

CONSTITUTION AND BY-LAWS updated August 2024

ARTICLE I -- Name

This organization shall be called the **American Academy of Insurance Medicine**.

ARTICLE II -- Objective

The objective of the Academy shall be to advance the science and practice of Insurance Medicine.

Article III -- Membership

The membership of the Academy shall consist of five classes:

1. Active
2. Associate
3. Emeritus
4. Honorary
5. Affiliate

Active Members

Active membership shall consist of physicians (MD or DO) who are medical directors, associate medical directors, assistant medical directors, or medical consultants for insurance companies. Active members shall be entitled to hold office, vote, serve on committees, make nominations, and generally exercise the rights of full membership.

Associate Members

Associate membership shall consist of physicians (MD or DO) who are not medical directors, associate medical directors, assistant medical directors or medical consultants of insurance companies, and nurses or other health professionals who serve in the capacity of insurance company medical directors, associate medical directors, assistant medical directors, or medical consultants. They may not hold office or vote but may be appointed to committees.

Emeritus Membership

Emeritus membership shall consist of former dues paying members, retired, or working less than 10 hours per week as an employee or consultant for a salary or fee in the field of

Insurance Medicine. The emeritus member may not hold office or vote, but may be appointed to committees.

Honorary Membership

Honorary membership shall consist of individuals who have rendered distinguished service to insurance medicine. They may not hold office or vote, but may be appointed to committees.

Affiliate Membership

Affiliate membership shall consist of individuals who have a professional interest in Insurance Medicine such as paraprofessionals, underwriters, and actuaries. They may not hold office or vote, but may be appointed to committees.

Membership Process

To be nominated for active, associate or affiliate membership, each candidate shall complete an application form developed by the Membership Committee and approved by the Leadership Council. This application shall be forwarded to the Secretary-Treasurer for consideration by the Membership Committee which will in turn present each candidate's name to the Leadership Council with a recommendation for action. The Council will then vote on the applicant's membership. Any candidate who shall be voted in favor of by at least three-quarters of the Council shall be accepted.

Consideration for honorary membership shall require letters of sponsorship from two or more active members be submitted to the Secretary-Treasurer. The application form is waived. The Secretary-Treasurer shall then forward the nomination to the Membership Committee, which will deliberate and present the candidate's name to the Leadership Council with a recommendation for action. Honorary membership may also be revoked at any time by a majority vote of the Leadership Council.

Resignation

Any member may submit a letter of resignation to the Membership Committee, and it shall become effective as of the date it was sent.

Reinstatement

The Leadership Council may, upon receiving written application from any member who has resigned, reinstate such member subject to any conditions it may prescribe.

ARTICLE IV – Officers and Other Elective Positions

Officers

The officers shall consist of the following positions:

1. A President
2. A President-Elect
3. An Immediate Past-President
4. A Vice President
5. A Secretary-Treasurer
6. A Vice President of Education
7. A Vice President of Finance
8. An Editor of the Journal of Insurance Medicine

The duties of the officers shall be those that relate to their respective offices, in addition to and including those noted for each officer individually as well as those they may be requested by the President to perform.

President

A President shall serve for a term of 1 year.

A President shall:

- Serve as Chief Executive Officer of the organization,
- Serve as Chairperson of the Executive Committee and Leadership Council,
- Serve as an ex officio member of all committees,
- Be accountable for the strategic direction and overall administrative functions of the Academy,
- Be responsible for developing a budget for the annual meeting for the year of that Presidency and presenting it to the Finance Committee for approval prior to finalizing the meeting plans,
- Coordinate, manage, and oversee the annual scientific conference,
- Give a report annually on the state of the Academy to the membership,
- Call meetings of the Executive Committee as deemed necessary, and
- Call semi-annual meetings of the Leadership Council and additional meetings as deemed necessary
- Set the agenda for the annual business meeting of the Academy.

A President shall appoint:

- The Chairpersons of all standing committees when a vacancy occurs during his/her Presidency, with the exception of the Chairperson of the Education Committee who is the elected Vice President of Education, and the Chairperson of the Finance Committee, who is the elected Vice President of Finance
- The Chairperson of the Scientific Program Committee for the year of his/her Presidency, and
- A representative to the International Congress of Life Assurance Medicine when a vacancy occurs during his/her term.

President-Elect

A President-Elect shall serve for a term of 1 year.

A President-Elect shall be empowered to act for the President in his/her absence and shall ascend to the presidency without election following the completion of the President's term.

