

## Conflict of Interest Policy for Alpha Lambda Delta

The purpose of the following policy and procedures is to promote standards of conduct that are reasonably designed to promote honest and ethical behavior, including ethical handling of actual or apparent conflicts of interest between Council members and Alpha Lambda Delta.

Conflict of interest means a conflict, or the appearance of a conflict, between the private or institutional interests and official responsibilities of a person in a position of trust.

While no set of guidelines can guarantee acceptable behavior, the principles which guide conduct in this area are disclosure and non-participation in the decision-making process where personal or institutional gain is a possibility. All conduct is founded on the individual's own sense of integrity. Full disclosure shall be made by the interested parties to the full National Council in all conflicts of interest.

No member of the Alpha Lambda Delta National Council shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with Alpha Lambda Delta.

All ALD National Council members shall identify his or her current affiliation with educational institutions; further, in connection with any decision (such as selection of fellowship winners, Order of the Torch winners, Trow scholarship winners, etc) specifically regarding current institution, he/she shall not participate in the decision by abstaining from the vote affecting that institution, chapter, or student.

An interested Council member shall not participate in any discussion or debate of the National Council or of any committee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present Council member.

Anyone in a position to make decisions about spending Alpha Lambda Delta's resources who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.

Any Council member who is formally considering employment with Alpha Lambda Delta must take a temporary leave of absence until the position is filled.

Expenses incurred in the furtherance of Alpha Lambda Delta business are to be reasonable, necessary and substantiated according to the Travel Policy established by the Council.

A copy of this policy shall be given to all Council members during orientation or at the official adoption of stated policy. Each Council member shall sign and date the policy at the beginning of his/her term of service and each year thereafter. Failure to sign does not nullify the Council member's obligation to adhere to the policy.

Alpha Lambda Delta's Conflict of Interest Disclosure Form

This form must be filed annually by all specified parties, as identified in the Alpha Lambda Delta Conflict of Interest Policy Statement ratified by Alpha Lambda Delta's National Council on June 24, 2006.

At this time, I am an employee or a student of the following organizations/institutions:

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\_\_\_\_\_ I have no conflict of interest to report.

\_\_\_\_\_ I may have a conflict of interest to report (please specify):

\_\_\_\_\_ I have the following conflict of interest to report (please specify):

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By my signature below, I understand the implications of this policy.

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Signature

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PRINTED NAME

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DATE