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AICPA Professional Standards: Ethics, Bylaws, as of June 1, 1983

American Institute of Certified Public Accountants

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AICPA PROFESSIONAL
STANDARDS

**ETHICS
BYLAWS**

AS OF JUNE 1, 1983

AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

AICPA PROFESSIONAL
STANDARDS

**ETHICS
BYLAWS**

AS OF JUNE 1, 1983

Published for the
American Institute of
Certified Public Accountants

by

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HOW TO USE THIS VOLUME

Scope of This Volume . . .

This volume, which is a reprint of the Ethics and Bylaws sections of volume 2, the looseleaf edition of *AICPA Professional Standards*, contains Concepts of Professional Ethics, Rules of Conduct, Interpretations of Rules of Conduct, Ethics Rulings, and the Bylaws of the American Institute of Certified Public Accountants.

How This Volume Is Arranged . . .

The contents of this volume are arranged as follows:

Code of Professional Ethics

Introduction

Concepts of Professional Ethics

Rules of Conduct: Definitions and Applicability

Independence, Integrity and Objectivity

General and Technical Standards

Responsibilities to Clients

Responsibilities to Colleagues

Other Responsibilities and Practices

Bylaws

Definitions

Name and Purpose

Admission to Membership and Association

Organization and Procedure

Financial Management and Controls

Meetings of Institute and Council

Election of Council, Board of Directors, and Officers of the
Institute

Termination of Membership and Disciplinary Sanctions

Amendments

General

How To Use This Volume . . .

The arrangement of material in this volume is indicated in the general table of contents at the front of the volume. There is a detailed table of contents covering the material within each major division.

ETHICS

The Rules of Conduct, Interpretations of Rules of Conduct, and Ethics Rulings related to the same subjects have been assembled within the major divisions of the Ethics part of the Volume. For example, Rule 101—*Independence*, ET section 101, is followed by the first Ethics Interpretation under Rule 101, ET section 101-1, *Directorships*. Ethics Rulings for this section appear at ET section 191.

A topical index is provided for this division and is identified as ET Topical Index.

BYLAWS

The Bylaws of the AICPA and the related Implementing Resolutions of Council are assembled within the major divisions by section numbers. For example, BL section 250, *International Associates*, is followed by BL section 250R, *Implementing Resolution under Section 2.5, International Associates*.

In BL section 900, *General*, the following sections are included:

Objectives of the American Institute of Certified Public Accountants

A Description of the Professional Practice of Certified Public Accountants

A topical index is provided for this division and is identified as BL Topical Index.

The topical indexes use the key word method to facilitate reference to the pronouncements. The indexes are arranged alphabetically by topic and refer the reader to major divisions, sections, and paragraph numbers.

CODE OF PROFESSIONAL ETHICS

Introduction

There are four categories of ethical standards. They are described in the following paragraphs.

The first, *Concepts of Professional Ethics*, is a philosophical essay approved by the professional ethics division. The essay suggests behavior which CPAs should strive for beyond the minimum level of acceptable conduct set forth in the Rules of Conduct and is not intended to establish enforceable standards.

The second category, *Rules of Conduct*, consists of enforceable ethical standards and required the approval of the membership before the Rules became effective. The same is true of the Bylaws of the Institute.

The third category, *Interpretations of Rules of Conduct*, consists of interpretations which have been adopted, after exposure to state societies and state boards, by the professional ethics division's executive committee to provide guidelines as to the scope and application of the Rules but are not intended to limit such scope or application. A member who departs from such guidelines shall have the burden of justifying such departure in any disciplinary hearing.

The fourth category, *Ethics Rulings*, consists of formal rulings made by the professional ethics division's executive committee after exposure to state societies and state boards. These rulings summarize the application of Rules of Conduct and Interpretations to a particular set of factual circumstances. Members who depart from such rulings in similar circumstances will be requested to justify such departures.

Publication of an Interpretation or Ethics Ruling in *The Journal of Accountancy* constitutes notice to members. Hence the publication date of the notice, unless a later date is specifically indicated, constitutes the effective date of the pronouncement. The professional ethics division will take into consideration the time that would have been reasonable for the member to comply with the pronouncement.

A member should also consult, if applicable, the ethical standards of his state CPA society, state board of accountancy, the Securities and Exchange Commission, and any other governmental agency which may regulate his client's business or use his report to evaluate the client's compliance with applicable laws and related regulations.



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ET Section 50

CONCEPTS OF PROFESSIONAL ETHICS

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ET Section 51

Introduction

A man should *be* upright; not be *kept* upright.

MARCUS AURELIUS

.01 A distinguishing mark of a professional is his acceptance of responsibility to the public. All true professions have therefore deemed it essential to promulgate codes of ethics and to establish means for ensuring their observance.

.02 The reliance of the public, the government and the business community on sound financial reporting and advice on business affairs, and the importance of these matters to the economic and social aspects of life impose particular obligations on certified public accountants.

.03 Ordinarily those who depend upon a certified public accountant find it difficult to assess the quality of his services; they have a right to expect, however, that he is a person of competence and integrity. A man or woman who enters the profession of accountancy is assumed to accept an obligation to uphold its principles, to work for the increase of knowledge in the art and for the improvement of methods, and to abide by the profession's ethical and technical standards.

.04 The ethical Code of the American Institute emphasizes the profession's responsibility to the public, a responsibility that has grown as the number of investors has grown, as the relationship between corporate managers and stockholders has become more impersonal and as government increasingly relies on accounting information.

.05 The Code also stresses the CPA's responsibility to clients and colleagues, since his behavior in these relationships cannot fail to affect the responsibilities of the profession as a whole to the public.

.06 The Institute's Rules of Conduct set forth minimum levels of acceptable conduct and are mandatory and enforceable. However, it is in the best interests of the profession that CPAs strive for conduct beyond that indicated merely by prohibitions. Ethical conduct, in the true sense, is more than merely abiding by the letter of explicit prohibitions. Rather it requires unswerving commitment to honorable behavior, even at the sacrifice of personal advantage.

.07 The conduct toward which CPAs should strive is embodied in five broad concepts stated as affirmative Ethical Principles:

Independence, integrity and objectivity. A certified public accountant should maintain his integrity and objectivity and, when engaged in the practice of public accounting, be independent of those he serves.

General and technical standards. A certified public accountant should observe the profession's general and technical standards and strive continually to improve his competence and the quality of his services.

Responsibilities to clients. A certified public accountant should be fair and candid with his clients and serve them to the best of his ability, with professional concern for their best interests, consistent with his responsibilities to the public.

Responsibilities to colleagues. A certified public accountant should conduct himself in a manner which will promote cooperation and good relations among members of the profession.

Other responsibilities and practices. A certified public accountant should conduct himself in a manner which will enhance the stature of the profession and its ability to serve the public.

.08 The foregoing Ethical Principles are intended as broad guidelines as distinguished from enforceable Rules of Conduct. Even though they do not provide a basis for disciplinary action, they constitute the philosophical foundation upon which the Rules of Conduct are based.

.09 The following discussion is intended to elaborate on each of the Ethical Principles and provide rationale for their support.

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ET Section 52***Independence, Integrity
and Objectivity***

A certified public accountant should maintain his integrity and objectivity and, when engaged in the practice of public accounting, be independent of those he serves.

.01 The public expects a number of character traits in a certified public accountant but primarily integrity and objectivity and, in the practice of public accounting, independence.

Independence has always been a concept fundamental to the accounting profession, the cornerstone of its philosophical structure. For no matter how competent any CPA may be, his opinion on financial statements will be of little value to those who rely on him—whether they be clients or any of his unseen audience of credit grantors, investors, governmental agencies and the like—unless he maintains his independence.

.02 Independence has traditionally been defined by the profession as the ability to act with integrity and objectivity.

.03 Integrity is an element of character which is fundamental to reliance on the CPA. This quality may be difficult to judge, however, since a particular fault of omission or commission may be the result either of honest error or a lack of integrity.

.04 Objectivity refers to a CPA's ability to maintain an impartial attitude on all matters which come under his review. Since this attitude involves an individual's mental processes, the evaluation of objectivity must be based largely on actions and relationships viewed in the context of ascertainable circumstances.

.05 While recognizing that the qualities of integrity and objectivity are not precisely measurable, the profession nevertheless constantly holds them up to members as an imperative. This is done essentially by education and by the Rules of Conduct which the profession adopts and enforces.

.06 CPAs cannot practice their calling and participate in the world's affairs without being exposed to situations that involve the possibility of pressures upon their integrity and objectivity. To define and proscribe all such situations would be impracticable. To ignore the problem for that reason, however, and to set no limits at all would be irresponsible.

.07 It follows that the concept of independence should not be interpreted so loosely as to permit relationships likely to impair the CPA's integrity or the impartiality of his judgment, nor so strictly as to inhibit the rendering of useful services when the likelihood of such impairment is relatively remote.

.08 While it may be difficult for a CPA always to appear completely independent even in normal relationships with clients, pressures upon his integrity or objectivity are offset by powerful countervailing forces and restraints. These include the possibility of legal liability, professional discipline ranging up to revocation of the right to practice as a CPA, loss of reputation and, by no means least, the inculcated resistance of a disciplined professional to any infringement upon his basic integrity and objectivity. Accordingly, in deciding which types of relationships should be specifically prohibited, both the magnitude of the threat posed by a relationship and the force of countervailing pressures have to be weighed.

.09 In establishing rules relating to independence, the profession uses the criterion of whether reasonable men, having knowledge of all the facts and taking into consideration normal strength of character and normal behavior under the circumstances, would conclude that a specified relationship between a CPA and a client poses an unacceptable threat to the CPA's integrity or objectivity.

.10 When a CPA expresses an opinion on financial statements, not only the fact but also the appearance of integrity and objectivity is of particular importance. For this reason, the profession has adopted rules to prohibit the expression of such an opinion when relationships exist which might pose such a threat to integrity and objectivity as to exceed the strength of countervailing forces and restraints. These relationships fall into two general categories: (1) certain financial relationships with clients and (2) relationships in which a CPA is virtually part of management or an employee under management's control.

.11 Although the appearance of independence is not required in the case of management advisory services and tax practice, a CPA is encouraged to avoid the proscribed relationships with clients regardless of the type of services being rendered. In any event, the CPA, in all types of engagements, should refuse to subordinate his professional judgment to others and should express his conclusions honestly and objectively.

.12 The financial relationships proscribed when an opinion is expressed on financial statements make no reference to fees paid to a CPA by a client. Remuneration to providers of services is necessary for the continued provision of those services. Indeed, a principal reason for the development and persistence in the professions of the client-practitioner relationship and of remuneration by fee (as contrasted with an employer-employee relationship and remuneration by salary) is that these arrangements are seen as a safeguard of independence.

.13 The above reference to an employer-employee relationship is pertinent to a question sometimes raised as to whether a CPA's objectivity in expressing an opinion on financial statements will be impaired by his being involved with his client in the decision-making process.

.14 CPAs continually provide advice to their clients, and they expect that this advice will usually be followed. Decisions based on such advice may have

a significant effect on a client's financial condition or operating results. This is the case not only in tax engagements and management advisory services but in the audit function as well.

.15 If a CPA disagrees with a client on a significant matter during the course of an audit, the client has three choices—he can modify the financial statements (which is usually the case), he can accept a qualified report or he can discharge the CPA. While the ultimate decision and the resulting financial statements clearly are those of the client, the CPA has obviously been a significant factor in the decision-making process. Indeed, no responsible user of financial statements would want it otherwise.

.16 It must be noted that when a CPA expresses an opinion on financial statements, the judgments involved pertain to whether the results of operating decisions of the client are fairly presented in the statements and not on the underlying wisdom of such decisions. It is highly unlikely therefore that being a factor in the client's decision-making process would impair the CPA's objectivity in judging the fairness of presentation.

.17 The more important question is whether a CPA would deliberately compromise his integrity by expressing an unqualified opinion on financial statements which were prepared in such a way as to cover up a poor business decision by the client and on which the CPA has rendered advice. The basic character traits of the CPA as well as the risks arising from such a compromise of integrity, including liability to third parties, disciplinary action and loss of right to practice, should preclude such action.

.18 Providing advice or recommendations which may or may not involve skills logically related to a client's information and control system, and which may affect the client's decision-making, does not in itself indicate lack of independence. However, the CPA must be alert to the possibility that undue identification with the management of the client or involvement with a client's affairs to such a degree as to place him virtually in the position of being an employee, may impair the appearance of independence.

.19 To sum up, CPAs cannot avoid external pressures on their integrity and objectivity in the course of their professional work, but they are expected to resist these pressures. They must, in fact, retain their integrity and objectivity in all phases of their practice and, when expressing opinions on financial statements, avoid involvement in situations that would impair the credibility of their independence in the minds of reasonable men familiar with the facts.

→ *The next page is 4311.* ←

ET Section 53***General and Technical Standards***

A certified public accountant should observe the profession's general and technical standards and strive continually to improve his competence and the quality of his services.

.01 Since accounting information is of great importance to all segments of the public, all CPAs, whether in public practice, government service, private employment or academic pursuits, should perform their work at a high level of professionalism.

.02 A CPA should maintain and seek always to improve his competence in all areas of accountancy in which he engages. Satisfaction of the requirements for the CPA certificate is evidence of basic competence at the time the certificate is granted, but it does not justify an assumption that this competence is maintained without continuing effort. Further, it does not necessarily justify undertaking complex engagements without additional study and experience.

.03 A CPA should not render professional services without being aware of, and complying with, the applicable general or technical standards as interpreted by bodies designated by Council. Moreover, since published general and technical standards can never cover the whole field of accountancy, he must keep broadly informed.

.04 Observance of the rule on general and technical standards calls for a determination by a CPA with respect to each engagement undertaken that there is a reasonable expectation it can be completed with the exercise of due professional care, with adequate planning and supervision and with the gathering of sufficient relevant data to afford a reasonable basis for conclusions and recommendations. If a CPA is unable to bring such professional competence to the engagement he should suggest, in fairness to his client and the public, the engagement of someone competent to perform the needed service, either independently or as an associate.

.05 The standards referred to in the rules are elaborated and refined to meet changing conditions, and it is each CPA's responsibility to keep himself up to date in this respect.

→The next page is 4321.←

ET Section 54***Responsibilities
to Clients***

A certified public accountant should be fair and candid with his clients and serve them to the best of his ability, with professional concern for their best interests, consistent with his responsibilities to the public.

.01 As a professional person, the CPA should serve his clients with competence and with professional concern for their best interests. He must not permit his regard for a client's interest, however, to override his obligation to the public to maintain his independence, integrity and objectivity. The discharge of this dual responsibility to both clients and the public requires a high degree of ethical perception and conduct.

.02 It is fundamental that the CPA hold in strict confidence all information concerning a client's affairs which he acquires in the course of his engagement. This does not mean, however, that he should acquiesce in a client's unwillingness to make disclosures in financial reports which are necessary to fair presentation.

.03 Exploitation of relations with a client for personal advantage is improper. For example, acceptance of a commission from any vendor for recommending his product or service to a client is prohibited.

.04 A CPA should be frank and straightforward with clients. While tact and diplomacy are desirable, a client should never be left in doubt about the CPA's position on any issue of significance. No truly professional man will subordinate his own judgment or conceal or modify his honest opinion merely to please. This admonition applies to all services including those related to management and tax problems.

.05 When accepting an engagement, a CPA should bear in mind that he may find it necessary to resign if conflict arises on an important question of principle. In cases of irreconcilable difference, he will have to judge whether the importance of the matter requires such an action. In weighing this question, he can feel assured that the practitioner who is independent, fair and candid is the better respected for these qualities and will not lack opportunities for constructive service.

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ET Section 55

Responsibilities to Colleagues

A certified public accountant should conduct himself in a manner which will promote cooperation and good relations among members of the profession.

.01 The support of a profession by its members and their cooperation with one another are essential elements of professional character. The public confidence and respect which a CPA enjoys is largely the result of the cumulative accomplishments of all CPAs, past and present. It is, therefore, in the CPA's own interest, as well as that of the general public, to support the collective efforts of colleagues through professional societies and organizations and to deal with fellow practitioners in a manner which will not detract from their reputation and well-being.

.02 Although the reluctance of a professional to give testimony that may be damaging to a colleague is understandable, the obligation of professional courtesy and fraternal consideration can never excuse lack of complete candor if the CPA is testifying as an expert witness in a judicial proceeding or properly constituted inquiry.

.03 A CPA has the obligation to assist his fellows in complying with the Code of Professional Ethics and should also assist appropriate disciplinary authorities in enforcing the Code. To condone serious fault can be as bad as to commit it. It may be even worse, in fact, since some errors may result from ignorance rather than intent and, if let pass without action, will probably be repeated. In situations of this kind, the welfare of the public should be the guide to a member's action.

.04 While the Code proscribes certain specific actions in the area of relationships with colleagues, it should be understood that these proscriptions do not define the limits of desirable intraprofessional conduct. Rather, such conduct encompasses the professional consideration and courtesies which each CPA would like to have fellow practitioners extend to him.

.05 It is natural that a CPA will seek to develop his practice. However, in doing so he should not seek to displace another accountant in a client relationship by any means which will lessen the effectiveness of his technical performance or lessen his concern for the rights of third parties to reliable information. Further, he should not act in any way that reflects negatively on fellow practitioners.

.06 A CPA may provide service to those who request it, even though they may be served by another practitioner in another area of service, or he may succeed another practitioner at a client's request. In such circumstances it is

always desirable and required in some situations before accepting an engagement that the CPA who has been approached should advise the accountant already serving the client. Such action is indicated not only by considerations of professional courtesy but by good business judgment.