A President-Elect shall also ascend to the presidency without election in the event the President is unable to complete a term of office and shall further serve as President until the close of the annual meeting at which time his/her term as president would normally have expired.

A President-Elect shall also serve as an ex officio member of all committees.

Immediate Past-President

An Immediate Past-President shall serve for a term of 1 year.

An Immediate Past-President shall serve as chairperson of the Nominating Committee.

In consultation with the Nominating Committee, the Immediate Past-President shall be responsible for reviewing the Constitution and By-Laws and proposing any revisions to the Executive Committee.

Vice President

A Vice President shall serve for a term of 1 year.

A Vice President shall ascend to the office of President-Elect in the event the President-Elect is unable to complete a term of office and shall further serve as President-Elect until the close of the annual meeting at which his/her term as President-Elect would normally have expired.

A Vice President shall also serve as a member of the Finance Committee.

Secretary-Treasurer

A Secretary-Treasurer shall serve a term of 2 years and may be re-elected for a second term. A Secretary-Treasurer shall have both administrative and financial duties.

A Secretary-Treasurer shall:

- Maintain a durable record of the activities of the Academy for the period of his/her two years in office, including responsibility for recording minutes of meetings of the Executive Committee and Leadership Council and the annual business meeting of the Academy. The latter will include a summary of reports presented at the annual business meeting.
- Provide minutes and other appropriate documents to be added to the Academy website Document Library
- Be responsible (in consultation with the President) for developing an annual budget for the Academy that includes the annual meeting budget and presenting it to the Finance Committee for approval,
- Maintain the Academy Directors & Officers liability insurance policy, and
- Solicit, receive, and maintain signed Conflict of Interest Statements from the members of the Leadership Council annually.

In addition, A Secretary-Treasurer shall:

- Supply quarterly financial reports to the President, Finance Vice President, and Academy accountant
- Give financial reports at meetings of the Executive Committee and Leadership Council and at the annual business meeting of the Academy
- Reconcile Academy financial records with the accountant,
- Process the Academy's day-to-day financial activities in conjunction with the Executive Director or Executive Secretary, if so employed by the Academy
- Arrange for an annual review of the books by an independent accounting organization, to be completed and presented at the subsequent year's Annual Meeting, and
- File the Academy income tax return annually.

A Secretary-Treasurer shall serve as Secretary of the Executive Committee and Leadership Council and as a member of the Finance Committee.

Vice President of Education

A Vice President of Education shall serve a term of no more than 4 years and may be re-elected for a second term.

A Vice President of Education shall have accountability for the strategic direction of the Academy's overall educational program including responsibility for:

- Reviewing the Academy's Educational Objective Statement annually and proposing revisions as needed for the approval of the Leadership Council
- Maintaining the Core Body of Knowledge, with input from the Education Committee and the Board of Insurance Medicine
- Serving as a liaison with other organizations regarding general educational matters

Maintaining regular communication with the Board of Insurance Medicine
A Vice President of Education shall serve as the Chairperson of the Education Committee

Vice President of Finance

A Vice President of Finance shall serve a term of 3 years and may be re-elected for a second term.

A Vice President of Finance shall be accountable for overseeing the finances and investments of the Academy, choosing appropriate financial institutions to meet the Academy's needs, and assisting and educating the incoming Secretary-Treasurer regarding the Academy's financial affairs.

A Vice President of Finance shall serve as Chairperson of the Finance Committee.

Editor of the Journal of Insurance Medicine

An Editor of the Journal of Insurance Medicine shall serve a term of 5 years that may be renewed at the discretion of the Leadership Council.

An Editor of the Journal of Insurance Medicine shall serve as Chairperson of the Committee on Publications.

Other Elective Positions

In addition to the Officers, a Delegate and an Alternate Delegate to the American Medical Association House of Delegates and 9 At-Large members of the Leadership Council shall be elected positions.

Delegate to the AMA House of Delegates

A Delegate to the American Medical Association House of Delegates shall serve a term of 3 years and may be re-elected for a second term.

