

## ATTACHMENT A

### CODE OF ETHICS OF MICHIGAN AUDIOLOGY COALITION

#### Preamble

The Code of Ethics of the Michigan Audiology Coalition specifies professional standards that allow for the proper discharge of audiologists' responsibilities to those served, and that protect the integrity of the profession. The Code of Ethics consists of two parts. The first part, the Statement of Principles and Rules, presents precepts that members (all categories of members, including Candidate and Affiliate Members) of the Academy agree to uphold. The second part, the Procedures, provides the process that enables enforcement of the Principles and Rules.

#### PART I. Statement of Principles and Rules

**PRINCIPLE 1:** Members shall provide professional services and conduct research with honesty and compassion, and shall respect the dignity, worth, and rights of those served.

**Rule 1a:** Individuals shall not limit the delivery of professional services on any basis that is unjustifiable or irrelevant to the need for the potential benefit from such services.

**Rule 1b:** Individuals shall not provide services except in a professional relationship, and shall not discriminate in the provision of services to individuals on the basis of sex, race, religion, national origin, sexual orientation, or general health.

**PRINCIPLE 2:** Members shall maintain high standards of professional competence in rendering services.

**Rule 2a:** Members shall provide only those professional services for which they are qualified by education and experience.

**Rule 2b:** Individuals shall use available resources, including referrals to other specialists, and shall not accept benefits or items of personal value for receiving or making referrals.

**Rule 2c:** Individuals shall exercise all reasonable precautions to avoid injury to persons in the delivery of professional services or execution of research.

**Rule 2d:** Individuals shall provide appropriate supervision and assume full responsibility for services delegated to supportive personnel. Individuals shall not delegate any service requiring professional competence to unqualified persons.

**Rule 2e:** Individuals shall not permit personnel to engage in any practice that is a violation of the Code of Ethics.

**Rule 2f:** Individuals shall maintain professional competence, including participation in continuing education.

**PRINCIPLE 3:** Members shall maintain the confidentiality of the information and records of those receiving services or involved in research.

**Rule 3a:** Individuals shall not reveal to unauthorized persons any professional or personal information obtained from the person served professionally, unless required by law.

**PRINCIPLE 4:** Members shall provide only services and products that are in the best interest of those served.

**Rule 4a:** Individuals shall not exploit persons in the delivery of professional services.

**Rule 4b:** Individuals shall not charge for services not rendered.

**Rule 4c:** Individuals shall not participate in activities that constitute a conflict of professional interest.

**Rule 4d:** Individuals using investigational procedures with patients, or prospectively collecting research data, shall first obtain full informed consent from the patient or guardian.

**PRINCIPLE 5:** Members shall provide accurate information about the nature and management of communicative disorders and about the services and products offered.

**Rule 5a:** Individuals shall provide persons served with the information a reasonable person would want to know about the nature and possible effects of services rendered, or products provided or research being conducted.

**Rule 5b:** Individuals may make a statement of prognosis, but shall not guarantee results, mislead, or misinform persons served or studied.

**Rule 5c:** Individuals shall conduct and report product-related research only according to accepted standards of research practice.

**Rule 5d:** Individuals shall not carry out teaching or research activities in a manner that constitutes an invasion of privacy, or that fails to inform persons fully about the nature and possible effects of these activities, affording all persons informed free choice of participation.

**Rule 5e:** Individuals shall maintain documentation of professional services rendered.

**PRINCIPLE 6:** Members shall comply with the ethical standards of the Coalition with regard to public statements or publication.

**Rule 6a:** Individuals shall not misrepresent their educational degrees, training, credentials, or competence. Only degrees earned from regionally accredited institutions in which training was obtained in Audiology, or a directly related discipline, may be used in public statements concerning professional services.

**Rule 6b:** Individuals' public statements about professional services, products, or research results shall not contain representations or claims that are false, misleading, or deceptive.

**PRINCIPLE 7:** Members shall honor their responsibilities to the public and to professional colleagues.

**Rule 7a:** Individuals shall not use professional or commercial affiliations in any way that would limit services to or mislead patients or colleagues.

**Rule 7b:** Individuals shall inform colleagues and the public in a manner consistent with the highest professional standards about products and services they have developed or research they have conducted.

**PRINCIPLE 8:** Members shall uphold the dignity of the profession and freely accept the Coalition's self-imposed standards.

**Rule 8a:** Individuals shall not violate these Principles and Rules, nor attempt to circumvent them.

**Rule 8b:** Individuals shall not engage in dishonesty or illegal conduct that adversely reflects on the profession.

**Rule 8c:** Individuals shall inform the Executive Board when there are reasons to believe that a member of the Academy may have violated the Code of Ethics.

**Rule 8d:** Individuals shall cooperate with the Executive Board in any matter related to the Code of Ethics.

## **PART II. PROCEDURES FOR THE MANAGEMENT OF ALLEGED VIOLATIONS PROCEDURES**

1. Suspected violations of the Code of Ethics shall be reported in letter format giving documentation sufficient to support the alleged violation. Letters must be addressed to:

Executive Board

Michigan Audiology Coalition

2843 E. Grand River #264

East Lansing, MI 48823

2. Following receipt of a report of a suspected violation, the Executive Board (or its appointed Ethical Practices Committee) will review the alleged violation. If the alleged violation has a high probability of being legally actionable, the case may be referred to the appropriate agency. If there insufficient evidence that indicates a violation of the Code of Ethics has occurred, the Executive Board may (by a two-thirds vote of the majority of Executive Board Members) elect to sanction the offending Member by suspension or termination of Membership in the Academy.