.07 A client may sometimes request services requiring highly specialized knowledge. If the CPA lacks the expertise necessary to render such services, he should call upon a fellow practitioner for assistance or refer the entire engagement to another. Such assistance or referral brings to bear on the client's needs both the referring practitioner's knowledge of the client's affairs and the technical expertise of the specialist brought into the engagement. If both serve the client best in their own area of ability, all parties are well served as is the public.

→ *The next page is 4341.* ←

ET Section 56***Other Responsibilities
and Practices***

A certified public accountant should conduct himself in a manner which will enhance the stature of the profession and its ability to serve the public.

.01 In light of the importance of their function, CPAs and their firms should have a keen consciousness of the public interest and the needs of society. Thus, they should support efforts to achieve equality of opportunity for all, regardless of race, religious background or sex, and should contribute to this goal by their own service relationships and employment practices.

.02 The CPA is a beneficiary of the organization and character of his profession. Since he is seen as a representative of the profession by those who come in contact with him, he should behave honorably both in his personal and professional life and avoid any conduct that might erode public respect and confidence.

.03 Solicitation to obtain clients through false, misleading and deceptive statements or acts is prohibited under the Rules of Conduct because it will lessen the professional effectiveness and the independence toward clients which is essential to the best interests of the public.

.04 Advertising, which is false, misleading and deceptive, is also prohibited because such representations will mislead some of the public and thereby reduce or destroy the profession's usefulness to society. A CPA should seek to establish a reputation for competence and character, through actions rather than words. There are many ways this can be done such as by making himself known through public service, by civic and political activities, and by joining associations and clubs. It is desirable for him to share his knowledge with interested groups by accepting requests to make speeches and write articles. Whatever publicity occurs as a natural by-product of such activities is entirely proper.

.05 In his work, the CPA should be motivated more by desire for excellence in performance than for material reward. This does not mean that he need be indifferent about compensation. Indeed, a professional man who cannot maintain a respectable standard of living is unlikely to inspire confidence or to enjoy sufficient peace of mind to do his best work.

.06 In determining fees, a CPA may assess the degree of responsibility assumed by undertaking an engagement as well as the time, manpower and skills required to perform the service in conformity with the standards of the profession. He may also take into account the value of the service to the client,

the customary charges of professional colleagues and other considerations. No single factor is necessarily controlling.

.07 Clients have a right to know in advance what rates will be charged and approximately how much an engagement will cost. However, when professional judgments are involved, it is usually not possible to set a fair charge until an engagement has been completed. For this reason CPAs should state their fees for proposed engagements in the form of estimates which may be subject to change as the work progresses.

.08 Other practices prohibited by the Rules of Conduct include using any firm designation or description which might be misleading, or practicing as a professional corporation or association which fails to comply with provisions established by Council to protect the public interest.

.09 A member, while practicing public accounting, may not engage in a business or occupation which is incompatible therewith. While certain occupations are clearly incompatible with the practice of public accounting, the profession has never attempted to list them, for in most cases the individual circumstances indicate whether there is a problem. For example, there would be a problem of conflict of interest if a practicing CPA were to serve on a tax assessment board since he would be open to accusations of favoring his clients whether this was done or not. Moreover, they might, under some circumstances, create a conflict of interest in the CPA's independence relationship with his clients.

.10 Paying a commission to outsiders is prohibited in order to eliminate the temptation to compensate anyone for referring a client. Receipt of a commission is proscribed since practitioners should look to the client, and not to others, for compensation for services rendered. The practice of paying a fee to a referring CPA irrespective of any service performed or responsibility assumed by him is proscribed because there is no justification for a CPA to share in a fee for accounting services where his sole contribution was to make a referral.

.11 Over the years the vast majority of CPAs have endeavored to earn and maintain a reputation for competence, integrity and objectivity. The success of these efforts has been largely responsible for the wide public acceptance of accounting as an honorable profession. This acceptance is a valuable asset which should never be taken for granted. Every CPA should constantly strive to see that it continues to be deserved.

ET Section 90**RULES OF CONDUCT:
DEFINITIONS AND
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ET Section 91

Definitions

**Effective March 1,
1973, unless other-
wise indicated**

.01 The following definitions of terminology are applicable wherever such terminology is used in the Rules and Interpretations.

.02 Client. The person(s) or entity which retains a member or his firm, engaged in the practice of public accounting, for the performance of professional services.

.03 Council. The Council of the American Institute of Certified Public Accountants.

.04 Enterprise. Any person(s) or entity, whether organized for profit or not, for which a CPA provides services.

.05 Financial statements. Statements and footnotes related thereto that purport to show financial position which relates to a point in time or changes in financial position which relate to a period of time, and statements which use a cash or other incomplete basis of accounting. Balance sheets, statements of income, statements of retained earnings, statements of changes in financial position, and statements of changes in owners' equity are financial statements.

.06 Incidental financial data included in management advisory services reports to support recommendations to a client and tax returns and supporting schedules do not, for this purpose, constitute financial statements; and the statement, affidavit, or signature of preparers required on tax returns neither constitutes an opinion on financial statements nor requires a disclaimer of such opinion.

.07 Firm. A proprietorship, partnership, or professional corporation or association engaged in the practice of public accounting, including individual partners or shareholders thereof.

.08 Institute. The American Institute of Certified Public Accountants.

.09 Interpretations of Rules of Conduct. Pronouncements issued by the division of professional ethics to provide guidelines concerning the scope and application of the Rules of Conduct.

.10 Member. A member, associate member, or international associate of the American Institute of Certified Public Accountants.

.11 Practice of public accounting. Holding out to be a CPA or public accountant and at the same time performing for a client one or more types of services rendered by public accountants. The term shall not be limited by a more restrictive definition which might be found in the accountancy law under which a member practices.

.12 Professional services. One or more types of services performed in the practice of public accounting.

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ET Section 92***Applicability of Rules***

Effective March 1,
1973, unless other-
wise indicated

.01 The Institute's Code of Professional Ethics derives its authority from the bylaws of the Institute which provide that the Trial Board may, after a hearing, admonish, suspend, or expel a member who is found guilty of infringing any of the bylaws or any provisions of the Rules of Conduct.*

.02 The Rules of Conduct which follow apply to all services performed in the practice of public accounting including tax and management advisory services except (a) where the wording of the rule indicates otherwise and (b) that a member who is practicing outside the United States will not be subject to discipline for departing from any of the rules stated herein so long as his conduct is in accord with the rules of the organized accounting profession in the country in which he is practicing. However, where a member's name is associated with financial statements in such a manner as to imply that he is acting as an independent public accountant and under circumstances that would entitle the reader to assume that United States practices were followed, he must comply with the requirements of Rules 202 and 203.

.03 A member may be held responsible for compliance with the Rules of Conduct by all persons associated with him in the practice of public accounting who are either under his supervision or are his partners or shareholders in the practice.

.04 A member engaged in the practice of public accounting must observe all the Rules of Conduct. A member not engaged in the practice of public accounting must observe only Rules 102 and 501 since all other Rules of Conduct relate solely to the practice of public accounting.

.05 A member shall not permit others to carry out on his behalf, either with or without compensation, acts which, if carried out by the member, would place him in violation of the Rules of Conduct.

* Bylaws Section 7.4. [BL section 740.]

ET Section 100

INDEPENDENCE, INTEGRITY AND OBJECTIVITY

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ET Section 101

Independence

.01 Rule 101—Independence. A member or a firm of which he is a partner or shareholder shall not express an opinion on financial statements of an enterprise unless he and his firm are independent with respect to such enterprise. Independence will be considered to be impaired if, for example:

- A. During the period of his professional engagement, or at the time of expressing his opinion, he or his firm
 1. (a) Had or was committed to acquire any direct or material indirect financial interest in the enterprise; or
 - (b) Was a trustee of any trust or executor or administrator of any estate if such trust or estate had or was committed to acquire any direct or material indirect financial interest in the enterprise; or
 2. Had any joint closely held business investment with the enterprise or any officer, director, or principal stockholder thereof which was material in relation to his or his firm's net worth; or
 3. Had any loan to or from the enterprise of any officer, director, or principal stockholder thereof. This latter proscription does not apply to the following loans from a financial institution when made under normal lending procedures, terms, and requirements:
 - (a) Loans obtained by a member or his firm which are not material in relation to the net worth of such borrower.
 - (b) Home mortgages.
 - (c) Other secured loans, except loans guaranteed by a member's firm which are otherwise unsecured.
- B. During the period covered by the financial statements, during the period of the professional engagement, or at the time of expressing an opinion, he or his firm
 1. Was connected with the enterprise as a promoter, underwriter or voting trustee, a director or officer or in any capacity equivalent to that of a member of management or of an employee; or
 2. Was a trustee for any pension or profit-sharing trust of the enterprise.

The above examples are not intended to be all-inclusive.

[Effective March 1, 1973; amended March 31, 1978.]

Interpretations under Rule 101—Independence

.02 101-1—Honorary directorships and trusteeships. Members are often asked to lend the prestige of their names to not-for-profit organizations that limit their activities to those of a charitable, religious, civic or similar

nature by being named as a director or a trustee. A member who permits his name to be used in this manner and who is associated with the financial statements of the organization would not be considered lacking in independence under Rule 101 so long as (1) his position is purely honorary, (2) it is identified as honorary in all letterheads and externally circulated materials in which he is named as a director or trustee, (3) he restricts his participation to the use of his name, and (4) he does not vote or otherwise participate in management functions.

It is presumed that organizations to which members lend only the prestige of their names will have sufficiently large boards of directors or trustees to clearly permit the member to limit his participation consistent with the foregoing restriction.

.03 101-2—Retired partners and firm independence. A retired partner having a relationship of a type specified in Rule 101 with a client of his former firm would not be considered as impairing the firm's independence with respect to the client provided that he is no longer active in the firm, that the fees received from such client do not have a material effect on his retirement benefits and that he is not held out as being associated with his former partnership.

.04 101-3—Accounting services. Members in public practice are sometimes asked to provide manual or automated bookkeeping or data processing services to clients who are of insufficient size to employ an adequate internal accounting staff. Computer systems design and programming assistance are also rendered by members either in conjunction with data processing services or as a separate engagement. Members who perform such services and who are engaged in the practice of public accounting are subject to the bylaws and Rules of Conduct.

On occasion members also rent "block time" on their computers to their clients but are not involved in the processing of transactions or maintaining the client's accounting records. In such cases the sale of block time constitutes a business rather than a professional relationship and must be considered together with all other relationships between the member and his client to determine if their aggregate impact is such as to impair the member's independence.

When a member performs manual or automated bookkeeping services, concern may arise whether the performance of such services would impair his audit independence—that the performance of such basic accounting services would cause his audit to be lacking in a review of mechanical accuracy or that the accounting judgments made by him in recording transactions may somehow be less reliable than if made by him in connection with the subsequent audit.

Members are skilled in, and well accustomed to, applying techniques to control mechanical accuracy, and the performance of the record-keeping function should have no effect on application of such techniques. With regard to accounting judgments, if third parties have confidence in a member's

judgment in performing an audit, it is difficult to contend that they would have less confidence where the same judgment is applied in the process of preparing the underlying accounting records.

Nevertheless, a member performing accounting services for an audit client must meet the following requirements to retain the appearance that he is not virtually an employee and therefore lacking in independence in the eyes of a reasonable observer.

1. The CPA must not have any relationship or combination of relationships with the client or any conflict of interest which would impair his integrity and objectivity.

2. The client must accept the responsibility for the financial statements as his own. A small client may not have anyone in his employ to maintain accounting records and may rely on the CPA for this purpose. Nevertheless, the client must be sufficiently knowledgeable of the enterprise's activities and financial condition and the applicable accounting principles so that he can reasonably accept such responsibility, including, specifically, fairness of valuation and presentation and adequacy of disclosure. When necessary, the CPA must discuss accounting matters with the client to be sure that the client has the required degree of understanding.

3. The CPA must not assume the role of employee or of management conducting the operations of an enterprise. For example, the CPA shall not consummate transactions, have custody of assets or exercise authority on behalf of the client. The client must prepare the source documents on all transactions in sufficient detail to identify clearly the nature and amount of such transactions and maintain an accounting control over data processed by the CPA such as control totals and document counts. The CPA should not make changes in such basic data without the concurrence of the client.

4. The CPA, in making an examination of financial statements prepared from books and records which he has maintained completely or in part, must conform to generally accepted auditing standards. The fact that he has processed or maintained certain records does not eliminate the need to make sufficient audit tests.

When a client's securities become subject to regulation by the Securities and Exchange Commission or other federal or state regulatory body, responsibility for maintenance of the accounting records, including accounting classification decisions, must be assumed by accounting personnel employed by the client. The assumption of this responsibility must commence with the first fiscal year after which the client's securities qualify for such regulation.

→ *Ethics Interpretation 101-4 eff. through 12/31/83.* ←

.05 101-4—Effect of family relationships on independence. Rule of Conduct 101 proscribes relationships which impair a member's independence through direct financial interests, material indirect financial interests, or other involvements. Relationships which arise through family bloodlines and

marriage give rise to circumstances that may impair a member's independence.

1. *Financial and business relationships ascribed to the member.* It is well accepted that the independence of a member may be impaired by the financial interests and business relationships of the member's spouse, dependent children, or any relative living in a common household with or supported by the member. The financial interests or business relationships of such family, dependents or relatives in a member's client are ascribed to the member; in such circumstances the independence of the member or his firm would be impaired under Rule 101.

2. *Financial and business relationships that may be ascribed to the member.*

Close Kin

Family relationships may also involve other circumstances in which the appearance of independence is lacking. However, it is not reasonable to assume that all kinships, per se, will impair the appearance of independence since some kinships are too remote. The following guidelines to the effect of kinship on the appearance of independence have evolved over the years:

A presumption that the appearance of independence is impaired arises from a significant financial interest, investment, or business relationship by the following close kin in a member's client: non-dependent children, brothers and sisters, grandparents, parents, parents-in-law, and the respective spouses of any of the foregoing.

If the close kin's financial interest in a member's client is material in relationship to the kin's net worth, a third party could conclude that the member's objectivity is impaired with respect to the client since the kinship is so close. In addition, financial interests held by close kin may result in an indirect financial interest being ascribed to the member.

The presumption that the appearance of independence is impaired would also prevail where a close kin has an important role or responsible executive position (e. g., director, chief executive or financial officer) with a client.

Geographical separation from the close kin and infrequent contact may mitigate such impairment except with respect to:

- a. a partner participating in the engagement or located in an office participating in a significant portion of the engagement,
- b. a partner in the same office or one who maintained close personal relationships with partners participating in a significant portion of the engagement,
- c. a partner who, as a result of his administrative or advisory positions, is involved in the engagement, or
- d. a staff member participating in the engagement or located in an office participating in a significant portion of the engagement.

In the case of a professional employee located in an office participating in a significant portion of the engagement, financial and business relationships of close kin will not be ascribed to the employee if the employee is isolated from the engagement. It will be the member's responsibility to establish effective controls to assure that the requirement of isolation from all aspects of the engagement has been met.

Such controls should include the following: that the employee be instructed not to discuss the engagement with anyone participating in it nor to read or have anything to do with the working papers, correspondence or related files; that a written notice such employee has been so instructed be provided to all personnel in the office and that a signed statement be obtained from the employee that such instructions have been and will be followed.

If a member does not or could not reasonably be expected to have knowledge of the financial interests, investments and business relationships of his close kin, such lack of knowledge would preclude an impairment of objectivity and appearance of independence.

3. Financial and business relationships that are not normally ascribed to the member.

Remote Kin

A presumption that the appearance of independence is impaired would not normally arise from the financial interests and business relationships of remote kin: uncles, aunts, cousins, nephews, nieces, other in-laws, and other kin who are not close.

The financial interests and business relationships of these remote kin are not considered either direct or indirect interests ascribed to the member. However, the presumption of no impairment with remote kin would be negated if other factors indicating a closeness exist, such as living in the same household with the member, having financial ties, or jointly participating in other business enterprises.

Summary

Members must be aware that it is impossible to enumerate all circumstances wherein the appearance of a member's independence might be questioned by third parties because of family relationships. In situations involving the assessment of relationships with both close and remote kin, members must consider whether geographical proximity, strength of personal and other business relationships and other factors—when viewed together with financial interests in question—would lead a reasonable observer to conclude that the specified relationships pose an unacceptable threat to the member's objectivity and appearance of independence.

[As amended, November 30, 1980. Deletion of this Interpretation, by the Professional Ethics Executive Committee, is effective as of December 31, 1983.]

.06 101-5—Meaning of the term “normal lending procedures, terms and requirements”. Rule 101(A)(3) prohibits loans to a member from his

client except for certain specified kinds of loans from a client financial institution when made under "normal lending procedures, terms and requirements." The member would meet the criteria prescribed by this rule if the procedures, terms and requirements relating to his loan are reasonably comparable to those relating to other loans of a similar character committed to other borrowers during the period in which the loan to the member is committed. Accordingly, in making such comparison and in evaluating whether his loan was made under "normal lending procedures, terms and requirements", the member should consider all the circumstances under which the loan was granted including

1. The amount of the loan in relation to the value of the collateral pledged as security and the credit standing of the member or his firm.
2. Repayment terms.
3. Interest rate, including "points".
4. Requirement to pay closing costs in accordance with the lender's usual practice.
5. General availability of such loans to the public.

Related prohibitions (which may be more restrictive) are prescribed by certain state and federal agencies having regulatory authority over such financial institutions.