The Delegate shall be a member of the American Medical Association and an ex officio member of the Leadership Council of the Academy. The Delegate shall represent the Academy at all sessions of the House of Delegates. The Delegate will also represent the Academy as a member of the AMA Section Council on Preventive Medicine. Responsibilities shall include:

- Regularly communicating AMA policy, information, activities, and programs to the Academy so that the Delegate will be recognized as the representative of the AMA,
- Relaying views and suggestions of the Academy, and advocating for the Academy to the AMA, particularly in matters relating to implementation of AMA policy positions,
- Attending and reporting highlights of House of Delegates meetings to the Academy,
- Serving as the official voting member of the Academy on issues before the House of Delegates,
- Actively recruiting new AMA members and retaining current members,

Alternate Delegate to the AMA House of Delegates

An Alternate Delegate to the American Medical Association House of Delegates shall serve a term of 3 years with the expectation of nomination and election to the position of Delegate following his/her term but may be re-elected for a second term if so desired. The Alternate Delegate shall also be a member of the American Medical Association and an ex officio member of the Leadership Council of the Academy. The Alternate Delegate shall have the same responsibilities as the Delegate, except for sitting with the Delegates on the House floor only at the discretion of the Delegate. Otherwise, the Alternative Delegate will be seated with other Alternate Delegates at all sessions of the House. The Alternate Delegate shall also represent the Academy as a member of the AMA Section Council on Preventive Medicine.

At-Large Members of the Leadership Council

The At-Large members of the Leadership Council shall serve a term of 3 years and may be re-elected after an interval of three years.

Article V-- Executive Director or Executive Secretary

If employed, the Executive Director or Executive Secretary shall be a non-voting ex officio member of the Executive Committee and the Executive Council.

The Executive Director or Executive Secretary will report directly to the President and be responsible for the day-to-day business operations of the Academy.

The specific responsibilities of this position shall be negotiated and delineated in a time-limited contract between the position-holder and the Academy as represented by the President.

Article VI -- Executive Committee and Leadership Council

Executive Committee

Membership

As a group, the officers shall serve as the Executive Committee of the Leadership Council.

Functions and Responsibilities

The Executive Committee shall oversee the activities of the Academy when the Leadership Council is not in session and investigate professional conduct issues as defined under Article X involving member(s) that are identified and brought forward by the Membership Committee.

It shall deliberate and vote upon forwarding to the membership for approval revisions in the Constitution and By-laws that have been proposed by the Immediate Past-President working in conjunction with the Nominating Committee.

It may make recommendations for action to the Leadership Council.

Quorum

The President and five other Officers shall constitute a quorum.

Meetings of the Executive Committee

Meetings of the Executive Committee may be called by the President.

Meetings shall be held as necessary to carry out its functions as outlined above. Attendance at all meetings may be in person or remotely. Members participating remotely shall be considered equal to those attending in person with all the rights and responsibilities of their position on the Committee, including discussion about and voting on all matters before the Committee.

Leadership Council

Membership and Terms

The Leadership Council shall consist of the Academy's officers; the two Past-Presidents who preceded the Immediate Past-President, provided they have maintained active membership; the Delegate and Alternate Delegate to the AMA House of Delegates; nine At-Large members, and as appointed members, the Chairpersons of the standing committees and the Board of Insurance Medicine.

The terms of officer-members and the Delegate and Alternate Delegate to the AMA House of Delegates shall be that of the positions they hold.

The term of At-Large members of the Leadership Council shall be three years, and they shall be eligible for re-election after an interval of three years.

Functions and Responsibilities

The Leadership Council shall plan for the future direction of the Academy and conduct its affairs in the interval between annual business meetings.

It shall approve the Academy's annual budget submitted by the Finance Committee.

Meetings of the Executive Council

The Leadership Council shall meet during the annual meeting of the Academy and at other times as necessary to carry out its function and accomplish the business of the Academy.

Meetings shall be called by the President, or by six members of the Council. The Academy's President and Secretary-Treasurer shall serve as Chairperson and Secretary of the Leadership Council, respectively.

Substitutes for committee chairpersons, non-Leadership Council AAIM members, and guests invited by the President may attend meetings of the Leadership Council. Substitutes for committee chairpersons shall have all the rights and responsibilities of the chairperson for whom they are substituting, including discussion about and voting on all matters before the Council. Other invited guests may only participate in discussion on issues directly related to their reason for attending and may not vote on any issues.

Attendance at meetings of the Leadership Council may be in person or remotely. Members participating remotely shall be considered equal to those attending in person with all the rights and responsibilities of their position on the Council, including discussion about and voting on all matters before the Council.

Non-Leadership Council AAIM members who attend Leadership Council meetings may not participate in discussion or voting and will be seated separately from Council members unless they are substituting for a standing committee chairperson or are a guest invited to address a specific issue.

