

American Institute of Constructors

Constructor Certification Commission Document 19

Conflict Of Interest Form

I have read the AIC Constructor Certification Commission Conflict of Interest Policy and agree to comply fully with its terms and conditions at all times during my service as a member of the Commission. If at any time following the submission of this form I become aware of any actual, perceived or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the organization in writing.

Disclosure of Actual, Perceived or Potential Conflicts of Interest:

Do you commit to carrying out all of your Commission responsibilities in an impartial manner?

Yes No

Do you have a family relationship or a business relationship with any other member, or employee of the AIC Constructor Certification Commission (see definitions on back)?

Yes No

Do you have a direct business relationship with the AIC Constructor Certification Commission n other than as a member (see definition on back)?

Yes No

Do you or your family members own more than 35% in another entity (individually or collectively with another AIC Constructor Certification Commission member or employee) that has a business relationship with the AIC Constructor Certification Commission?

Yes No

Do you have a family member who has a direct business relationship with the AIC Constructor Certification Commission?

Yes No

Do you serve as an officer, director, trustee, key employee, partner, or member of an entity (or shareholder of a professional corporation) that has a business relationship with the AIC Constructor Certification Commission?

Yes No

Commission Member Signature: _____ Date: _____

Commission Member Printed Name: _____

Definitions

Business relationship with another member or key employee: Business relationships between two persons include the following:

1. One person is employed by the other in a sole proprietorship or by an organization with which the other is associated as a trustee, director, officer, key employee or greater-than-35% owner.
2. One person is transacting business with the other (other than in the ordinary course of either party's business on the same terms as are generally offered to the public), directly or indirectly, in one or more contracts of sale, lease, license, loan, performance of services, or other transaction involving transfers of cash or property valued in excess of \$10,000 in the aggregate during the organization's tax year. Indirect transactions are transactions with an organization with which the one person is associated as a trustee, director, officer, key employee, or greater than 35% owner.
3. The two persons are each a director, trustee, officer or greater than 10% owner in the same business or investment entity. Ownership is measured by stock ownership (either voting power or value) of a corporation, profits or capital interest in a partnership or limited liability company, membership interest in a nonprofit organization, or beneficial interest in a trust. Ownership includes indirect ownership (e.g. ownership in an entity that has ownership in the entity in question); there may be ownership through multiple tiers of entities.

Family member, family relationship: Unless specified otherwise, the family of an individual includes only his or her spouse, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses of brothers, sisters, children, grandchildren and great-grandchildren.

Direct business relationships with the AIC Constructor Certification Commission and/or the American Institute of Constructors: A business transaction occurred between the AIC Constructor Certification Commission and/or the American Institute of America and another party, which included contracts of sale, lease, license, loan, performance of services whether initiated during the organization's tax year or ongoing from a prior year. Business transactions also include joint ventures, whether new or ongoing, in which either the profits or capital interest of the organization and of the interested person each exceeds 10%. In general, a business transaction is a reportable business relationship if: 1) all payments during the year between the organization and the interested person exceeded \$100,000; 2) all payments during the year from a single transaction between such parties exceeded the greater of \$10,000 or 1% of the filing organization's total revenues; or 3) compensation payments by the organization paid to a family member of certain persons exceeded \$10,000.

Revision History:

Latest Revision: 02/08/2022