.07 101-6—The effect of actual or threatened litigation on independence. Rule of Conduct 101 prohibits the expression of an opinion on financial statements of an enterprise unless a member and his firm are independent with respect to the enterprise. In some circumstances, independence may be considered to be impaired as a result of litigation or the expressed intention to commence litigation.

Litigation between client and auditor

In order for the auditor to fulfill his obligation to render an informed, objective opinion on the client company's financial statements, the relationship between the management of the client and the auditor must be characterized by complete candor and full disclosure regarding all aspects of the client's business operations. In addition, there must be an absence of bias on the part of the auditor so that he can exercise dispassionate professional judgment on the financial reporting decisions made by the management. When the present management of a client company commences, or expresses an intention to commence, legal action against the auditor, the auditor and the client management may be placed in adversary positions in which the management's willingness to make complete disclosures and the auditor's objectivity may be affected by self-interest.

For the reasons outlined above, independence may be impaired whenever the auditor and his client company or its management are in threatened or actual positions of material adverse interests by reason of actual or intended litigation. Because of the complexity and diversity of the situations of adverse interests which may arise, however, it is difficult to prescribe precise points at

which independence may be impaired. The following criteria are offered as guidelines:

1. The commencement of litigation by the present management alleging deficiencies in audit work for the client would be considered to impair independence.
2. The commencement of litigation by the auditor against the present management alleging management fraud or deceit would be considered to impair independence.
3. An expressed intention by the present management to commence litigation against the auditor alleging deficiencies in audit work for the client is considered to impair independence if the auditor concludes that there is a strong possibility that such a claim will be filed.
4. Litigation not related to audit work for the client (whether threatened or actual) for an amount not material to the member's firm¹ or to the financial statements of the client company would not usually be considered to affect the relationship in such a way as to impair independence. Such claims may arise, for example, out of disputes as to billings for services, results of tax or management services advice or similar matters.

Litigation by security holders

The auditor may also become involved in litigation ("primary litigation") in which he and the client company or its management are defendants. Such litigation may arise, for example, when one or more stockholders bring a stockholders' derivative action or a so-called "class action" against the client company or its management, its officers, directors, underwriters and auditors under the securities laws. Such primary litigation in itself would not alter fundamental relationships between the client company or its management and auditor and therefore should not be deemed to have an adverse impact on the auditor's independence. These situations should be examined carefully, however, since the potential for adverse interests may exist if cross-claims are filed against the auditor alleging that he is responsible for any deficiencies or if the auditor alleges fraud or deceit by the present management as a defense. In assessing the extent to which his independence may be impaired under these conditions, the auditor should consider the following additional guidelines:

1. The existence of cross-claims filed by the client, its management, or any of its directors to protect a right to legal redress in the event of a future adverse decision in the primary litigation (or, in lieu of cross-claims, agreements to extend the statute of limitations) would not normally affect the relationship between client

¹ Because of the complexities of litigation and the circumstances under which it may arise, it is not possible to prescribe meaningful criteria for measuring materiality; accordingly, the member should consider the nature of the controversy underlying the litigation and all other relevant factors in reaching a judgment.

management and auditor in such a way as to impair independence, unless there exists a significant risk that the cross-claim will result in a settlement or judgment in an amount material to the member's firm² or to the financial statements of the client.

2. The assertion of cross-claims against the auditor by underwriters would not usually impair independence if no such claims are asserted by the company or the present management.
3. If any of the persons who file cross-claims against the auditor are also officers or directors of other clients of the auditor, the auditor's independence with respect to such other clients would not usually be impaired.

Other third-party litigation

Another type of third-party litigation against the auditor may be commenced by a lending institution, other creditor, security holder or insurance company who alleges reliance on financial statements of the client examined by the auditor as a basis for extending credit or insurance coverage to the client. In some instances, an insurance company may commence litigation (under subrogation rights) against the auditor in the name of the client to recover losses reimbursed to the client. These types of litigation would not normally affect the auditor's independence with respect to a client who is either not the plaintiff or is only the nominal plaintiff, since the relationship between the auditor and client management would not be affected. They should be examined carefully, however, since the potential for adverse interests may exist if the auditor alleges, in his defense, fraud, or deceit by the present management.

If the real party in interest in the litigation (e.g., the insurance company) is also a client of the auditor ("the plaintiff client"), the auditor's independence with respect to the plaintiff client may be impaired if the litigation involves a significant risk of a settlement or judgment in an amount which would be material to the member's firm² or to the financial statements of the plaintiff client. If the auditor concludes that such litigation is not material to the plaintiff client or his firm and thus his independence is not impaired, he should nevertheless ensure that professional personnel assigned to the audit of either of the two clients have no involvement with the audit of the other.

Effects of impairment of independence

If the auditor believes that the circumstances would lead a reasonable person having knowledge of the facts to conclude that the actual or intended litigation poses an unacceptable threat to the auditor's independence he should either (a) disengage himself to avoid the appearance that his self-interest would affect his objectivity, or (b) disclaim an opinion because of lack of independence. Such disengagement may take the form of resignation or

² See footnote 1.

cessation of any audit work then in progress pending resolution of the issue between the parties.

Termination of impairment

The conditions giving rise to a lack of independence are usually eliminated when a final resolution is reached and the matters at issue no longer affect the relationship between auditor and client. The auditor should carefully review the conditions of such resolution to determine that all impairments to his objectivity have been removed.

Actions permitted while independence is impaired

If the auditor was independent when his report was initially rendered, he may re-sign such report or consent to its use at a later date while his independence is impaired provided that no post-audit work is performed by such auditor during the period of impairment. The term "post-audit work", in this context, does not include inquiries of subsequent auditors, reading of subsequent financial statements, or such procedures as may be necessary to assess the effect of subsequently discovered facts on the financial statements covered by his previously issued report.

→ *Ethics Interpretation 101-7 eff. through 12/31/83.* ←

.08 101-7—Application of Rule 101 to professional personnel. The term "he and his firm" as used in the first sentence of Rule 101 means (1) all partners or shareholders in the firm and (2) all full and part-time professional employees participating in the engagement or located in an office participating in a significant portion of the engagement, except as provided in the following paragraph.

For purposes of Rule 101 B, the term "he and his firm" does not include an employee of the firm who was formerly associated with the client in any capacity described in Rule 101 B if such individual has completely disassociated himself from the client and does not participate in the engagement for the client covering any period of his association with the client.

[Deletion of this Interpretation, by the Professional Ethics Executive Committee, is effective as of December 31, 1983.]

→ *Revisions to Ethics Interpretation 101-8 eff. 12/31/83.* ←

.09 101-8—Effect on independence of financial interests in nonclients having investor or investee relationships with a member's client.

Introduction

Rule 101, Independence, provides in part that "A member or a firm of which he is a partner or shareholder shall not express an opinion on financial statements of an enterprise unless he and his firm are independent with respect to such enterprise. Independence will be considered to be impaired if for example, (A) . . . during the period of his professional engagement, or at the time of expressing his opinion, he or his firm . . . had or was committed to

acquire any direct or material indirect financial interest in the enterprise . . . (B) during the period covered by the financial statements, during the period of the professional engagement, or at the time of expressing an opinion, he or his firm . . . was connected with the enterprise . . . in any capacity equivalent to that of a member of management . . .”

This interpretation deals with the effect on the appearance of independence of financial interests in nonclients that are related in various ways to a client. Some of the relationships discussed herein result in a financial interest in the client, while others would place the member in a capacity equivalent to that of a member of management.

Situations in which the nonclient investor is a partnership are not covered in this interpretation because the interests of the partnership are ascribed directly to the partners. A member holding a direct financial interest in a partnership that invests in his client has, as a result, a direct financial interest in the client, which impairs his independence.

Terminology

The following specially identified terms are used in this Interpretation as indicated:

1. *Client*. The enterprise with whose financial statements the member is associated.

→ *"Member" Definition eff. until 12/31/83.* ←

2. *Member*. In this Interpretation the term "member" means (a) a member, (b) a partner or shareholder in the firm or (c) a full or part-time professional employee participating in the engagement or located in an office participating in a significant portion of the engagement.

→ *"Member" Definition eff. 12/31/83.* ←

2. *Member*. In this Interpretation the term "member" means those individuals identified in the term "he and his firm" as defined in Interpretation 101-9 [section 101.10].
3. *Investor*. In this Interpretation the term "investor" means (a) a parent or (b) another investor (including a natural person but not a partnership) that holds an interest in another company ("investee"), but only if the interest gives such other investor the ability to exercise significant influence over operating and financial policies of the investee. The criteria established in

paragraph 17 of Accounting Principles Board Opinion Number 18 [AC section I82.104] shall apply in determining the ability of an investor to exercise such influence.

4. *Investee*. In this Interpretation, the term “investee” means (a) a subsidiary or (b) an entity that is subject to significant influence from an investor. A limited partnership in which a client-investor holds a limited partnership interest would not be considered an “investee” subject to this interpretation unless the limited partner were in a position to exercise significant influence over operating and financial policies of the limited partnership.
5. *Material Investee*. An investee is presumed to be material if:
 - (a) the investor’s aggregate carrying amount of investment in and advances to the investee exceeds 5% of the investor’s consolidated total assets, or
 - (b) the investor’s equity in the investee’s income from continuing operations before income taxes exceeds 5% of the investor’s consolidated income from continuing operations before income taxes.

When the investor is a nonclient and its carrying amount of investments in and advances to the client investee is not readily available, the investor’s proportionate share of the client investee’s total assets may be used in the calculation described in (a) above.

If the income of an investor or investee from continuing operations before income taxes of the most recent year is clearly not indicative of the past or expected future amounts of such income, the reference point for materiality determinations should be the average of the incomes from continuing operations before income taxes of the preceding 3 years.

If a member has a financial interest in more than one nonclient investee of a client investor, the investments in and advances to such investees, and the equity in the income from continuing operations before income taxes of all such investees must be aggregated for purposes of determining whether such investees are material to the investor.

The 5% guidelines for identifying a material investee are to be applied to financial information available at the beginning of the engagement. A minor change in the percentage resulting from later financial information, which a member does not and could not be expected to anticipate at the beginning, may be ignored.

6. *Material financial interest*. A financial interest is presumed to be material to a member if it exceeds 5% of the member’s net worth. If the member has financial interests in more than one investee of one investor, such interests must be aggregated for purposes of determining whether the member has a material financial interest as described in the preceding sentence.

Interpretation

Where a nonclient investee is material to a client investor, any direct or material indirect financial interest of a member in the nonclient investee would be considered to impair the member's independence with respect to the client. Likewise, where a client investee is material to a nonclient investor, any direct or material indirect financial interest of a member in the nonclient investor would be considered to impair the member's independence with respect to the client.

The remainder of this Interpretation discusses whether, in the other situations listed below, a member's financial interest in nonclient investor or nonclient investee of an audit client will impair the member's independence.

These situations are discussed in the following sections:

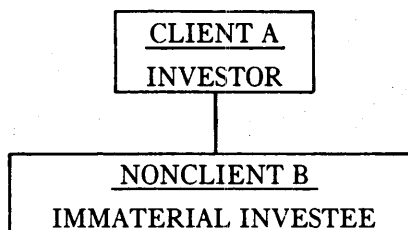
- (1) Nonclient investee is not material to client investor.
- (2) Client investee is not material to nonclient investor.

Other relationships, such as those involving brother-sister common control or client-nonclient joint ventures, may affect the appearance of independence. The member should make a reasonable inquiry to determine whether such relationships exist, and where they do, careful consideration should be given to whether the financial interests in question would lead a reasonable observer to conclude that the specified relationships pose an unacceptable threat to the member's independence.

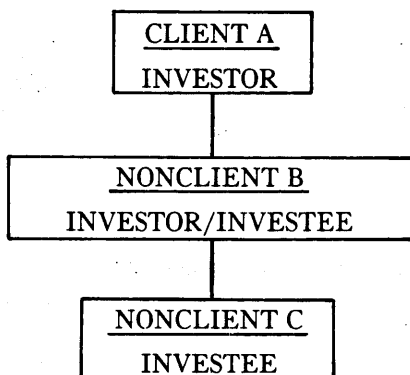
In general, in brother-sister common control situations, an immaterial financial interest of a member in the nonclient investee would not impair the independence of a member with respect to the client investee provided the member could not significantly influence the nonclient investor. In like manner in a joint venture situation, an immaterial financial interest of a member in the nonclient investor would not impair the independence of the member with respect to the client investor provided that the member could not significantly influence the nonclient investor.

If a member does not and could not reasonably be expected to have knowledge of the financial interests or relationships described in this interpretation, such lack of knowledge would preclude an impairment of independence.

(1) NONCLIENT INVESTEE IS NOT MATERIAL
TO CLIENT INVESTOR

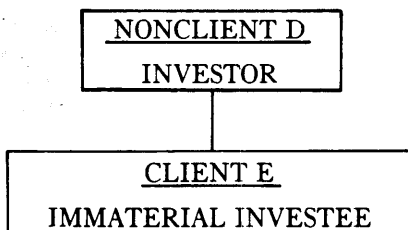


An immaterial financial interest of a member in Nonclient B (investee) would not be considered to impair the member's independence with respect to Client A (investor). A material financial interest of a member in Nonclient B would be considered to impair the member's independence with respect to Client A. The reason for this is that through its ability to influence Nonclient B, Client A could enhance or diminish the value of the member's financial interest in Nonclient B by an amount material to the member's net worth without a material effect on its own financial statements. As a result, the member would not appear to be independent when reporting on the financial statements of Client A.



If Nonclient B (investee of Client A) had an investee, Nonclient C, the determination as to whether a financial interest in Nonclient C would be considered to impair the member's independence would be based on the same rules as above for Nonclient B, except that the materiality of Nonclient C is measured in relation to Client A, rather than to Nonclient B.

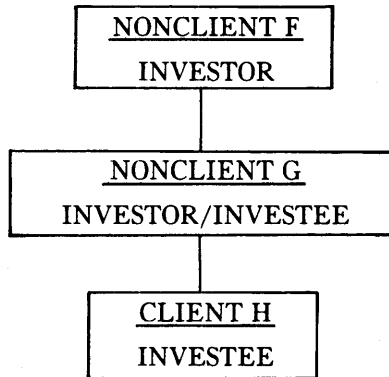
(2) CLIENT INVESTEE IS NOT MATERIAL
TO NONCLIENT INVESTOR



Except as indicated in the next paragraph, a financial interest of a member in Nonclient D (investor) would not be considered to impair the member's independence with respect to Client E (investee) even if the

financial interest in Nonclient D were material to the member's net worth. The reason for this is that, since Client E is immaterial to Nonclient D, the member would not appear to be in a position to enhance his investment in Nonclient D.

If the member's financial interest in Nonclient D (investor) is sufficiently large to allow the member to significantly influence the actions of Nonclient D, the member's independence would be considered to be impaired. The reason for this is that a financial interest sufficient to allow the member to significantly influence the actions (operating and financial policies, intercompany transactions, etc.) of the investor could permit the member to exercise a degree of control over the client that would place the member in a capacity equivalent to that of a member of management. Such relationship would be considered to impair independence under Rule 101(b) (1).



If Client H were an investee of nonclient G, who was an investee of another investor, Nonclient F, the determination as to whether a financial interest in Nonclient F would be considered to impair the member's independence would be based on the same rules as above for Nonclient G, except that the materiality of Client H is measured in relation to Nonclient F, rather than to Nonclient G.

[Revision of this Interpretation, by the Professional Ethics Executive Committee, is effective as of December 31, 1983.]

→ *Ethics Interpretation 101-9 eff. as of 12/31/83, earlier application encouraged.* ←

.10 101-9—The meaning of certain independence terminology and the effect of family relationships on independence. This interpretation defines certain terms used in rule 101 and, in doing so, also explains how independence may be impaired through certain family relationships.

Terminology

He and his firm

For purposes of rule 101, "he and his firm" includes

1. An individual member performing professional services requiring independence.
2. The proprietor of, or all partners or shareholders in, a firm.
3. All full- and part-time professional employees* of a firm participating in the engagement.
4. All full- and part-time managerial employees* of a firm located in an office participating in a significant portion of the engagement.
5. Any entity (for example, partnership, corporation, trust, joint venture, pool, and so forth) whose operating, financial, or accounting policies can be "significantly influenced" (as discussed below) by one of the persons described in (1) through (4) or by two or more of such persons if they choose to act together.

For purposes of rule 101B, "he and his firm" does not include an individual solely because he was formerly associated with the client in any capacity described in rule 101B if such individual has disassociated himself from the client and does not participate in the engagement for the client covering any period of his association with the client.

Managerial Employee

A managerial employee is a professional employee who either

1. Has a position generally similar to that of a partner, including an employee having the final authority to sign, or give final approval to the issuance of, reports in the firm's name or
2. Has a management position, in contrast with a nonmanagement position, with the firm.

The organizations of firms vary; therefore, whether an employee has a management position depends on his normal responsibilities and how he or the position itself is held out to clients and third parties. Some, but not necessarily all, of the responsibilities that suggest that an employee has a management position, are

1. Continuing responsibility for the overall planning and supervision of engagements for specified clients.
2. Authority for determining that an engagement is complete subject to final partner approval if required.
3. Responsibility for client relationships (for example, negotiating and collecting fees for engagements, marketing the firm's services).
4. Responsibility for such administrative functions as assignment of personnel to engagements, hiring, and training of personnel.
5. Existence of profit-sharing as a significant feature of total compensation.

* Refers to employees irrespective of their functional classification (e.g., audit, tax, management advisory services).