Quorum

Nine members of the Leadership Council shall constitute a quorum.

ARTICLE VII -- Nondiscrimination

The American Academy of Insurance Medicine will not discriminate in membership based on race, religion, national origin, sexual orientation, sex, or disability.

ARTICLE VIII – Elections and Appointments

Elective Positions

The following positions are elected by the membership of the Academy:

- Officers of the Academy
- Nine At-Large members of the Leadership Council
- Members of the Board of Insurance Medicine
- One Delegate and one Alternate Delegate to the AMA House of Delegates

Appointed Positions

The following positions are appointed:

Chairpersons of all standing committees, with the exception of the Chairpersons of the Education Committee and the Finance Committee, shall be appointed by the President. Assistant Chairpersons of standing committees may be appointed by the Committee Chairperson if necessary.

The chairperson of the Scientific Program Committee shall be appointed by the President for the year of his/her Presidency, in consultation with the Chairperson of the Education Committee.

A representative to the International Congress of Life Assurance Medicine shall be appointed by the President when a vacancy in this position occurs during his/her term.

Members of standing committees shall be appointed by the Chairperson of the respective committees.

Nomination and Election Process

By an appropriate, convenient, and efficient means, the Nominating Committee shall present a list of nominees for elective positions to the Leadership Council at least 60 days prior to the annual business meeting. Members of the Council will vote on the nominees by responding in writing or electronically to the Chair of the Nominating Committee. A three-quarters vote of the Council shall constitute acceptance and a recommendation that the nominees be presented to the membership for election at the annual business meeting. No nomination shall be made for the presidency because the President-Elect automatically succeeds to this office.

The slate of proposed nominees shall be placed on the Academy website for viewing and deliberation by members no later than 30 days prior to the date of the annual business meeting.

The names of candidates so nominated shall be announced at the annual business meeting of the Academy membership, and the President shall call for further nominations by the members in attendance. If not more than one person is nominated for each of the elective positions to be filled, a motion shall be made in order to direct the Secretary-Treasurer to cast a ballot for those nominees, and such nominees shall thus be declared to be duly elected.

If additional nominations are made by the members present at the annual business meeting, the President shall ask for a vote on the slate of unopposed candidates as a group and then call for voting for those offices with more than one candidate individually. Voting will be by voice.

If a vacancy occurs among any of the Academy's elected officials other than the President and President-Elect, the President shall request the Nominating Committee to present to the Leadership Council a nominee to fill the unexpired term. Approval by a three-quarters vote of the Leadership Council shall be sufficient to immediately fill the vacancy.

ARTICLE IX -- Dues

Members shall pay annual dues as recommended by the Executive Council and approved by majority vote at the Academy's annual business meeting. Any member who is delinquent in

his/her dues ninety days after written notice shall be deemed to have resigned his/her membership.

Honorary members and members in the active service of their country shall not be assessed dues or other fees.

Anyone holding officer positions or members on the above committees must be AAIM members in good standing to include being up to date with dues. ARTICLE X – Professional Conduct and Disciplinary Proceedings

The Leadership Council shall have the power to establish principles of professional conduct for Academy members and to take action as herein provided. These principles are codified in Article XV of this document. The Leadership Council shall receive and hear any complaint of member misconduct presented to it.

In the discharge of this responsibility, the Leadership Council shall utilize the Executive Committee which is empowered to investigate a complaint against a member and report its findings to the Council along with appropriate recommendations. The procedures for the Committee shall be prescribed by the Leadership Council, and the Council may retain counsel to assist it and the Committee.

The member will be informed of the nature of any complaint. In any hearing before the Council, the member shall have the right to appear personally or be represented by counsel. The member shall have an opportunity to examine witnesses and to present evidence and witnesses in his/her own behalf. Witnesses called in the course of hearings shall vouch for the truth of their statements.

The Leadership Council will decide whether or not professional misconduct has occurred. If the Leadership Council decides by three-quarters vote of its full membership that professional misconduct has occurred, it may admonish, reprimand, suspend or expel the member.

All details of disciplinary proceedings under this Article shall be confidential, except in cases resulting in expulsion. When disciplinary proceedings result in expulsion of a member, the Leadership Council shall make an official written report to be recorded in the minutes by the Secretary-Treasurer.

Expelled members may be re-elected to membership only by the procedures governing the election of new members. In cases of all other authorized actions, the Leadership Council may, at its discretion, reinstate to membership a member suspended under this Article.