### **Michigan Audiology Coalition**

#### **Conflict-of-Interest Policy**

##### **Statement of Policy**

No Executive Board member shall use his or her position, or the knowledge gained therefrom, in such a manner that a conflict between the interest of the organization or any of its affiliates and his or her personal interests arises.

Each Executive Board member has a duty to place the interest of the organization foremost in any dealings with the organization and has a continuing responsibility to comply with the requirements of this policy.

The conduct of personal business between any board or committee member and the organization and any of its affiliates is prohibited.

If a board member has an interest in a proposed transaction with the organization in the form of a significant personal financial interest in the transaction or in any organization, or holds a position as trustee, director, or officer in any such organization, he or she must make full disclosure of such interest before any discussion or negotiation or such transaction.

Any board or committee member who is aware of a potential conflict of interest with respect to any matter coming before the board or committee shall not be present for any discussion of or in connection with the matter.

##### **Disclosure**

To implement this policy, Executive Board members of the organization will submit annual reports on the Attachment B, of the Bylaws, if not previously disclosed before any relevant board or committee action.

These reports will be reviewed by the Executive Board or any Ethics Committee, appointed by the Executive Board, which will attempt to resolve any actual or potential conflict(s).

End.

**ATTACHMENT B:  
CONFLICT OF INTEREST**

Any member of the Executive Board who has a personal interest in, or a relationship with, a person or entity having interest in any proposed transaction or Executive Board action shall be required to disclose that interest or relationship to the Executive Board prior to a vote thereon. The interested Executive Board Member will be prohibited from voting thereon, and will refrain from participating in the discussions on the advisability of such transaction or action.

The undersigned Executive Board Member hereby agrees to the terms of this policy.

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Signature

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Printed Name

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Date

**ATTACHMENT C**  
**MICHIGAN AUDIOLOGY COALITION STANDING RULES**

1. Dues. Annual membership dues as set by the Executive Board are \$85.00 without proration, are due by June 1 and may be paid electronically via the website or by use of the printable application/renewal form available on the Coalition website at [michiganaudiologycoalition.org/account/join/](http://michiganaudiologycoalition.org/account/join/).

Dues may be submitted along with a Membership application or an annual renewal and will be considered delinquent if not paid in full by the specified date.

2. Membership Termination. Membership shall be terminated for:

- Failure to submit annual dues by June 1, subject to a sixty (60) day grace period
- Failure to meet Membership requirements as stated in the Bylaws, Article II
- Violation of Code of Ethics as stated in Attachment A of the Bylaws.

A member who is expelled may within 60 days file a grievance with the Executive Board. The President, Past President and President-Elect will form a committee to review the grievance and to notify the Member of the Executive Board's decision summarily.

A member may voluntarily resign by submitting their resignation in writing to the Membership Committee. All resignations shall be reviewed by the Executive Board when received. Annual dues previously paid are not refundable.

3. Legal Documents. Copies of the legal documents, namely the Articles of Incorporation, Bylaws and Standing Rules will be located on the website at [www.michiganaudiologycoalition.org](http://www.michiganaudiologycoalition.org). Additionally paper copies of these documents will be maintained in the Treasurer's notebook.

4. Parliamentary Procedure. Parliamentary procedure and associated Rules of Order for the Executive Board and all Member's meetings will be Robert's Rules of Order, Newly Revised version, 11<sup>th</sup> Edition.

5. Conflicts of Interest. A member of the Executive Board will make known to the Executive Board any conflicts of interest relative to the conduct of the corporation's or the Executive Board's throughout his/her tenure on the Executive Board at the time the conflict arises. Executive Board Members shall be familiar with the Conflict of Interest and will annually sign the Conflict of Interest document (Attachment B of the Bylaws). The signed Conflict of Interest statements will be maintained by the President or the Secretary for one (1) year.

6. Amendment of Standing Rules. The Executive Board may amend, repeal or suspend one or all of the Standing Rules by a simple majority vote held during any regularly conducted meeting. The Executive Board may create a temporary or permanent Standing Committee designed expressly for the purpose of modifying the Standing Rules.

7. Annual Election Procedure. An annual election shall be conducted according to the following schedule:

January-February: Using the electronic newsletter, website, and other opportunities for Written and face-to-face communications such as Michigan Student Leaders in Audiology Meeting and the Annual Membership

Meeting, candidates will be recruited for the upcoming Executive Board elections. The entire Executive Board is responsible for generating candidates.

Last week of February: The election slate is finalized. The names and brief biographies of candidates shall be made available to voting members via the website prior to the election. Write-in candidates shall be accepted. The Nomination Committee chaired by the Past President is responsible for this work.

Month of March: The electronic voting process is initiated with an email blast to the Membership directing them to the election slate on the website. The Nominations Committee is responsible for this work.

1<sup>st</sup> week of April: Electronic ballots are tabulated. Election results are shared on the website and via email blast to membership including all candidates for the Executive Board. Elected Members assume their three-year term of office on June 1st; this process is conducted by the Nominations Committee.

8. Check Authorization. Except for the authorization provided the conference committee chairperson, checks issued on behalf of the organization above \$250.00 need advance Executive Board approval.

9. Construction. The Standing Rules are designed to supplement the Bylaws and are to be read to be complementary thereto; however, in the instance of any direct conflict between the Bylaws and the Standing Rules, the Bylaws shall prevail.