Significant Influence

A person or entity can exercise significant influence over the operating, financial, or accounting policies of another entity if, for example, the person or entity

1. Is connected with the entity as a promoter, underwriter, or voting trustee.
2. Is connected with the entity in a policy making position related to the entity's primary operating, financial, or accounting policies, such as chief executive officer, chief operating officer, chief financial officer, chief accounting officer, and the key assistants who can influence their decisions.
3. Is connected with the entity in a capacity equivalent to that of a general partner.
4. Is connected with the entity as a director other than honorary.
5. Meets the criteria established in paragraph 17 of Accounting Principles Board Opinion no. 18 [AC section I82.104], *The Equity Method of Accounting for Investments in Common Stock*, to determine the ability of an investor to exercise such influence.
6. Holds 20 percent or more of the limited partnership interests if the entity is a limited partnership.

The foregoing examples are not necessarily all-inclusive.

Effect of Family Relationships*Spouses and Dependent Persons*

The term "he and his firm" includes spouses (whether or not dependent) and dependent persons (whether or not related) for all purposes of complying with rule 101 subject to the following exception:

The exception is that the independence of the member and his firm will not normally be impaired solely because of employment of a spouse or dependent person by a client if the employment is in a position that does not allow "significant influence" (as discussed above) over the client's operating, financial, or accounting policies. However, if such employment is in a position where the person's activities are "audit sensitive" (even though not a position of significant influence), the member should not participate in the engagement.

Generally, a person's activities would be considered audit sensitive if such activities are normally an element of or subject to significant internal accounting controls. For example, the following positions, which are not intended to be all-inclusive, would normally be considered audit sensitive (even though not positions of significant influence): cashier, internal auditor, general accounting clerk, purchasing agent, or inventory warehouse supervisor.

Nondependent Close Relatives

The term "he and his firm" excludes nondependent close relatives of the persons described in (1) through (4) of that definition. Nevertheless, in

circumstances discussed below, the independence of a member or a firm can be impaired because of a nondependent close relative.

Close relatives are nondependent children, brothers, sisters, grandparents, parents, parents-in-law, and their respective spouses.

The independence of a member and his firm is impaired with respect to the enterprise if

1. A proprietor, partner, shareholder, or professional employee, any of whom are participating in the engagement, has a close relative who (a) can exercise significant influence over the operating, financial, or accounting policies of the client, (b) is otherwise employed in a position where the person's activities are "audit sensitive," or (c) has a financial interest in the client which is material to the close relative and of which the proprietor, partner, shareholder, or professional employee has knowledge.
2. A proprietor, partner, shareholder, or managerial employee, any of whom are located in an office participating in a significant portion of the engagement, has a close relative who can exercise significant influence over the operating, financial, or accounting policies of the client.

Other Considerations

Members must be aware that it is impossible to enumerate all circumstances wherein the appearance of a member's independence might be questioned by third parties because of family or dependent person relationships. In situations involving assessment of the association of any relative or dependent person with a client, members must consider whether the strength of personal and business relationships between the member and the relative or dependent person, considered in conjunction with the specified association with the client, would lead a reasonable person aware of all the facts and taking into consideration normal strength of character and normal behavior under the circumstances to conclude that the situation poses an unacceptable threat to the member's objectivity and appearance of independence.

[This Interpretation is effective for engagements commenced after December 31, 1983; however, earlier application is encouraged.]

→ *The next page is 4421.* ←

ET Section 102***Integrity and
Objectivity***

.01 **Rule 102—Integrity and objectivity.** A member shall not knowingly misrepresent facts, and when engaged in the practice of public accounting, including the rendering of tax and management advisory services, shall not subordinate his judgment to others. In tax practice, a member may resolve doubt in favor of his client as long as there is reasonable support for his position.

[Effective March 1, 1973.]

→ *The next page is 4431.* ←

Ethics Rulings on Independence, Integrity and Objectivity

1. Acceptance of a Gift

.001 *Question*—Would the independence of a member's firm be considered to be impaired if an employee or partner accepts a gift or other unusual consideration from a client?

.002 *Answer*—If an employee or partner accepts more than a token gift from a client, even with the knowledge of the member's firm, the appearance of independence may be lacking.

2. Association Membership

.003 *Question*—If a member joined a trade association which is a client, would the independence of the member's firm be considered to be impaired with respect to the association?

.004 *Answer*—Independence of the member's firm would not be considered to be impaired provided he did not serve in any capacity equivalent to that of a member of management.

3. Member as Cosigner of Checks

.005 *Question*—A member has been requested to accept the responsibility in emergency situations of cosigning checks with a designated employee of a client. Would the independence of the member's firm be considered to be impaired under these circumstances?

.006 *Answer*—Independence of the member's firm would be considered to be impaired since such activities are management functions.

4. Payroll Preparation Services

.007 *Question*—A member's firm performs payroll preparation services for its clients. A single bank account in the firm's name is used to clear all checks. Individual employee checks are cosigned by a member of the firm as well as by an officer of each of the respective clients. The clients reimburse the firm for the net amount of the payrolls. Would the independence of the member's firm be considered to be impaired with respect to clients who avail themselves of this service?

.008 *Answer*—Independence of the member's firm would be considered to be impaired because the service does not conform to the requirements of Interpretation 101-3.

5. Member as Bookkeeper

.009 *Question*—A client plans to process receipts, disbursements, and other documents of original entry and to transmit this raw data to a member's firm for further processing, either on a computer or manually, into a general ledger and other statistical reports. Would the independence of the member's firm be considered to be impaired under these circumstances?

.010 *Answer*—If the services performed conform to the requirements of Interpretation 101-3, independence of the member's firm would not be considered to be impaired.

6. Member's Spouse as Bookkeeper of Client

.011 *Question*—The spouse of a member is employed as a bookkeeper by an audit client. Would the independence of the member's firm be considered to be impaired under these circumstances?

.012 *Answer*—Independence of the member's firm would not necessarily be considered to be impaired. The performance of write-up work within the requirements of Interpretation 101-3, would not necessarily impair his independence if done by the member himself. Therefore, the spouse of a member could perform the same functions as the member without impairing the independence of the member's firm. If, however, the spouse's scope of responsibilities or activities extends beyond the bookkeeping function into areas of accounting or management decisions, independence of the member's firm would be considered to be impaired.

7. Member as Contract Bookkeeper

.013 *Question*—A member proposes to enter into contract with a client to supervise office personnel on a monthly fee basis, approve vouchers for payment, and prepare monthly and quarterly operating reports. Would the independence of the member's firm be considered to be impaired with respect to the client?

.014 *Answer*—Independence of the member's firm would be considered to be impaired since management functions are being performed.

8. Member Providing Accounting and Management Advisory Services

.015 *Question*—A member has provided extensive accounting and management advisory services for a client. In that connection, the member has attended board meetings, interpreted financial statements, forecasts and other analyses, counseled on potential expansion plans, and counseled on negotiations with bankers. Would the independence of the member's firm be considered to be impaired under these circumstances?

.016 *Answer*—The services described are those often provided by members for clients. If the services performed conform to the requirements of Interpretation 101-3, independence of the member's firm would not be considered to be impaired.

9. Member as Representative of Creditors' Committee

.017 *Question*—A member has been asked to perform the following functions for a creditors' committee in control of a debtor corporation which will continue to operate under its existing management subject to extension agreements:

- a. Cosign checks issued by the debtor corporation.
- b. Cosign purchase orders in excess of established minimum amounts.
- c. Exercise general supervision to insure compliance with budgetary controls and pricing formulas established by management, with the consent of the creditors, as part of an overall program aimed at the liquidation of deferred indebtedness.

Would the independence of the member's firm be considered to be impaired with respect to the debtor corporation?

.018 *Answer*—Independence of the member's firm would be considered to be impaired under each of the three situations described since these are management functions.

10. Member as Legislator

.019 *Question*—A member is an elected legislator in a local government. The city manager, who is responsible for all administrative functions, is also an elected official. Would the independence of the member's firm be considered to be impaired with respect to the governmental entity?

.020 *Answer*—Independence of the member's firm would be considered to be impaired if the member served as an elected

legislator in a municipal body at the same time his firm is engaged as auditor for the body, even though the city manager is an elected official rather than an appointee of the legislature.

11. Member as Executor or Trustee

.021 *Question*—A member has been asked to serve as an executor and trustee of the estate of an individual who owns the majority of the stock of a closely held corporation. Would the independence of the member's firm be considered to be impaired under these circumstances?

.022 *Answer*—The mere designation of a member to become executor or trustee would not impair independence of the member's firm. Actual service in either capacity, however, would impair independence.

12. Member as Trustee

.023 *Question*—A tax exempt charitable foundation is the sole beneficiary of the estate of the foundation's deceased organizer. If a member becomes a trustee of the foundation, would the independence of the member's firm be considered to be impaired with respect to (1) the foundation and (2) the estate?

.024 *Answer*—If a member accepted the invitation to become a trustee of the foundation, independence of the member's firm would be considered to be impaired with respect to both the foundation and the estate.

13. Member as Bank Stockholder

.025 *Question*—A member in public practice holds a stock interest in a bank. Would the independence of the member's firm be considered to be impaired with respect to a client which has borrowings with the bank?

.026 *Answer*—The member's stock ownership in the bank creates an indirect financial interest with respect to the bank's customers. To the extent that such an indirect financial interest is not material, independence of the member's firm would not be considered to be impaired.

14. Member on Board of Directors of United Fund

.027 *Question*—A member serves as a director and assistant treasurer of a local United Fund, which operates as a federated fund-raising organization from which the Boy Scouts and the Legal Aid Society receive funds. Would the independence of

the member's firm be considered to be impaired with respect to the local Boy Scout council and Legal Aid Society?

.028 *Answer*—Independence of the member's firm would not be considered to be impaired provided that the United Fund does not exercise managerial control over the independent groups participating in the fund-raising organization.

15. Retired Partner as Director

.029 *Question*—A member has withdrawn from his firm after an association of several years and has become an officer and director of several corporations audited by the firm. The member proposes to maintain an office in the firm's suite, to receive phone calls through the switchboard and to perform services for the firm for which he would be compensated on an hourly basis. Would the independence of the member's former firm be considered to be impaired with respect to the clients in which the member is an officer and director?

.030 *Answer*—Independence of the member's former firm would be considered to be impaired since it appears the member is still closely associated with the firm.

16. Member on Board of Directors of Nonprofit Social Club

.031 *Question*—A member serves on the board of directors of a nonprofit social club. Would the independence of the member's firm be considered to be impaired with respect to the club?

.032 *Answer*—Independence of the member's firm would be considered to be impaired since the board of directors has the ultimate responsibility for the affairs of the club. The exception in Interpretation 101-1 was intended primarily to cover those situations in which a member lends his name to some worthy cause without assuming important administrative or financial responsibilities.

17. Member as Stockholder in Country Club

.033 *Question*—A member belongs to a country club in which membership requirements involve the acquisition of a pro rata share of equity or debt securities. Would the independence of the member's firm be considered to be impaired with respect to the country club?

.034 *Answer*—Independence of the member's firm would not be considered to be impaired since membership in such a club is essentially a social matter. Accordingly, such equity or debt ownership is not considered to be a direct financial interest

within the meaning of Rule 101. However, the member should not take part in the management of the club.

18. Member as City Council Chairman

.035 *Question*—A member is the chairman of a city council. Would the independence of the member's firm be considered to be impaired with respect to state governmental agencies and other governments within the state?

.036 *Answer*—Independence of the member's firm would not be considered to be impaired with respect to any governmental unit except those under the council's control.

19. Member on Deferred Compensation Committee

.037 *Question*—A member has been invited by a client to serve on a committee which administers the client's deferred compensation program. Service on this committee will entail general supervisory services but will not involve participation in company management. Would the independence of the member's firm be considered to be impaired under these circumstances?

.038 *Answer*—Independence of the member's firm would be considered to be impaired since service on a committee of this type would be participation, even though minor, in management functions. The member could render helpful consulting assistance without joining the committee.

20. Member Serving on Governmental Advisory Unit

.039 *Question*—A member serves on a citizens' committee which is studying possible changes in the form of a county government he audits. The member also serves on a committee appointed to make a study of the financial status of a state. Would the independence of the member's firm be considered to be impaired with respect to a county which is in that state?

.040 *Answer*—Independence of the member's firm would not be considered to be impaired with respect to the county through the member's service on either committee.

21. Member as Director of Retirement and Profit-Sharing Trust

.041 *Question*—A member has been asked to serve in the dual capacity of director of an enterprise and auditor of the financial statements of that enterprise's profit-sharing and retirement trust. Would the independence of the member's firm be considered to be impaired with respect to the trust?

.042 *Answer*—Independence of the member's firm would be considered to be impaired with respect to the enterprise's profit-sharing and retirement trust since as director of the enterprise, the member would be involved in management functions.

22. Family Relationship, Brother

.043 *Question*—A brother of a member is a stockholder and one of three vice presidents of a closely held corporation. The member is a partner in a CPA firm in the same locale. Would the independence of the member's firm be considered to be impaired with respect to this corporation because of the member's relationship with its officer-stockholder?

.044 *Answer*—The appearance of independence is lacking since the relationships between the member and his brother are presumed to be so close as to suggest that the member may not be objective in his examination.

23. Family Relationship, Uncle by Marriage

.045 *Question*—The wife of a member has an uncle by marriage. Personal contacts with the uncle are infrequent (approximately once a year). The uncle owns one-third of a company and serves as one of its officers. Would the independence of the member's firm be considered to be impaired with respect to the company?

.046 *Answer*—In the absence of special circumstances, the appearance of independence would not be lacking since the family relationship is sufficiently remote.

24. Family Relationship, Father

.047 *Question*—The father of a member serves on a school board. Would the independence of the member's firm be considered to be impaired with respect to the school district?

.048 *Answer*—The appearance of independence would be lacking with respect to any period during which the member's father served on the school board since the relationship between father and son is presumed to be so close as to suggest that the member may not be objective in his examination.

25. Family Relationship, Son

.049 *Question*—The son of a member is a director of a savings and loan association. The member's firm has been asked to audit the financial statements of the association. The son is a practicing attorney, and there is no financial relationship

between father and son. Would the independence of the member's firm be considered to be impaired under these circumstances?

.050 *Answer*—The appearance of independence would be lacking with respect to any period during which the member's son served as a director of a client since the relationship between father and son is presumed to be so close as to suggest that the member may not be objective in his examination.

26. Family Relationship, Son

.051 *Question*—A member purchased stock in a client public corporation and created a trust as an educational fund for his minor son. The trust securities were not material to the member, but were material in relation to the son's personal net worth. Would the independence of the member's firm be considered to be impaired with respect to the client corporation?

.052 *Answer*—Independence of the member's firm would be considered to be impaired since the stock would be considered a direct financial interest and, consequently, materiality is not a factor.

27. Family Relationship, Spouse as Trustee

.053 *Question*—The spouse of a member is a trustee of certain trusts. Would the independence of the member's firm be considered to be impaired with respect to an audit client if the trust purchased shares of that client?

.054 *Answer*—The control of the trust by a spouse has consistently been imputed to the other spouse for purposes of the independence rule. Accordingly, purchase by the trust of shares in an audit client would cause the independence of the member's firm to be considered to be impaired.

28. Cash Account with Brokerage Client

[.055—.056] [Superseded by Ethics Ruling No. 59.]

29. Member as Bondholder

.057 *Question*—A member's firm audits the financial statements of a municipal authority. The outstanding bonded indebtedness

of this municipal authority amounts to \$2,500,000. Members of the CPA firm own \$25,000 of the bonds. Would the independence of the member's firm be considered to be impaired with respect to the authority?

.058 *Answer*—Independence of the member's firm would be considered to be impaired since the members have a direct financial interest in that authority. Because the interest is direct, materiality is not an issue.

[30.]

[.059—.060] [Deleted]

31. Financial Interest in Co-Op Apartment

.061 *Question*—A member's firm has been retained as the auditors of a cooperative apartment house. The owner of each unit has a vote in the co-op. Would the independence of the member's firm be considered to be impaired with respect to the co-op if one of its partners took an apartment in it?

.062 *Answer*—Independence of the member's firm would not be considered to be impaired under the circumstances, provided the terms of the partner's lease were comparable with the terms of the leases of the other occupants and the partner did not serve as an officer or otherwise participate in the management of the cooperative.

32. Mortgage Loan to Member's Corporation

.063 *Question*—A member is president and substantial stockholder of a company which is indebted to a savings and loan association on a loan secured by a first mortgage on a company building. Would the independence of the member's firm be considered to be impaired with respect to the savings and loan association?

.064 *Answer*—Independence of the member's firm would not be considered to be impaired provided the mortgage loan was made under normal lending procedures and requirements of the savings and loan association. However, the member is cautioned that state and federal agencies regulating the savings and loan association may have regulations to the contrary.

33. Retirement Plan Offer

.065 *Question*—A member has been offered the opportunity to join in a client employee benefit plan. Would the independence of the member's firm be considered to be impaired under these circumstances?

.066 *Answer*—Independence of the member's firm would be considered to be impaired if he accepted the "employee" designation for the purpose of entering the client's employee benefit plan.

34. Member as Auditor of Common Trust Funds

.067 *Question*—A large bank having a number of common trust funds has requested a member's firm to audit the financial statements of one of the funds. Would the independence of the member's firm be considered to be impaired with respect to the fund if (1) a partner had an immaterial financial equity interest in the bank or (2) the firm had a revolving loan agreement with the bank pursuant to which seasonal financings were made?