ARTICLE XI -- The Board of Insurance Medicine

The Board of Insurance Medicine is the Academy's certification body. It is governed by a separate Constitution and By-Laws. Its purpose is to arrange and conduct examinations to determine the qualifications of candidates for certification and have sole authority to grant certifications in recognition of special knowledge and experience in Insurance Medicine.

The Board will submit to the Leadership Council an annual written report that details its activities during the preceding year.

The Board will be composed of twelve members who are: 1) active members of the Academy, and 2) Diplomates of the Board. Their term is for three years, and they may be re-elected. When an unexpected vacancy occurs, the Board of Insurance Medicine will appoint a substitute member to complete the term.

ARTICLE XII -- Standing Committees

The Academy's standing committees are accountable for its functional areas: Education, Promotion/Membership, and Administration.

Each committee has specific accountabilities as well as those which may be assigned by the President or Leadership Council.

Committees may become inactive, and then may be reactivated by the President when relevant issues arise.

Terms of Standing Committee Chairpersons and Members

The Chairpersons of the Standing Committees will serve for a term of three years and may be re-appointed for a second successive term.

Chairpersons shall be empowered to appoint their committee Vice Chairs and other at-large committee members. The term for an at-large committee member will be three years, but this term may be extended on a yearly basis up to a maximum of six consecutive years. Terms of service shall be determined in order to encourage the participation of new members.

Recognizing that a committee's composition is a function of its work and stated objectives, the number of members comprising a committee may vary and no arbitrary limits shall be set.

Meetings of Standing Committees

Meetings of standing committees shall be called by the chairperson of each committee.

Standing committees shall meet as often as is necessary to carry out their functions as outlined in this Constitution. Attendance at all meetings may be in person or remotely. Members participating remotely shall be considered equal to those attending in person with all the rights and responsibilities of their position on the respective committee, including discussing and voting on all matters before the committee.

Education Committee

Purpose

The Education Committee is responsible for conducting the Academy's educational activities in accordance with the Educational Objective Statement.

Membership

This committee is comprised of

- The Vice President of Education (Chairperson of the Education Committee)
- The Chairperson of the Mortality and Morbidity Committee, who shall recommend and approve directors for the Basic and Advanced Mortality courses and serve as a resource for activity directors and industry speakers on issues of mortality and morbidity
- The Scientific Program Chair of the upcoming annual meeting
- The Directors of all Academy-sponsored educational courses both directly- and jointly-sponsored
- A representative of the Board of Insurance Medicine,
- Other individuals appointed by the Chairperson of the Education Committee.

The Chairperson

The Chairperson of this Committee shall be responsible for

- Appointing at-large members of the committee
- Appointing directors for all directly sponsored activities, except the Scientific Program Committee
- Serving as chief contact person for the coordination of all jointly sponsored educational activities.

Scientific Program Committee

The Scientific Program Committee for the annual meeting shall be a subcommittee of the Education Committee. It shall be responsible for the scientific program of the Academy's annual meeting.

The Scientific Program Chairperson of the annual meeting shall serve as Chairperson of this committee and is appointed by the President serving during the year of that meeting. The Program Chairperson will serve in consultation with the Vice President of Education.

The Education Committee

This committee is responsible for the coordination and implementation of the Academy's educational activities, including, but not limited to:

- The Triennial Course on Insurance Medicine
- The Annual Scientific Meeting
- The Introduction to Insurance Medicine Course
- The Basic Mortality Methodology Course
- The Advanced Mortality Methodology Course.

This committee shall:

- Have in place an evaluation process to assess the effectiveness of each educational activity and to ensure that this and other feedback is utilized in the development of future educational endeavors.
- Review all activities proposed for Continuing Medical Education credits and approve the number of credit hours to be offered

Mortality and Morbidity Committee

The Mortality and Morbidity Committee shall:

- Review, evaluate, and report to the membership on matters of mortality and morbidity.
- Initiate and coordinate plans for mortality and morbidity studies.
- Work with other organizations that have a like interest in developing and implementing mortality and morbidity studies and projects.

The Chairperson of this committee also serves on the Education Committee to recommend and approve directors for the Basic and Advanced Mortality courses and serves as a resource for activity directors and industry speakers on issues of mortality and morbidity.

Committee on Publications

The Committee on Publications shall manage and produce the Journal of Insurance Medicine and other Academy publications.

