

## **ASSOCIATION OF AMERICAN FEED CONTROL OFFICIALS**

### **CONFLICT-OF-INTEREST POLICY**

The members of the Board and all AAFCO members/volunteers have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Association of American Feed Control Officials (AAFCO) wishes its business to operate. The purpose of these guidelines is to provide general direction so that Board members and members/volunteers can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when a Board member or a member/volunteer is in a position to influence a decision that may result in personal gain or gain for a relative as a result of AAFCO's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the Board member or member/volunteer is similar to that of persons who are related by blood or marriage.

No presumption of a conflict is created by the mere existence of a relationship with someone outside AAFCO. However, if a Board member or a member/volunteer has any influence on any material business transactions, it is imperative that he or she discloses to the president of the AAFCO Board as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. In the event the president is in this situation he or she will disclose to the President-Elect of the AAFCO Board.

Personal gain may result not only in cases where a Board member, a member/volunteer or a relative has a significant ownership in a firm with which AAFCO does business, but also when a Board member, a member/volunteer or a relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving AAFCO.

Each Board member and member/volunteer member of a committee with governing board-delegated powers shall annually sign a statement that affirms such person

- a. Has received a copy of the conflict-of-interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

*This policy was adopted at the AAFCO Board meeting held July 30, 2010, in Portland OR, and will remain in effect as a permanent policy of the Board until amended or removed by Board action.*

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**CONFLICT-OF-INTEREST DISCLOSURE STATEMENT**

Initial in the space at the end of Item A or complete Item B, whichever is appropriate; complete the balance of the form; sign and date the statement; and return it to the President-Elect, to be filed with the official papers of the AAFCO organization, with the Secretary- Treasurer.

A. I am not aware of any relationship or interest or situation involving my family or myself that might result in, or give the appearance of being, a conflict of interest between such family member or me on one hand and AAFCO on the other.  
Initials: \_\_\_\_\_

B. The following are relationships, interests, or situations involving me or a member of my family that I consider might result in or appear to be an actual, apparent, or potential conflict of interest between such family members or myself on one hand and AAFCO on the other. Initials: \_\_\_\_\_

Corporate (either nonprofit or for-profit) directorships, positions, and employment:

\_\_\_\_\_

Memberships in the following organizations:

\_\_\_\_\_

Contracts, business activities, and investments with or in the following organizations:

\_\_\_\_\_

Other relationships and activities:

\_\_\_\_\_

My primary business or occupation at this time:

\_\_\_\_\_

I have read and understand the Association of American Feed Control Officials Conflict-of-Interest Policy and agree to be bound by it. I will promptly inform the AAFCO president of any material change that develops in the information contained in the foregoing statement.

\_\_\_\_\_  
Type/Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

To be submitted annually to the President-Elect and to be filed with the Official Documents of the AAFCO organization with the Secretary-Treasurer.