.068 *Answer*—(1) The audit of the common trust funds of the bank would involve auditing the trusteeship and custodianship activities and responsibilities of the bank. With respect to independence, no significant difference exists between the bank and the common trust funds which it maintains. Therefore, if a partner of the firm owns stock in the bank, he and the firm would have a direct financial interest in the bank and independence would be considered to be impaired with respect to the bank's common trust funds without regard to materiality of the equity interest.

(2) Whether under the revolving loan agreement the independence of the member's firm would be considered to be impaired would be determined by the criteria set forth in Rule 101 A.3 of the Code of Professional Ethics.

35. Stockholder in Mutual Funds

.069 *Question*—A member owns shares in a regulated mutual investment fund which holds shares of stock in clients of the member's firm. Would the independence of the member's firm be considered to be impaired with respect to the client enterprises whose stock is held by the fund?

.070 *Answer*—Securities of the member's clients held by the mutual fund in question represent indirect financial interests of the member in securities of his clients. However, this indirect interest through ownership of mutual fund securities by a member would not normally be considered to impair the independence of the member's firm since investment decisions are management functions of the mutual fund over which the member has no influence. If the portfolio of the mutual fund was heavily invested in a client's securities, such indirect financial interest of the member could become material and impair the independence of the member's firm.

36. Stockholder in Investment Club

.071 *Question*—A member owns a one-tenth interest in an investment club. Would the independence of the member's firm

be considered to be impaired with respect to a client in which the investment club holds shares?

.072 *Answer*—Independence of the member's firm would be considered to be impaired since the ownership of stock in a client through an investment club is considered a direct financial interest. Under these circumstances materiality is not an issue.

[37.]

[.073—.074] [Deleted]

38. Member as Co-Fiduciary with Client Bank

.075 *Question*—A member serves with a client bank in a co-fiduciary capacity with respect to an estate or trust. Would the independence of the member's firm be considered to be impaired with respect to the bank or its trust department?

.076 *Answer*—Independence of the member's firm would not be considered to be impaired provided the assets in the estate or trust were not material in relation to the total assets of the bank and/or trust department.

39. Member as Stock Transfer Agent and/or Registrar

.077 *Question*—Would the independence of a member's firm be considered to be impaired with respect to an audit client for whom the member serves as an officially appointed stock transfer agent and/or registrar?

.078 *Answer*—Independence of the member's firm would be considered to be impaired under Rule 101 B.1 since the functions performed by the member as transfer agent and/or registrar would be considered equivalent to that of a member of management or of an employee. Functions such as distribution of dividends and warrants and the legal transfer of the shares of outstanding capital stock would cause the independence of the member's firm to be considered to be impaired.

[40.]

[.079—.080] [Deleted]

41. Member as Auditor of Mutual Insurance Company

.081 *Question*—A member's firm has been asked to serve as auditors for a mutual insurance company which has been funding a retirement plan for the firm's employees. Contributions made by the firm are invested and managed by the insurance company in a pooled separate account for this and similar contracts. Would the independence of the member's firm be considered to be impaired under these circumstances?

.082 *Answer*—Independence of the member's firm would not be considered to be impaired if such funds held for the benefit of their employees are not material in relation to the net worth of the insurance company.

42. Members as Life Insurance Policy Holders

.083 *Question*—A member's firm has been asked to serve as auditors for a stock life insurance company which underwrites group term life insurance policies for the firm's partners, payable to the designated beneficiaries, not the firm. The proceeds would very likely constitute a significant part of each partner's estate. Would the independence of the member's firm be considered to be impaired under these circumstances?

.084 *Answer*—The firm's independence would not be considered to be impaired so long as the amount at risk is not material to the insurance company's underwriting activities.

43. Member's Employee as Treasurer of a Client

.085 *Question*—Would the independence of a member's firm be considered to be impaired if an employee serves as treasurer of a client which is a charitable organization?

.086 *Answer*—Independence of the member's firm would be considered to be impaired since management functions are involved.

44. Past Due Billings

[.087—.088] [Superseded by Ethics Ruling No. 52.]

45. Past Due Billings: Client in Bankruptcy

.089 *Question*—A client in bankruptcy had not met his obligations in regard to amounts due the member's firm for services rendered prior to the effective date of the bankruptcy. Would the independence of the member's firm be considered to be impaired with respect to the client as "debtor in possession" or as a trustee in bankruptcy because of the existing claims against the bankrupt estate?

.090 *Answer*—Independence of the member's firm would not be considered to be impaired with respect to the client as "debtor in possession" or as the trustee since, under these circumstances, the member's claim against the client for unpaid fees is fixed as of the date of filing of the petition of bankruptcy.

46. Member as General Counsel

[.091—.092] [Superseded by Ethics Ruling No. 51.]

47. Member as Auditor of Mutual Fund and Shareholder of Investment Adviser/Manager

.093 *Question*—A member is a shareholder of a mutual fund's investment adviser/manager. Would the independence of the member's firm be considered to be impaired with respect to the mutual fund?

.094 *Answer*—Independence of the member's firm would be considered to be impaired with respect to the mutual fund because the investment adviser, though usually a separate business entity, is responsible under contract for various management functions of the fund. Further, its fees are normally a function of fund net asset value. Conversely, if the member is a shareholder in the mutual fund, the independence of the member's firm would not be considered to be impaired with respect to the fund's investment adviser since the value of the fund is dependent upon the investment management advice of the adviser, not on his financial position.

48. Faculty Member as Auditor of a Student Fund

.095 *Question*—A tenured member on the faculty of a university is asked to audit the financial statements of the Student Senate Fund. The university has the following connections with this fund:

1. The basic faculty-administration-student relationship.
2. It acts as a collection agent for student fees and remits them to the Student Senate.
3. It requires that a member of the administration approve Student Senate checks by signing them.

Would the independence of the member's firm be considered to be impaired under these circumstances? Would independence be considered to be impaired if the member was in public practice and served as a part-time faculty member?

.096 *Answer*—Under either situation posed, independence of the member's firm would be considered to be impaired with respect to the Student Senate Fund since the member would be auditing several of the management functions performed by the university, his employer.

49. Investor and Investee Companies

[.097—.098] [Superseded by Interpretation No. 101-8.]

➤→ Ethics Ruling No. 50 under section 191
eff. through 12/31/83 ←➤

50. Family Relationship, Brother-in-law

.099 *Question*—The brother of a member's spouse is a chief financial officer of a closely held corporation. The member is a partner in a CPA firm located in the same geographical area. The member and his spouse have frequent social contacts with the brother and jointly own a summer vacation home. Would the independence of the member's firm be considered to be impaired with respect to this corporation?

.100 *Answer*—Interpretation 101-4 states in part that a presumption that the appearance of independence is impaired would not normally arise from the financial and business relationships of remote kin who are not close. Based on the circumstances described, however, the relationship between the member and the brother-in-law is considered to be so close that the presumption of no impairment with such remote kin is negated and independence would appear to be impaired.

[Deletion of this Ethics Ruling, by the Professional Ethics Executive Committee, is effective as of December 31, 1983.]

51. Member Providing Legal Services

.101 *Question*—A member in public practice who is also an attorney has been asked to provide legal services to a client for whom he also serves as auditor. Would the independence of the member be considered to be impaired with respect to the client?

.102 *Answer*—Rule of Conduct 101 and related pronouncements prohibit a member from expressing an opinion on the financial statements of a client the member also serves in any capacity having the appearance of being equivalent to any management function. The rule thus prohibits an auditor from serving as an officer, director or employee regardless of the actual responsibility of those positions. Independence of the member would be considered to be impaired if the legal services rendered result in undue identification with the management of the client or involvement with a client's affairs to such a degree as to place him virtually in the position of being an employee. Further, since the designation "general counsel" would appear to describe an ongoing state of such prohibited management equivalency to an objective observer, a member identified as "general counsel" cannot be considered to be independent.

52. Past Due Fees

.103 *Question*—A member's client has been unable to meet his current obligations. As a result, substantially all amounts due

the member's firm for the preceding year are unpaid and past due. Would the independence of the member's firm be considered to be impaired with respect to the client for the current year?

.104 Answer—Independence of the member's firm may be impaired if more than one year's fees due from a client for professional services remain unpaid for an extended period of time. Such amounts, when they are long past due according to a firm's normal billing terms, take on some of the characteristics of a loan within the meaning of Rule 101. Under these conditions, it may appear that the practitioner is providing working capital for his client and that the collection of past due amounts may depend on the nature of the auditor's report on the client's financial statements.

At the time a member issues a report on a client's financial statements, the client should not be indebted to the member for more than one year's fees. Accordingly, unless the amounts involved are clearly insignificant to both the client and the member, independence is considered to be impaired if fees for all professional services rendered for prior years are not collected before the issuance of the member's report for the current year.

53. Member as Auditor of Employee Benefit Plan and Sponsoring Company

.105 Question—A member has been asked to examine the financial statements of an employee benefit plan established for the employees of an audit client company. Would the independence of the member's firm with respect to the employee benefit plan be considered to be impaired by reason of his relationship as auditor of the sponsoring company?

.106 Answer—Independence of the member's firm with respect to the employee benefit plan would not be considered to be impaired by reason of his serving as auditor of the sponsoring company.

54. Member Providing Actuarial Services

.107 Question—If a member's firm renders actuarial services to a client, may the member also express an opinion on the client's financial statements?

.108 Answer—Even though the member's firm provides actuarial services (the results of which are incorporated in the client's financial statements), if all of the significant matters of judgment involved are determined or approved by the client and the client is in a position to have an informed judgment on the results, the member's independence would not be impaired by such activities.

55. Independence During MAS Systems Implementation

.109 *Question*—A member's firm has been requested by an audit client to perform a non-recurring engagement involving the implementation of an information and control system. In setting up the new system and only during the period of conversion to the system, the member's firm will arrange interviews for client's hiring of new personnel, and instruct and oversee the training of current client personnel. Would the independence of the member's firm be considered to be impaired with respect to the client if it performs this engagement?

.110 *Answer*—Independence of the member's firm would not be considered impaired under these circumstances provided the client makes all significant management decisions related to the hiring of new personnel and the implementation of the system. The member's firm must also take reasonable precautions to restrict his supervisory activities to initial instruction and training of personnel, and he should avoid direct supervision of the actual

operation of the system or any related activities that would constitute undue involvement in or identification with management functions.

56. Executive Search

.111 *Question*—A member's firm's audit client is establishing a new operation in another locality. The client has asked the member's firm to recruit and hire for the company a controller and a cost accountant for its new operation. Would the independence of the member's firm be impaired with respect to the client by virtue of performing this engagement?

.112 *Answer*—Independence of the member's firm would be considered impaired under Rule of Conduct 101 B.1 since decisions as to employment of personnel are considered a management function. However, a member's firm may perform services consisting of recommending a position description and candidate specifications, searching for and initially screening candidates, and recommending qualified candidates to the client. Such consulting assistance would not impair independence provided client management is responsible for any ultimate hiring decision.

57. MAS Engagement to Evaluate Service Bureaus

.113 *Question*—A member's firm has been asked by a client to evaluate various commercial service bureaus and recommend a particular service bureau for processing the client's accounting records. Several partners in the member's firm have a material financial interest in a service bureau which would be one of the potential vendors. Does acceptance of this engagement create possible violations of the Code of Professional Ethics?

.114 *Answer*—There would be a possible violation of Rule 102. A recommendation by the firm that the client use the outside service bureau in which partners have a material financial interest raises a serious question as to whether the firm appears to have subordinated its judgment as to those partners having a financial interest in the service bureau.*

58. Member as Lessor

.115 *Question*—A member owns a building and leases a portion of the space to a client. Would the independence of the member be impaired with respect to the client lessee?

.116 *Answer*—The leasing of property to a client creates a commercial business relationship beyond the normal professional

* Consult Rule of Conduct 505 and Interpretation 505-1 for possible application.

relationship, resulting in an indirect financial interest in that client. Rule of Conduct 101 A1 provides that independence would be considered impaired if the member's indirect financial interest in a client is material to the member.

59. Account with Brokerage Client

.117 *Question*—A member's partners and staff have accounts with a brokerage firm client, as a result of which they leave securities and cash on deposit with such client. Would the independence of the member's firm be considered to be impaired under these circumstances?

.118 *Answer*—The Securities Investor Protection Corporation (SIPC) provides securities customers with protection up to a maximum of \$100,000, with the stipulation that the protection on cash being held for the customer is limited to \$40,000. Independence of the member's firm would not be considered to be impaired if partners and staff had securities and/or cash accounts (non-margin) with a brokerage firm client which were not in excess of this protection. A margin account, however, creates a loan relationship between the customer and the brokerage firm, which under Rule 101 A3 of the Rules of Conduct would cause independence to be considered impaired.

60. Employee Benefit Plans—Member's Relationships with Participating Employer(s)

.119 *Question*—A member has been asked to audit and to report on the financial statements of an employee benefit plan. A plan may have one or more participating employers. Must the member maintain his independence with respect to each participating employer in order to be considered independent of the plan?

.120 *Answer*—Except as described below, in order to be considered independent with respect to an employee benefit plan the member must remain independent within the provisions of Rule 101 with respect to the employer who is the sole sponsor of the plan, or, in the case of a multi-employer plan, with respect to any employer on whom the plan has material financial impact.

The exceptions referred to above are:

1. A financial interest, direct or indirect, in a non-client employer will not impair the member's independence with respect to the plan if:
 - a. The financial interest is not large enough to permit the member to exercise significant influence over operating and financial policies of the employer, and

- b. The financial interest is not material in relation to the net worth of the member or his firm.

The result is the same whether the financial interest is held by the member, ascribed to him under Interpretation 101-4 (dealing with family relationships), or held by a trust or estate of which the member is a trustee, executor or administrator.

2. A loan to or from a non-client employer or any of its officers, directors or principal stockholders will not impair the member's independence with respect to the plan if the loan is not material in relation to the net worth of either the borrower or the lender.

61. Participation of Member's Spouse in Employee Stock Ownership Plan of Client

.121 *Question*—The spouse of a member is employed by a client of the firm with whose financial statements the firm is associated. The position is one that would not, in itself, impair independence. The spouse participates in the client's employee stock ownership plan. Would the independence of the member's firm be considered to be impaired with respect to such client by virtue of the spouse's participation in the stock ownership plan?

.122 *Answer*—Impairment of independence does not arise unless the member is (1) a partner or shareholder of his firm or (2) a full or part-time professional employee participating in the engagement or located in an office participating in a significant portion of the engagement.

Until the right of possession with respect to the shares exists, the interest in the plan is deemed to be an indirect financial interest in the client, ascribed to the member; accordingly, until such right exists independence will not be impaired unless the indirect financial interest is material to the member's net worth.

When the right to possession occurs, the interest in the plan is ascribed to the member as a direct financial interest in the client; accordingly, independence is impaired unless the spouse disposes of such shares.

62. Member and Client Are Limited Partners in a Limited Partnership

(As used in this ruling, the term "client" means any client with whose financial statements the member or his firm is associated)

.123 *Question*—A member owns a limited partnership interest in a limited partnership in which a client (and/or an officer, director or principal stockholder thereof) also owns a limited partnership interest. The interest of the member is material to his net worth. Is the member's interest considered to be a "joint

closely held business investment," as that term is used in Rule 101.A.2?

.124 *Answer*—A limited partnership interest of a member in a limited partnership in which a client also owns a limited partnership interest would not be considered to be a "joint closely held business investment" if the following conditions are met:

1. The member and all investor client(s) are and remain passive investors and take no active role in the formation or management of the limited partnership. They make no decisions and have no voice in the conduct of its affairs except in remote circumstances, such as dissolution of the partnership or the appointment of new general partners.
2. The aggregate interest in the limited partnership of the member and his firm represents less than 20 percent of the interest of all limited partners in the partnership.
3. The aggregate interest in the limited partnership of any investor client (and/or its officers, directors or principal stockholders) represents less than 20 percent of the interest of all limited partners in the partnership.
4. If a member owns a limited partnership interest in a limited partnership in which two or more clients (and/or their officers, directors or principal stockholders) own limited partnership interests, the aggregate interest in the limited partnership of the member and his firm, and all investor clients (and/or their officers, directors or principal stockholders), shall represent less than 50 percent of the interest of all limited partners in the partnership. Under the above circumstances, the value of the member's interest would not be dependent upon any action of his client (or clients). Accordingly, the member's independence would not be considered to be impaired.

If a member does not and could not reasonably be expected to have knowledge of the limited partnership/client relationship, such lack of knowledge would preclude an impairment of independence.

ET Section 200

GENERAL AND TECHNICAL STANDARDS

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➤➤➤ → *The next page is 4561.* ← ➤➤➤

ET Section 201

General Standards

.01 Rule 201—General standards. A member shall comply with the following general standards as interpreted by bodies designated by Council, and must justify any departures therefrom.

- A. Professional competence. A member shall undertake only those engagements which he or his firm can reasonably expect to complete with professional competence.
- B. Due professional care. A member shall exercise due professional care in the performance of an engagement.
- C. Planning and supervision. A member shall adequately plan and supervise an engagement.
- D. Sufficient relevant data. A member shall obtain sufficient relevant data to afford a reasonable basis for conclusions or recommendations in relation to an engagement.
- E. Forecasts. A member shall not permit his name to be used in conjunction with any forecast of future transactions in a manner which may lead to the belief that the member vouches for the achievability of the forecast.

[Effective March 31, 1978.]

Interpretations under Rule 201—General Standards

.02 201-1—Competence. A member who accepts a professional engagement implies that he has the necessary competence to complete the engagement according to professional standards, applying his knowledge and skill with reasonable care and diligence, but he does not assume a responsibility for infallibility of knowledge or judgment.