The membership of this committee shall include all editors, including associate and assistant editors, of Academy publications.

Professional and Public Relations Committee

The Professional and Public Relations Committee shall:

- Maintain a liaison with professional and public organizations
- Develop and maintain AAIM's website and associated forms of electronic communication

Membership Committee

The Membership Committee shall:

- Actively solicit candidates for membership, review the credentials of prospective members, make recommendations for membership, accept members' resignations and handle requests for changes in membership status.
- Work with the Professional and Public Relations Committee to coordinate recruitment efforts within affiliate organizations identified as important professional liaisons.
- In the event a conflict of interest or ethical issue is identified, this committee shall refer the issue to the Executive Committee for investigation and appropriate resolution.
- Review and make recommendations to the Leadership Council as deemed necessary the suitability and adequacy of the Academy's Code of Professional Conduct.
- Ensure compliance with the Academy's nondiscrimination policy.

Nominating Committee

In consultation with the President, the Nominating Committee shall prepare a list of nominees for the Academy's elective positions.

This committee shall be composed of the current President and the two previous presidents, with the Immediate Past-President as the chairperson. Nominees shall be approved by a majority vote of the members of the Nominating Committee.

Finance Committee

The Finance Committee shall approve the Academy's annual budget submitted by the Secretary-Treasurer and present it to the Leadership Council for final approval, report on its financial affairs, recommend membership dues, and reconcile all Academy financial activities.

It shall be composed of the Vice President of Finance, who will serve as Chairperson, the Vice President, the Secretary-Treasurer, and two or three elected members of the Leadership Council as selected by the Chairperson.

ARTICLE XIII -- Meeting of the Academy

The annual meeting of the Academy shall consist of a business meeting and a scientific program. It shall be held at such time and place as may be decided by the President-Elect and ratified by the Leadership Council. Other meetings of the Academy shall be called by the President upon request of the Leadership Council or upon written request of 25% of the members of the Academy. At least ten days' notice for all meetings shall be given by the President.

The business meeting shall be held during the annual meeting of the Academy at such time as deemed appropriate by the President.

An agenda for the business meeting shall be prepared by the President that will allow the membership to review and conduct the Academy's affairs, including committee reports,

presentation of the annual budget, recognition of members, election and installation of officers, and other such matters as are deemed appropriate.

The Secretary-Treasurer shall be responsible for the preparation of a true and permanent record of the business session.

Twenty-five percent of the members of the Academy at any duly called meeting of the Academy shall constitute a quorum.

ARTICLE XIV -- Amendments

The Constitution and By-Laws may be amended by a vote of two-thirds of the members present in person or remotely at the annual business meeting of the Academy membership held at least 30 days after any proposed amendment has been posted on the Academy's website and e-mail notice of this posting has been given.

Article XV -- Code of Professional Conduct for Academy Members

The Academy is an organization of insurance medical directors with associate and affiliate members in related occupations. This Code of Professional Conduct adopted by the Academy defines the essentials of honorable behavior for the Academy and its members. Failure to adhere to these standards will subject the member to action by the Leadership Council as described in Article X.

AAIM members shall uphold high standards of professionalism in all interactions.

AAIM members shall comply with the laws and government regulations that apply to their actions.

AAIM members shall maintain the confidentiality of all individual medical information which is entrusted to them, releasing such information only as required or permitted by law.

When providing direct care for a patient, a member of the Academy shall regard responsibility to that patient as paramount. The physician will recognize that employers may be entitled to counsel about that patient's medical work fitness, but not to diagnoses or specific details, except in compliance with laws and regulations or as authorized by the patient.

AAIM members shall not accept gifts, grants, hospitality or the like if same might influence their professional or business judgment in making business decisions such as those involving the selection of vendors or products.

Academy members shall disclose actual and potential conflicts of interest when involved with AAIM business so that they can be evaluated by the AAIM Membership Committee and adjustments made in order to avoid undue influence of the disclosed interest. Such actions include:

- Annual submission of disclosure forms by all Leadership Council members.

- Providing formal notice of any real or potential conflict of interest and abstaining from participating in any affected item of business when participating in AAIM board or committee meetings or other Academy business.
- Disclosure of any real or potential conflicts of interest by a speaker or other active program participant that might introduce bias or otherwise adversely influence the views and information presented.
- Disclosure to the editor of an Academy publication the existence of any financial support received by an author or any other financial interest that the author may have that might create bias or otherwise adversely affect the author's manuscript.