affiliate boards and others in the ACCE governance structure, as well as to ACCE key employees. This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest related to nonprofit organizations. All internal, external and governance policies and procedures of the Association shall be established in accord with this policy. In all cases, the acronym “ACCE” in this statement refers to the Association of Chamber of Commerce Executives, as well as its wholly-owned subsidiary Fringe Benefits, Inc., supporting foundation, ACCE Foundation, and any other ACCE related affiliates, divisions, councils or task forces.

ACCE members of the boards, officers, volunteers, and key employees shall disclose all potential and actual conflicts of interest to the ACCE Board of Directors and, as required, remove themselves from all discussion and voting on any related matter. In the spirit of avoiding conflict of interest members of the Board, officers, volunteers, and key employees shall:

- Avoid placing self-interest or the interests of any third party above the interests of ACCE, and avoid the appearance of placing self-interest or the interests of a third party above the interests of ACCE;
- Refrain from using ACCE’s staff, services, equipment, materials, resources, or property for personal or third-party gain;
- Refrain from misrepresenting one’s ACCE authority to third parties;
- Not engage in any outside business, professional conduct, or other activities that may be directly or indirectly adverse to the interests of ACCE;
- Not solicit or accept gifts, gratuities, free travel, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment with respect to matters pertaining to ACCE without fully disclosing such an exchange to the ACCE Board of Directors;
- Not provide goods or services as a paid vendor to ACCE without full disclosure to, and advance approval by, the ACCE Board of Directors;
- Not persuade or attempt to persuade any current or prospective employee, member, exhibitor, sponsor, subscriber, supplier, contractor in any way that disrupts a successful business relationship with ACCE.

On an annual basis, all individuals to whom this Conflict of Interest Policy applies will be required to sign a completed acknowledgement of receipt and disclosure form prepared by/for the Board of Directors.



ASSOCIATION OF
CHAMBER OF COMMERCE
EXECUTIVES

BOARD OF DIRECTORS & AFFILIATE ENTITY BOARD MEMBER Annual Statement of Disclosure

I, _____ (print name), have read the Conflict of Interest Policy of ACCE. To the best of my knowledge and belief:

- Neither I nor any person or organization with whom I have a personal or business relationship is engaged in any transaction or activity that may represent a conflict with my obligations to ACCE, or its affiliated entities;
- Neither I nor any person or organization with whom I have a personal or business relationship intends to engage in any transaction, to acquire any interest in any organization or entity, or to receive any substantial gift or favor that may represent a conflict with my obligations to ACCE;
- I do not expect to receive compensation from ACCE, or to receive in excess of \$5,000 annually from ACCE for services I provide to ACCE as an independent contractor, other than reimbursement of reasonable expenses;
- No member of my family expects to receive any compensation or material financial benefit from ACCE; and
- Beyond normal association activities, I have no family or business relationship, with any officer or key employee of ACCE.

Any exception to the statements made herein is disclosed in full below.

Accept and agree without exception ____ (initial)

Accept and agree with exception, as described below ____ (initial)

Signature _____ Date _____

Describe Exception: _____