Competence in the practice of public accounting involves both the technical qualifications of the member and his staff and his ability to supervise and evaluate the quality of the work performed. Competence relates both to knowledge of the profession's standards, techniques and the technical subject matter involved, and to the capability to exercise sound judgment in applying such knowledge to each engagement.

The member may have the knowledge required to complete an engagement professionally before undertaking it. In many cases, however, additional research or consultation with others may be necessary during the course of the engagement. This does not ordinarily represent a lack of competence, but rather is a normal part of the professional conduct of an engagement.

However, if a CPA is unable to gain sufficient competence through these means, he should suggest, in fairness to his client and the public, the

engagement of someone competent to perform the needed service, either independently or as an associate.

.03 201-2—Forecasts. Rule 201 does not prohibit a member from preparing, or assisting a client in the preparation of, forecasts of the results of future transactions. When a member's name is associated with such forecasts, there shall be the presumption that such data may be used by parties other than the client. Therefore, full disclosure must be made of the sources of the information used and the major assumptions made in the preparation of the statements and analyses, the character of the work performed by the member, and the degree of the responsibility he is taking.

.04 201-3—Shopping for Accounting or Auditing Standards. If a client of another public accountant who is retained to report on the client's financial statements requests a member to provide professional advice on accounting or auditing matters in connection with the financial statements of that client, the member before giving such advice must consult with the other accountant to ascertain that he is aware of all the available facts relevant to forming a professional judgment on the appropriate accounting or auditing standard to be applied. In deciding whether to provide such advice, the member should bear in mind that, among other things, the client and its public accountant may have disagreed about the facts, accounting or auditing standards, or similar significant matters.

→ *The next page is 4571.* ←

ET Section 202

Auditing Standards

.01 Rule 202—Auditing standards. A member shall not permit his name to be associated with financial statements in such a manner as to imply that he is acting as an independent public accountant unless he has complied with the applicable generally accepted auditing standards* promulgated by the Institute. Statements on Auditing Standards issued by the Institute's Auditing Standards Executive Committee** are, for purposes of this rule, considered to be interpretations of the generally accepted auditing standards, and departures from such statements must be justified by those who do not follow them.

[Effective March 1, 1973; amended March 31, 1978.]

Interpretation under Rule 202—Auditing Standards

.02 202-1—Unaudited financial statements. Rule 202 does not preclude a member from associating himself with the unaudited financial statements of his clients. The Rule states in part that "A member shall not permit his name to be associated with financial statements in such a manner as to imply that he is acting as an independent public accountant unless he has complied with the *applicable* (Italics provided) generally accepted auditing standards promulgated by the Institute."

In applying this provision to situations in which a member's name is associated with unaudited financial statements, it is necessary to recognize that the standards were specifically written to apply to audited financial statements. The fourth reporting standard, however, was made sufficiently broad to be applicable to unaudited financial statements as well.

The fourth reporting standard states in part:

"... In *all* cases where an auditor's name is associated with financial statements, the report should contain a clear-cut indication of the character of the auditor's examination, *if any*, and the degree of responsibility he is taking." (Italics provided)

Those sections of *Statements on Auditing Standards* and related guides which deal with unaudited financial statements provide guidance to members associated with such statements.

→ *The next page is 4581.* ←

* Ten generally accepted auditing standards are listed in Appendix A.

** In October 1978 the Auditing Standards Board was formed as the successor to the Auditing Standards Executive Committee.

ET Section 203***Accounting Principles***

.01 Rule 203—Accounting principles. A member shall not express an opinion that financial statements are presented in conformity with generally accepted accounting principles if such statements contain any departure from an accounting principle promulgated by the body designated by Council* to establish such principles which has a material effect on the statements taken as a whole, unless the member can demonstrate that due to unusual circumstances the financial statements would otherwise have been misleading. In such cases his report must describe the departure, the approximate effects thereof, if practicable, and the reasons why compliance with the principle would result in a misleading statement.

[Effective March 1, 1973.]

Interpretations under Rule 203—Accounting principles

.02 203-1—Departures from established accounting principles. Rule 203 was adopted to require compliance with accounting principles promulgated by the body designated by Council to establish such principles. There is a strong presumption that adherence to officially established accounting principles would in nearly all instances result in financial statements that are not misleading.

However, in the establishment of accounting principles it is difficult to anticipate all of the circumstances to which such principles might be applied. This rule therefore recognizes that upon occasion there may be unusual circumstances where the literal application of pronouncements on accounting principles would have the effect of rendering financial statements misleading. In such cases, the proper accounting treatment is that which will render the financial statements not misleading.

The question of what constitutes unusual circumstances as referred to in Rule 203 is a matter of professional judgment involving the ability to support the position that adherence to a promulgated principle would be regarded generally by reasonable men as producing a misleading result.

Examples of events which may justify departures from a principle are new legislation or the evolution of a new form of business transaction. An unusual degree of materiality or the existence of conflicting industry practices are examples of circumstances which would not ordinarily be regarded as unusual in the context of Rule 203.

.03 203-2—Status of FASB interpretations. Council is authorized under Rule 203 to designate a body to establish accounting principles and has

* See Appendix B, Council Resolution Designating the Financial Accounting Standards Board as the Body to Establish Accounting Principles.

designated the Financial Accounting Standards Board as such body. Council also has resolved that FASB Statements of Financial Accounting Standards, together with those Accounting Research Bulletins and APB Opinions which are not superseded by action of the FASB, constitute accounting principles as contemplated in Rule 203.

In determining the existence of a departure from an accounting principle established by a Statement of Financial Accounting Standards, Accounting Research Bulletin or APB Opinion encompassed by Rule 203, the division of professional ethics will construe such Statement, Bulletin or Opinion in the light of any interpretations thereof issued by the FASB.

.04 203-3—FASB statements that establish standards for disclosure outside of the basic financial statements. The Council resolution designating the Financial Accounting Standards Board as the body to establish accounting principles pursuant to Rule 203 through the issuance of Statements of Financial Accounting Standards relates solely to the provisions of Statements of Financial Accounting Standards (SFASs) which established accounting principles with respect to basic financial statements (balance sheets, statements of income, statements of changes in retained earnings, disclosures of changes in other categories of stockholder's equity, statements of changes in financial position, and descriptions of accounting policies and related notes).

SFASs which stipulate that certain information should be disclosed outside the basic financial statements are not covered by Rule 203. (See appendix D for application of Rule 204.)

→ *The next page is 4591.* ←

ET Section 204***Other Technical Standards***

.01 Rule 204—Other technical standards. A member shall comply with other technical standards promulgated by bodies designated by Council* to establish such standards, and departures therefrom must be justified by those who do not follow them.

[Effective March 31, 1978.]

→ *The next page is 4601.* ←

* See Appendix D, Council Resolutions Designating Bodies to Promulgate Technical Standards.

Ethics Rulings on General and Technical Standards

1. Association of Name with Unaudited Statements when Member Is Not Independent

.001 *Question*—A member in the practice of public accounting is a minority stockholder, officer, and director of a corporation for which his firm performs management and accounting services. As a corporate officer, the member has prepared financial statements for the corporation for presentation to a bank. The accounting firm was paid for the member's services in connection with the preparation of the statements, and the bank was made aware that the statements were not audited. What are the ethical considerations?

.002 *Answer*—When a CPA submits to his client or another unaudited financial statements which he has prepared, he is deemed to be associated with the statements. This association is deemed to exist even though the CPA does not append his name to the financial statements.

The member, as an officer, can prepare the statements for the corporation. But because he is also engaged in public practice and the corporation is a client of his firm, he should disclaim an opinion as he is lacking in independence.

2. Opinion by Member Not in Public Practice

.003 *Question*—A member has become an employee of a corporation with extensive outside interests. The employer asks the member to perform examinations of these corporate interests and to express an opinion for internal purposes only. Would there be any violation of the Code if these examinations were made and an opinion were expressed by the member?

.004 *Answer*—The member is not in practice as a public accountant and may perform services required by his employer, including performing an examination of outside corporate interests. He may use his CPA designation in his internal reports if his status as an employee is made clear. The internal reports should be issued on his employer's letterhead and should make

no reference to generally accepted auditing standards. If the internal reports are made available to third parties, the member should use only his title as an employee and omit any reference to his CPA designation.

3. Controller, Preparation of Financial Statements

.005 *Question*—A corporation which employs a member as controller is audited by a firm of CPAs. The controller examines the financial statements of a subsidiary corporation. Can the outside firm accept the controller's opinion or report on these financial statements as one meeting the requirements of generally accepted auditing standards?

.006 *Answer*—It could not, since, as an employee of the corporation, the controller cannot express an independent opinion on financial statements of the subsidiary.

4. Two-Year Opinion—Prior Year Previously Unaudited

.007 *Question*—A member was engaged for one fiscal year to prepare unaudited financial statements. He was engaged by the same client for the following fiscal year to perform an audit in accordance with generally accepted auditing standards. May he express an unqualified opinion on the statements of income and changes in financial position for the two fiscal years?

.008 *Answer*—Nothing would prevent the member from expressing such an unqualified opinion provided he carried out necessary audit procedures. The fact that the member had originally disclaimed an opinion on the preceding year's financial statements because they were unaudited would not preclude him from subsequently expressing an opinion on the audited statements for that year.

In performing his audit for the current year, it is assumed that the member made his audit in conformity with generally accepted auditing standards and performed all auditing procedures considered necessary in the circumstances including observation of the taking of the physical inventory. He would then be able to express an unqualified opinion on the balance sheet at the close of the current year.

For example, even though the member did not observe the taking of the physical inventories at the beginning of the current year and at the beginning of the preceding year, he may be able to satisfy himself as to such prior inventories through appropriate procedures (see section 331.13 of Statement on Auditing Standards No. 1). [AU section 331.13.] If he can satisfy himself as to the prior inventories and if he audits the statements of in-

come and changes in financial position for the preceding year in accordance with generally accepted auditing standards, he should be able to express an unqualified opinion on those statements for the two years. The member is not required to disclose that he did not observe the taking of the earlier inventories although he may wish to do so. [AU section 509.12.]

If the member is not able to satisfy himself as to the inventory at the beginning of the current year and the inventory enters materially into the determination of results of operations and changes in financial position, he would be unable to express an opinion on the statements of income and changes in financial position for the current year. His report on the financial statements for that year would follow the illustration in section 542.05 of Statement on Auditing Standards No. 1. [AU section 542.05.]

It is assumed the member has been able to satisfy himself as to the consistency of the application of generally accepted accounting principles (see section 420 of Statement on Auditing Standards No. 1). [AU section 420.]

5. Interim Financial Statements

.009 *Question*—Interim reports issued by public entities, as defined in Statement on Auditing Standards No. 26 [AU section 504], sometimes contain the auditor's name listed on the cover or elsewhere along with the company's officers, board of directors, and legal counsel. Would this listing constitute an "association" of a member's name with financial statements as that term is used in Rule 202 of the Code of Professional Ethics?

.010 *Answer*—Yes, such a listing would be considered an "association" of a member's name with the accompanying financial statements as that term is used in Rule 202. Accordingly, in such circumstances, each financial statement in such a report should be marked "unaudited."

The auditor should also be aware that Statement on Auditing Standards No. 26 [AU section 504] states that a disclaimer of opinion should accompany unaudited financial statements with which the CPA is associated. Accordingly, he may suggest to his client that wording such as the following be included in the interim report: "The financial information included in this interim report has been prepared by management without audit by independent public accountants who do not express an opinion thereon. Semiannual (annual) reports will contain audited financial statements."

The member should have a clear understanding with his client with respect to issuance of interim reports which display

the name of the member's firm along with unaudited financial statements, and he should not permit his name to be associated with the financial statements in a manner which might lead a reader to believe that the auditor is assuming some degree of responsibility for the unaudited statements.

6. Letterhead

.011 *Question*—A member performs accounting services on a gratis basis for a private club of which he is treasurer. His firm does no work for the club. Would it be proper for him to issue financial statements in connection with his accounting services for the club on his firm letterhead with a disclaimer for lack of independence?

.012 *Answer*—It would be preferable for the stationery of the club to be used for presentation of the financial statements with an indication that the auditor is acting as treasurer. However, should he use his firm's letterhead, Statement on Standards for Accounting and Review Services No. 1 [AR section 100] is applicable.

7. Non-CPA Partner

.013 *Question*—May a member who is in partnership with non-CPAs sign reports with the firm name and below it affix his own signature with the designation "Certified Public Accountant"?

.014 *Answer*—This would not be improper, provided it is clear that the partnership itself is not being held out as composed entirely of CPAs.

8. Subcontractor Selection for MAS Engagements

.015 *Question*—A member has been engaged to design and program a computer system. The engagement is well within his competence. He plans to retain a contract programming organization as a subcontractor to provide additional qualified manpower. What procedures should he consider in making his selection of a subcontractor?

.016 *Answer*—When selecting subcontractors the member has a responsibility to assure himself that they have the professional

qualifications, technical skills and other resources required. Factors that can be helpful in evaluating a prospective subcontractor include business, financial and personal references from banks, from other CPAs, and from other customers of the subcontractor; the subcontractor's professional reputation and recognition; published materials (articles and books authored); and the practitioner's personal evaluation of the subcontractor.

9. Supervision of Technical Specialist on MAS Engagements

.017 *Question*—A member would like to add to his staff a systems analyst who specializes in developing computer systems. Must the member be able to perform all of the services that the specialist can perform in order to be able to supervise him?

.018 *Answer*—The member must be qualified to supervise and evaluate the work of specialists in his employ. Although supervision does not require that he be qualified to perform each of the specialist's tasks, he should be able to define the tasks and evaluate the end product.

ET Section 300**RESPONSIBILITIES
TO CLIENTS**

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ET Section 301

Confidential Client Information

.01 Rule 301—Confidential client information. A member shall not disclose any confidential information obtained in the course of a professional engagement except with the consent of the client.

This rule shall not be construed (a) to relieve a member of his obligation under Rule 202 and 203, (b) to affect in any way his compliance with a validly issued subpoena or summons enforceable by order of a court, (c) to prohibit review of a member's professional practices as a part of voluntary quality review under Institute authorization or (d) to preclude a member from responding to any inquiry made by the ethics division or Trial Board of the Institute, by a duly constituted investigative or disciplinary body of a state CPA society, or under state statutes.

Members of the ethics division and Trial Board of the Institute and professional practice reviewers under Institute authorization shall not disclose any confidential client information which comes to their attention from members in disciplinary proceedings or otherwise in carrying out their official responsibilities. However, this prohibition shall not restrict the exchange of information with an aforementioned duly constituted investigative or disciplinary body.

[Effective March 1, 1973.]

Interpretation under Rule 301—Confidential client information

.02 301-1—Confidential information and technical standards. The prohibition against disclosure of confidential information obtained in the course of a professional engagement does not apply to disclosure of such information when required to properly discharge the member's responsibility according to the profession's standards. The prohibition would not apply, for example, to disclosure, as required by Section 561 of Statement on Auditing Standards No. 1 [AU section 561], of subsequent discovery of facts existing at the date of the auditor's report which would have affected the auditor's report had he been aware of such facts.

→ The next page is 4681. ←

ET Section 302***Contingent Fees***

.01 Rule 302—Contingent fees. Professional services shall not be offered or rendered under an arrangement whereby no fee will be charged unless a specified finding or result is attained, or where the fee is otherwise contingent upon the findings or results of such services. However, a member's fees may vary depending, for example, on the complexity of the service rendered.

Fees are not regarded as being contingent if fixed by courts or other public authorities or, in tax matters, if determined based on the results of judicial proceedings or the findings of governmental agencies.

[Effective March 1, 1973.]

→The next page is 4691.←

Ethics Rulings on Responsibilities to Clients

1. Computer Processing of Clients' Returns

.001 *Question*—May a member make use of an outside service bureau for the processing of clients' tax returns? The member's firm would control the input of information and the computer service would perform the mathematical computations and print the return. Is there any violation of the confidential relationship in the fact that client information leaves the member's office?

.002 *Answer*—A member may utilize outside services to process tax returns. He must take all necessary precautions to be sure that the use of outside services does not result in the release of confidential information.

2. Distribution of Client Information to Trade Associations

.003 *Question*—A member's firm is requested by a trade association to supply profit and loss percentages taken from the reports of the accountants' clients. The association would distribute them to its members. May the firm comply with the request?

.004 *Answer*—Rule 301 would not be violated if the firm has the clients' permission to distribute the figures.

3. Information to Successor Accountant About Tax Return Irregularities

.005 *Question*—A member withdrew from an engagement on discovering irregularities in his client's tax return. May he reveal to the successor accountant why the relationship was terminated?

.006 *Answer*—Rule 301 is not intended to help an unscrupulous client cover up illegal acts or otherwise hide information by changing CPAs. If the member is contacted by the successor he should, at a minimum, suggest that the successor ask the client to permit the member to discuss all matters freely with the successor. The successor is then on notice of some conflict. Because of the serious legal implications, the member should seek legal advice as to his status and obligations in the matter.

4. Prior Client Relationship

.007 *Question*—A member's firm was replaced after 20 years as auditors of an international union. The firm was then retained by certain members of local unions who brought suit against the international union charging misuse of funds, mismanagement, etc. The member's firm was asked to examine the records of the international union for a period which included part of the period during which it served as the international's auditors. Would the special examination violate Rule 301 because of the former client relationship?

.008 *Answer*—There appears to be such a serious conflict of interest that the member's firm should not accept the engagement.

5. Records Retention Agency

.009 *Question*—May a member use a records-retention agency to store his clients' records, working papers, and so forth?

.010 *Answer*—There is no objection to the use of such a records center. However, responsibility for preserving the confidential nature of the records rests with the member.

6. Revealing Client Information to Competitors

.011 *Question*—A municipality in a particular state enforces a personal property tax on business inventories, fixtures and equipment, and machinery by retaining a firm of CPAs to examine the books and records of the businesses to be sure the proper amount has been declared. In the course of its engagement, the CPA firm will examine sales, purchases, gross profit percentages, and inventories as well as fixed asset accounts. A member serving one of the companies involved objects to these procedures on the ground that information gathered from the books and records of his client could be inadvertently conveyed to competitors by employees of the CPA firm doing the audit. Is such an engagement ethically proper?

.012 *Answer*—It would be proper for a member's firm to perform such services. It should be emphasized to everyone concerned that Rule 301 prohibits members from revealing to others any confidential information obtained in their professional capacity.

7. Revealing Names of Employer's Clients

.013 *Question*—A staff member wishes to submit his resume to another firm. May he include as part of his experience the names of companies for which he performed audits?

.014 *Answer*—The mere engagement of a member's firm is often a confidential matter between accountant and client. Unless

the company is publicly held, a member should not reveal the fact that he had served on an assignment without the client's permission.

8. Fee as Percentage of Bond Issue

.015 *Question*—Is it proper for a member to determine his fee for services rendered in connection with a bond issue as a percentage of the total amount of the bond issue?

.016 *Answer*—The member's fee for services rendered in connection with a bond issue should not be based upon the percentage of the total amount of the issue since that amount is often, in part, influenced by the findings of the member. Furthermore, the receipt of a fee by a member in connection with such work should not be contingent upon whether or not the bond issue is sold.

The member's fee should be related to services rendered and should not be determined by his findings or the results of his findings.

9. Finder's Fee

.017 *Question*—Would the occupation of finder for a client in the acquisition of another company be considered incompatible with public accounting? If a member may serve as finder, would he violate Rule 302 by charging a fee contingent upon the acquisition and based on a percentage of the acquisition price?

.018 *Answer*—The occupation of finder is not incompatible with public accounting. Rule 302, which prohibits a member from rendering a service for a fee contingent upon the results of such service, would prohibit such fee arrangements. The receipt of a fee should be determined by the service to be rendered and should not depend on whether or not the sale takes place; nor should the amount of the fee be based on a percentage of the acquisition price.

10. Fee as Expert Witness

.019 *Question*—May a member, as an expert witness in a damage suit, receive compensation based on the amount awarded the plaintiff?

.020 *Answer*—Such an agreement would violate Rule 302, which prohibits contingent fees. Compensation for expert testimony may be at a standard per diem rate for such services or at a fixed sum previously agreed upon.

11. Fee Contingent on Mortgage Commitment

.021 *Question*—A member provides accounting services in connection with construction projects financed primarily by FHA-insured mortgages. His fee for such services is determined as a fixed percentage of the mortgage commitment finally granted by FHA. Prior to such commitment the member would have offered advisory accounting services. If no commitment was granted, no fee would be charged for advisory services. Is this arrangement permissible?

.022 *Answer*—A fee based on the percentage of a mortgage obtained would be a contingent fee, for the amount of the commitment could vary directly with the results of the member's services.

12. Fee as a Percentage of Tax Savings

.023 *Question*—May a member base his fee for preparing a tax return on how much in taxes he can save his client?

.024 *Answer*—Basing a fee for preparing a tax return on the amount saved in taxes would be a violation of Rule 302. A properly prepared return results in a proper tax liability, and there is no basis for computing a saving. To make a fee contingent upon the amount of taxes saved presumes a tax liability has been established which an accountant is attempting to reduce, whereas all persons concerned with the preparation of a tax return should attempt to determine only the correct tax liability. [As modified, November 1981, by the professional ethics executive committee.]

13. Contingent Fees to Fire Adjuster

.025 *Question*—A member's client is a public fire adjuster who assists insured persons in negotiating settlements of fire losses with insurance companies. The adjuster's fee is based on a percentage of the recovery. In negotiating such settlements, the adjuster needs financial statements for a three-year period, prepared without audit from the books and records of the insured. Could the member provide such services for a fee which would be a percentage of the fee received by the adjuster?

.026 *Answer*—Since the fee is dependent upon the amount of the settlement, it is a contingent fee in violation of Rule 302.

14. Use of Confidential Information on MAS Engagements

.027 *Question*—In the course of performing a feasibility study a non-client outside source has provided pertinent information to

the member's firm with the understanding that the source and the details of the information will not be disclosed. The information, which the firm believes is pertinent, directly affects its conclusions and recommendations. How may this information be utilized in connection with the feasibility study engagement and related conclusions and recommendations?

.028 *Answer*—Rule of Conduct 301 regarding confidential client information is not directly applicable to the circumstances described; however, Rule of Conduct 501—Acts Discreditable—is applicable to situations involving confidential relationships with non-clients. For an engagement in which it appears likely that the development of pertinent information will have to come from outside non-client sources, and such information must remain confidential, the terms of the engagement with the client should specify that the confidences of outside non-client sources will not be divulged by the member's firm even when they might affect the outcome of the engagement. If the use of confidential outside sources is necessary and the terms of the engagement are silent regarding disclosure of source and details, the member should promptly seek the approval of the client to present his recommendations without making disclosures that include confidential information. If the client does not agree to this, the member should withdraw rather than breach a confidence or improperly limit the inclusion of information in his final recommendation.

15. Earlier Similar MAS Study with Negative Outcome

.029 *Question*—A prospective client has asked a member's firm to study the desirability of his using a newly developed electronic ticketing system for his business. A recent study made for another client leads the member's firm to believe that the system would not be desirable for him. Must the firm state its reservations at the risk of disclosing information acquired while performing an assignment for a client competitor?

.030 *Answer*—Rule of Conduct 301 provides that a member shall not disclose any confidential information obtained in the course of a professional engagement except with the consent of the client. Knowledge and expertise which results in a special competence in a particular field can be provided to a client without violating the confidence of another client. Reservations that the firm may have concerning the electronic ticketing system should be communicated to the prospective client provided the details of the other client's engagement are not disclosed. If, however, circumstances are such that the prospective client would clearly know the origin of the information on which the member's reservations are based, and such information is sensitive, the engagement should not be accepted without clearance with the first client.

ET Section 400

**RESPONSIBILITIES TO
COLLEAGUES**

[Reserved.]

ET Section 500

OTHER RESPONSIBILITIES AND PRACTICES

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ET Section 501

Acts Discreditable

.01 Rule 501—Acts discreditable. A member shall not commit an act discreditable to the profession.

[Effective March 1, 1973.]

Interpretations under Rule 501—Acts Discreditable

.02 501-1—Client's records and accountant's workpapers. Retention of client records after a demand is made for them is an act discreditable to the profession in violation of Rule 501. The fact that the statutes of the state in which a member practices may specifically grant him a lien on all client records in his possession does not change the ethical standard that it would be a violation of the Code to retain the records to enforce payment.

A member's working papers are his property and need not be surrendered to the client. However, in some instances a member's working papers will contain data which should properly be reflected in the client's books and records but which for convenience have not been duplicated therein, with the result that the client's records are incomplete. In such instances, the portion of the working papers containing such data constitutes part of the client's records, and copies should be made available to the client upon request.

If a member is engaged to perform certain work for a client and the engagement is terminated prior to the completion of such work, the member is required to return or furnish copies of only those records originally given to the member by the client.

Examples of working papers that are considered to be client's records would include:

- a. Worksheets in lieu of books of original entry (e.g., listings and distributions of cash receipts or cash disbursements on columnar working paper).
- b. Worksheets in lieu of general ledger or subsidiary ledgers, such as accounts receivable, job cost and equipment ledgers or similar depreciation records.
- c. All adjusting and closing journal entries and supporting details. (If the supporting details are not fully set forth in the explanation of the journal entry, but are contained in analyses of accounts in the accountant's working papers, then copies of such analyses must be furnished to the client.)
- d. Consolidating or combining journal entries and worksheets and supporting detail used in arriving at final figures incorporated in an end product such as financial statements or tax returns.

Any working papers developed by the member incident to the performance of his engagement which do not result in changes to the clients' records or are not in themselves part of the records ordinarily maintained by such clients, are considered to be solely "accountant's working papers" and are not the property of the client, e.g.:

The member may make extensive analyses of inventory or other accounts as part of his selective audit procedures. Even if such analyses have been prepared by client personnel at the request of the member, they nevertheless are considered to be part of the accountant's working papers.

Only to the extent such analyses result in changes to the client's records would the member be required to furnish the details from his working papers in support of the journal entries recording such changes unless the journal entries themselves contain all necessary details.

Once the member has returned the client's records to him or furnished him with copies of such records and/or necessary supporting data, he has discharged his obligation in this regard and need not comply with any subsequent requests to again furnish such records.

If the member has retained in his files copies of a client's records already in possession of the client, the member is not required to return such copies to the client.

.03 501-2—Discrimination in employment practices. Discrimination based on race, color, religion, sex, age or national origin in hiring, promotion or salary practices is presumed to constitute an act discreditable to the profession in violation of Rule 501.

.04 501-3—Failure to follow standards and/or procedures or other requirements in governmental audits. Engagements for audits of government grants, government units or other recipients of government monies typically require that such audits be in compliance with government audit standards, guides, procedures, statutes, rules, and regulations, in addition to generally accepted auditing standards.* If a member has accepted such an engagement and undertakes an obligation to follow specified government audit standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards,* he is obligated to follow such requirements. Failure to do so is an act discreditable to the profession in violation of Rule 501, unless the member discloses in his report the fact that such requirements were not followed and the reasons therefor.

→The next page is 4841.←

* Ten generally accepted auditing standards are listed in Appendix A.

ET Section 502

Advertising and Other Forms of Solicitation

.01 Rule 502—Advertising and other forms of solicitation. A member shall not seek to obtain clients by advertising or other forms of solicitation in a manner that is false, misleading, or deceptive. Solicitation by the use of coercion, overreaching or harassing conduct is prohibited.

[Effective January 6, 1983.]

Interpretations under Rule 502—Advertising and Other Forms of Solicitation

.02 502-1—Informational advertising. Advertising that is informative and objective is permitted. Such advertising should be in good taste and be professionally dignified. There are no other restrictions, such as on the type of advertising media, frequency of placement, size, artwork, or type style. Some examples of informative and objective content are—

1. Information about the member and the member's firm, such as—
 - a. Names, addresses, telephone numbers, number of partners, shareholders or employees, office hours, foreign language competence, and date the firm was established.
 - b. Services offered and fees for such services, including hourly rates and fixed fees.
 - c. Educational and professional attainments, including date and place of certifications, schools attended, dates of graduation, degrees received, and memberships in professional associations.
2. Statements of policy or position made by a member or a member's firm related to the practice of public accounting or addressed to a subject of public interest.

.03 502-2—False, misleading, or deceptive acts. Advertising or other forms of solicitation that are false, misleading, or deceptive are not in the public interest and are prohibited. Such activities include those that—

1. Create false or unjustified expectations of favorable results.
2. Imply the ability to influence any court, tribunal, regulatory agency, or similar body or official.
3. Consist of self-laudatory statements that are not based on verifiable facts.
4. Make comparisons with other CPAs that are not based on verifiable facts.
5. Contain testimonials or endorsements.

6. Contain a representation that specific professional services in current or future periods will be performed for a stated fee, estimated fee or fee range when it was likely at the time of the representation that such fees would be substantially increased and the prospective client was not advised of that likelihood.
7. Contain any other representations that would be likely to cause a reasonable person to misunderstand or be deceived.

[As modified, February 1982, by the Professional Ethics Executive Committee.]

[.04] [502-3]—[Deleted]

[.05] [502-4]—[Deleted]

.06 502-5—Engagements obtained through efforts of third parties.

Members are often asked to render professional services to clients or customers of third parties. Such third parties may have obtained such clients or customers as the result of their advertising and solicitation efforts.

Members are permitted to enter into such engagements. The member has the responsibility to ascertain that all promotional efforts are within the bounds of the Rules of Conduct. Such action is required because the members will receive the benefits of such efforts by third parties, and members must not do through others what they are prohibited from doing themselves by the Rules of Conduct.

→ *The next page is 4871.* ←

ET Section 503***Commission***

.01 Rule 503—Commission. A member shall not pay a commission to obtain a client, nor shall he accept a commission for a referral to a client of products or services of others. This rule shall not prohibit payments for the purchase of an accounting practice or retirement payments to individuals formerly engaged in the practice of public accounting or payments to their heirs or estates.

[Effective March 1, 1973.]

Interpretation under Rule 503—Commission

.02 503-1—Fees in payment for services. Rule 503, which prohibits payment of a commission to obtain a client, was adopted to avoid a client's having to pay fees for which he did not receive commensurate services. However, payment of fees to a referring public accountant for professional services to the successor firm or to the client in connection with the engagement is not prohibited.

→ *The next page is 4881.* ←

ET Section 504***Incompatible Occupations***

.01 Rule 504—Incompatible occupations. A member who is engaged in the practice of public accounting shall not concurrently engage in any business or occupation which would create a conflict of interest in rendering professional services.

[Effective March 1, 1973; amended March 31, 1978.]

→ *The next page is 4891.* ←

ET Section 505

Form of Practice and Name

.01 Rule 505—Form of practice and name. A member may practice public accounting, whether as an owner or employee, only in the form of a proprietorship, a partnership or a professional corporation whose characteristics conform to resolutions of Council. (See Appendix C.)

A member shall not practice under a firm name which includes any fictitious name, indicates specialization or is misleading as to the type of organization (proprietorship, partnership or corporation). However, names of one or more past partners or shareholders may be included in the firm name of a successor partnership or corporation. Also, a partner surviving the death or withdrawal of all other partners may continue to practice under the partnership name for up to two years after becoming a sole practitioner.

A firm may not designate itself as "Members of the American Institute of Certified Public Accountants" unless all of its partners or shareholders are members of the Institute.

[Effective March 1, 1973.]

Interpretations under Rule 505—Form of Practice and Name

.02 505-1—Investment in commercial accounting corporation. A member in the practice of public accounting may have a financial interest in a commercial corporation which performs for the public services of a type performed by public accountants and whose characteristics do not conform to resolutions of Council, provided such interest is not material to the corporation's net worth, and the member's interest in and relation to the corporation is solely that of an investor.

.03 505-2—Application of rules of conduct to members who operate a separate business. Members in public practice who participate in the operation of a separate business that offers to clients one or more types of services rendered by public accountants will be considered to be in the practice of public accounting in the conduct of that business. In such a case, members will be required to observe all of the Rules of Conduct in the operation of the separate business.

In addition, members who are not otherwise in public practice must observe the Rules of Conduct in the operation of their business if they hold out to the public as being a CPA or public accountant and at the same time offer to clients one or more types of services rendered by public accountants.

→ *The next page is 4901.* ←

ET Section 591

Ethics Rulings on Other Responsibilities and Practices

1. Retention of Records

[.001—.002] [Superseded by Interpretation 501-1.]

2. Fees: Collection of Notes Issued in Payment

.003 *Question*—A member's firm made arrangements with a bank to collect notes issued by a client in payment of fees due, and so advised the delinquent client. Is this procedure ethical?

.004 *Answer*—The procedure followed does not violate any provision of the Code.

3. Employment by Non-CPA Firm

.005 *Question*—A member is considering employment with a public accounting firm made up of one or more non-CPA practitioners. If he is employed by such a firm, what are his responsibilities under the Rules of Conduct?

.006 *Answer*—A member so employed must comply with all the Rules of Conduct. If he becomes a partner in such a firm, he will then in addition be held responsible for compliance with the Rules of Conduct by all persons associated with him.

[4.—32.]

[.007—.064] [Deleted]

33. Course Instructor

.065 *Question*—What responsibility does a member have for the information included in advertising material used to promote a course which he has been asked to conduct?

.066 *Answer*—It is of value to prospective students to know the instructor's background—such as degrees he holds, professional society affiliations, and the name of his firm. The member has the responsibility to ascertain that all promotional efforts are within the bounds of Rule 502.

[34.—37.]

[.067—.074] [Deleted]

38. CPA Title, Controller of Bank

.075 *Question*—A member not in public practice is controller of a bank. May the member permit the bank to use his CPA title on bank stationery and in paid advertisements listing the officers and directors of the bank?

.076 *Answer*—The use of the CPA title on bank stationery by a member not in public practice is proper. It would also be proper for the CPA title of the member to appear in paid advertisements of the bank that list the officers and directors.

[39.—44.]

[.077—.088] [Deleted]

45. CPA Title on Agency Letterhead

[.089—.090] [Superseded August, 1975.]

[46.—62.]

[.091—.124] [Deleted]

63. Directory Listing, White Pages

[.125—.126] [Superseded February, 1976.]

[64.—77.]

[.127—.154] [Deleted]

78. Letterhead: Lawyer-CPA

.155 *Question*—May a member who is also admitted to the Bar represent himself on his letterhead as both an attorney and a CPA, or should he use separate letterheads in the conduct of the two practices?

.156 *Answer*—The Code does not prohibit the simultaneous practice of accounting and law by a member licensed in both professions. Either a single or separate letterheads may be used, provided the information with respect to the CPA designation complies with Rule 502. However, the member should also consult the rules of the applicable Bar Association.

[79.—81.]

[.157—.162] [Deleted]

82. Newsletter

.163 *Question*—A publishing company has discussed the possibility of issuing a newsletter on financial management under a member's name. His name would be featured prominently. The letter would be sold for a fee, and subscriptions would be solicited

by direct mail or other forms of advertising. Would this arrangement violate the Code?

.164 *Answer*—No, if (1) the letter bearing the member's name was written by him or under his supervision and (2) he ensures that those promoting such a publication do not make statements concerning the author or his writings that would be in violation of Rule 502.

[83.—85.]

[.165—.170] [Deleted]

86. Paid for by Others, Name in Client Ad

.171 *Question*—A member's client proposes to use public advertising to assure readers that certain financial or statistical facts regarding its products or services are genuine. May a member's firm engaged to verify such facts ethically permit its name to be used in such advertising?

.172 *Answer*—Accounting firms are often asked to perform unusual services with which their names may be associated. A member's firm may perform such services and its name may be associated with related public advertising provided that such advertising is not misleading and the member's report and the financial or statistical facts are included in their entirety.

[87.—90.]

[.173—.180] [Deleted]

91. Press Release on Change in Staff

[.181—.182] [Superseded March, 1975.]

92. Press Release on Change in Staff

[.183—.184] [Superseded March, 1975.]

[93.—107.]

[.185—.214] [Deleted]

108. Member Interviewed by the Press

.215 *Question*—What ethical standards should a member observe when he is interviewed by the press?

.216 *Answer*—When interviewed by a writer or reporter, the member should observe the limitations imposed on him by the Rules of Conduct. The member may not provide the press with any information for publication that he could not publish himself.

109. Compensation from Nonpractitioners

.217 *Question*—A member proposes to render a management service to clients by arranging for the purchase of supplies from a supplier who offers a discount. The supplier, who is also a client, feels that the member's fee should be increased as compensation for providing this service. Would this constitute a violation of Rule 503? Would the answer be any different if the supplier was not a regular client of the member's firm?

.218 *Answer*—Accepting a commission from the supplier, whether or not he is a regular client, would violate Rule 503 which states that a member may not accept a commission for referral of products and services of others to a client. However, assisting clients in obtaining the best equipment at the best price is a legitimate professional service, and the member may properly charge for the time and effort devoted to this activity.

110. Computer Service Franchise

.219 *Question*—A member in public practice wishes to be a representative of a computer tax service. The computer organization provides services only to tax practitioners. That member would be expected to utilize his professional contacts to introduce the service to other practitioners and to promote its use by them. He would receive a fee from the computer tax service for each tax return processed for a practitioner from within his franchise area. Would this arrangement constitute a violation of Rules 503 and 504?

.220 *Answer*—Rule 503 provides that a member may not accept commissions or participate in fees from others for services referred to his clients. Since the proposed activity would not

involve services referred to his clients, but only to tax practitioners, Rule 503 does not apply. In regard to Rule 504, serving as a representative of a tax preparation computer center in itself would not create a conflict of interest within the practice of public accounting.

111. Purchase of Bookkeeping Practice

.221 *Question*—A member buys a bookkeeping firm's practice which is limited to monthly write-ups and tax return preparation. The purchase price is a percentage of the fees received from the bookkeeping firm's clients over a three-year period. Would there be a violation of Rule 503 in these circumstances?

.222 *Answer*—Since the rule prohibiting the payment of commissions was not intended to cover such situations, there would be no violation of Rule 503. This ruling is based on the assumption that the percentage of fees received is simply a means of determining the price that will be paid for the practice and that the arrangement will terminate at the end of the three-year period.

112. Referral

.223 *Question*—A member's firm has proposed to enter into an arrangement with a management specialist. The management specialist would seek engagements to prepare an operations survey that would suggest where improvements might be made. If the survey indicated deficiencies in the accounting systems, the consultant would recommend the member's firm to perform the proposed services. The member's firm would pay the specialist compensation for the referral. Would such an engagement be a violation of Rule 503?

.224 *Answer*—It would be improper to have such an arrangement because the member would be acquiring business through the payment of a commission in violation of Rule 503.

113. Member's Spouse as Insurance Agent

.225 *Question*—May a member in public practice refer life insurance assignments to his wife, who is a life insurance agent,

➤➤➤ *The next page is 4907.* ←➤➤➤

or to an agent who will share a commission with the member's wife?

.226 *Answer*—Rule 503 would prohibit such referrals since the member would receive the economic benefit derived from the commission paid to his wife.

114. Member's Firm Paying Employee Bonuses

.227 *Question*—Does Rule 503, which states that a member shall not pay a commission to obtain a client, prohibit a member from paying bonuses or otherwise sharing the profits of professional accounting work with his employees where practice development is a factor in determining such bonus or profit-sharing amount?

.228 *Answer*—Rule 503 was not intended to prevent the sharing of the profits of professional work with employees, retired partners, and the heirs or estate of a deceased partner. It was not designed to prevent a firm from having some form of bonus or profit-sharing plan which includes recognition of practice development.

115. Actuary

.229 *Question*—A member's firm has acquired that portion of an insurance brokerage firm that performs actuarial and administrative services in connection with employee benefit plans. Would conduct of the operation as a separate partnership constitute a violation of Rule 504?

.230 *Answer*—Actuarial and administrative services in connection with employee benefit plans are a proper function of CPAs and are not incompatible with the practice of public accounting. As long as the organization adheres to all the provisions of the Code and bylaws, there would be no objection to this arrangement.

116. Bank Director

[.231—.232] [Superseded June, 1976.]

117. Consumer Credit Company Director

.233 *Question*—A consumer credit company purchases installment sales contracts from retailers and receives payments from consumers. May a practicing CPA serve as a director or officer of such a corporation?

.234 *Answer*—Yes, as long as he does not audit the corporation and does not participate in matters which might involve a conflict of interest.

[118.—126.]

[.235—.252] [Deleted]

127. State Controller

.253 *Question*—May a member serve in the office of the state controller and at the same time practice public accounting? The principal functions of the state controller are to maintain control over accounts for all state funds, administer disbursements, allocate revenue among county and local governments, and serve as ex officio member of several committees, boards, and commissions.

.254 *Answer*—It would be improper for a member to serve as state controller and practice public accounting on his own behalf at the same time since most if not all businesses are subject to some form of state control.

[128.—131.]

[.255—.262] [Deleted]

132. Tax Practice: Conflict of Interest

.263 *Question*—A member is in partnership with a non-CPA who is a former internal revenue agent with several years' experience as a practitioner specializing in taxes. Tax work accounts for approximately one-half of the firm's gross fees. The non-CPA has been asked to serve, without compensation, as the public member of the board of tax appeals recently established under a municipal income tax ordinance. Would his acceptance be advisable, provided he disqualified himself in any matter with which he was directly or indirectly connected?

.264 *Answer*—The position should be declined because the partnership would likely be unable to avoid future conflicts of interest.

[133.]

[.265—.266] [Deleted]

134. Association of Accountants Not Partners

.267 *Question*—Two members who are not partners share an office, have the same employees, have a joint bank account, and work together on each other's engagements. Would it be proper to have a joint letterhead showing both names, "Certified Public Accountants," and their addresses?

.268 *Answer*—In these circumstances the public would assume that a partnership existed. If any reports were to be issued under the joint heading, Rule 505 would be violated.

Members should not use a letterhead showing the names of two accountants when a partnership does not exist.

135. Association of Firms Not Partners

.269 *Question*—Three CPA firms wish to form an association—not a partnership—to be known as “Smith, Jones & Associates.” Is there any impropriety in this?

.270 *Answer*—The use of such a title is not permitted since it might mislead the public into thinking a true partnership exists. Instead, each firm is advised to use its own name on its letterhead, indicating the other two as correspondents.

136. Audit with Former Partner

.271 *Question*—A member’s firm consisting of one certified and one noncertified partner has been dissolved. One account was retained which the two practitioners plan to continue to service together. Should the audit report be submitted on partnership stationery?

.272 *Answer*—It would appear proper for the audit to be carried out jointly by the two former partners. The opinion should be presented on plain paper and signed somewhat as follows:

John Doe, Certified Public Accountant

Richard Roe, Accountant

Such a signature would leave no doubt as to whether a partnership existed, and the client and others would have the assurance that both accountants participated in the audit.

137. Nonproprietary Partners

.273 *Question*—A member’s firm wishes to institute the designation “nonproprietary partner” to describe certain high-ranking staff men who were former partners of merged firms who did not qualify for partnership in the merging firm. With this title, they would be eligible to participate in the firm’s pension plan. In holding themselves out to the public they would be required to use this designation. Is there any impropriety in the proposed title?

.274 *Answer*—The use of the designation “partner” should be restricted to those members of the firm who are legally partners. Those who are not parties to the partnership agreement should not hold themselves out in any manner which might lead others to believe that they are partners. The use of the designation “nonproprietary partner” by one who is not in fact a partner is considered misleading and therefore is not permitted.

138. Partner Having Separate Proprietorship

.275 *Question*—May a member be a partner of a firm of public accountants, all other members of which are noncertified, and at the same time retain for himself a practice of his own as a CPA?

.276 *Answer*—Rule 505 would not prohibit such a practice. However, clients and others interested should be advised about the dual position of the member to prevent any misunderstanding or misrepresentation.

139. Partnership with Public Accountant

.277 *Question*—May a member form a partnership for the practice of public accounting with a public accountant?

.278 *Answer*—While some state boards and CPA societies have rules prohibiting mixed partnerships, the Institute's Code does not prohibit a member from forming a partnership with a non-CPA. However, all partners would have to conform to the Code, and the partnership would not be permitted to represent itself as a partnership of CPAs.

140. Political Election

.279 *Question*—A member's firm, consisting of four members, practices under the name of the managing partner who is presently seeking election to high public office. If he is elected and withdraws from the partnership, may the three remaining partners continue to use the present firm name?

.280 *Answer*—It would not be a violation for the three remaining partners to continue to practice under the name of the managing partner followed by the designation "and Company."

141. Responsibility for Non-CPA Partner

.281 *Question*—Is a member who has formed a partnership with a noncertified public accountant ethically responsible for all the acts of the partnership?

.282 *Answer*—Yes. If the noncertified partner should violate the Code, the member would be held accountable.

[142.—143.]

[.283—.286] [Deleted]

144. Title: Partnership Roster

.287 *Question*—Is there any prohibition in the Code to the use of an established firm name in a different state where there is some difference in the roster of partners?

.288 *Answer*—It would be proper for the firm to use the established name in different states even though the roster of partners differed as long as the firm otherwise complies with Rule 505.

145. Firm Name of Merged Partnerships

.289 *Question*—When two partnerships merge, is it permissible for the newly merged firm to practice under a title which includes the name of a partner who had retired from one of the two firms prior to the merger?

.290 *Answer*—Rule 505 of the Code of Professional Ethics states that partnerships may practice under a firm title which includes the name or names of former partners. Since the retired partner was once a partner in one of the merged firms, it would be proper for his name to appear in the title of a newly created firm.

146. Membership Designation

.291 *Question*—On the letterhead of a partnership of members and noncertified public accountants, the designation “Members of the American Institute of Certified Public Accountants” appears in a manner which attempts to distinguish members of the Institute from nonmembers. Is such use of the designation of Institute membership by a mixed partnership permitted by Rule 505?

.292 *Answer*—Rule 505 states, “A firm may not designate itself as Members of the American Institute of Certified Public Accountants unless all of its partners or shareholders are members of the Institute.” Individual members may be designated as such.

147. Firm Designation

.293 *Question*—May a member who is a sole proprietor or the sole shareholder in a professional corporation use in his firm title the designation “and Company” or “and Associates”?

.294 *Answer*—Rule 505 would prohibit the member from using in his firm title the designations “and Company,” “and Associates,” or “& Co.,” since these may be interpreted to mean more than one partner or shareholder. This ruling would apply even to a member who employs a staff that might include other CPAs.

148. Firm Designation

.295 *Question*—May two members who have formed a partnership use in their firm title the designations “and Company” or “and Associates,” or must such designations stand for an unidentified other partner?

.296 *Answer*—Because their firm is a true partnership, it would not be a violation of the Institute's Code for two members to use in their firm titles the designations "and Company" or "and Associates." Regulations of some state boards of accountancy require that there be at least one more partner than the number of names in the firm name when the words "and Company" are used.

[149.—154.]

[.297—.308] [Deleted]

155. Data Processing: Computer Corporation

.309 *Question*—A member's firm wishes to set up a computer corporation of which a firm of computer consultants would be equal owner. The corporation would perform consulting work through the member's firm only for clients of the firm. The corporation would not offer any services directly to the public. Would such an arrangement violate the Code?

.310 *Answer*—The proposed arrangement would not be a violation of Rules 503 and 505 if the corporation served only practitioners and, through them, their clients.

156. Data Processing: Consultant to Service Bureau

.311 *Question*—May a member in public practice assist a corporation in developing a tabulating service to be offered to the public? He would have no financial interest in the corporation and no representations would be made that he or any CPA was connected with the development of the tabulating service.

.312 *Answer*—This would not be a violation of the Code.

[157.]

[.313—.314] [Deleted]

158. Data Processing: Employee-Shareholder in Public Practice

.315 *Question*—A member having a public accounting practice is also president and a shareholder of a corporation whose main business is financing but which also engages in adjunct data processing services for the public. Is he acting in accord with Interpretation 505-1?

.316 *Answer*—Because the member is engaged in a public accounting practice his relationship to the corporation should be solely that of an investor, and his financial interest in the corporation should not be material to the corporation's net worth. His association with the data processing corporation should be limited

to that of a consultant, as opposed to that of an officer and shareholder.

159. Data Processing: Fees Paid to Other CPAs

.317 *Question*—A member's firm A renders data processing services to its clients but uses the electronic equipment of CPA firm B. Firm B bills firm A at a reduced rate as compared to its normal billing rates for its own clients. Firm A then bills its clients at a higher rate than it was billed. Does this arrangement violate Rule 503?

.318 *Answer*—This arrangement is not a violation of Rule 503.

[160.—161.]

[.319—.322] [Deleted]

162. CPA Designation on Professional Organization Letterhead

[.323—.324] [Superseded August, 1975.]

[163.—166.]

[.325—.332] [Deleted]

167. Member Receiving Payment for Referral of Client to Others

.333 *Question*—A member has been approached by a company that sells limited partnership interests (tax shelter investments) in oil and gas properties with the proposal that:

1. the member investigate this investment venture to the extent he deems necessary and inform or recommend the investment to appropriate clients of the member's firm, and
2. the company will make a payment to the member, such payment being roughly equal to 5% of any amount invested by the firm's clients who invest because of the member's recommendation.

Would such an arrangement violate Rule 503 prohibiting commissions?

.334 *Answer*—The above arrangement would be a violation of Rule 503. This would be true whether:

1. the member's clients were aware of the payment arrangement or not, and
2. the payment was a stated percentage of amounts invested or arrived at through any other manner.

It would not be a violation of Rule 503 if the member were, on behalf of one or more of his firm's clients, to investigate a tax

shelter or other investment venture and recommend such investments to these clients. His fee for such investigations should be charged to such clients. A member's fee is an integral part of the customary professional relationship with a client and such fees should comprise the only compensation for the rendering of services to his clients.

168. Audit Guides Issued by Governmental Agencies

[.335—.336] [Superseded by Interpretation 501-3.]

[169.—174.]

[.337—.348] [Deleted]

175. Bank Director

.349 *Question*—May a member in public practice serve as a director of a bank?

.350 *Answer*—Before accepting a bank directorship, the member should carefully consider the implications inherent in such service.

These fall generally into three categories:

- (a) Confidentiality of Information—Rule 301 provides that a member shall not disclose any confidential information obtained in the course of a professional engagement except with the consent of the client. This ethical requirement applies even though failure to disclose might constitute a breach of the member's fiduciary responsibilities as a director and thereby result in potential personal liability for damages to shareholders, depositors and others. The member must also consider whether his clients might have any inhibitions in consulting with him professionally concerning matters that may affect the client's relationship with the bank.
- (b) Conflict of Interest—Even though a member may be released by a client from the ethical requirement of confidentiality, the member should not express a position or vote on decisions involving a client since the member's objectivity may be questioned because of his dual role with the client and the bank.
- (c) Independence—The independence of a member serving as a bank director would be considered impaired with regard to any client in which the bank has a loan that is material to the client involved. If such a situation develops between the bank and a client, the member must either resign from the client engagement or his directorship or disclaim an opinion based on lack of independence as prescribed under

Statement on Auditing Standards No. 26 [AU section 504]. If the client is a nonpublic entity that engages the member to compile or review its financial statements, Statements on Standards for Accounting and Review Services are applicable.

In view of the above factors, it is generally not desirable for a member in public practice to accept a position as bank director where the member's clients are likely to engage in significant transactions with the bank. If a member is engaged in public practice he should avoid the high probability of conflict of interest and the appearance that the member's fiduciary obligations and responsibilities to the bank may conflict with or interfere with his ability to serve his clients' interest objectively and in complete confidence.

The general knowledge and experience of CPAs in public practice may be very helpful to a bank in formulating policy matters and making business decisions; however, in most instances it would be more appropriate for the member as part of his public practice to serve as a consultant to the bank's board. Under such an arrangement, the member could limit his activities to those which did not involve conflicts of interest, independence, or confidentiality problems.

176. Newsletters and Publications Prepared by Others

.351 *Question*—May a member permit a newsletter, tax booklet, or similar publication to be imprinted with his firm's name if it has not been prepared by his firm?

.352 *Answer*—Such imprinting would not be considered deceptive as to authorship under Rule 502 provided the outside author or publisher is clearly identified.

177. Data Processing: Billing Services

.353 *Question*—A member in public practice plans to form a separate business to perform centralized billing services for local doctors. The member maintains that this service, which is similar to one currently offered and advertised by a local bank, does not constitute the practice of public accounting and that Rules 502 and 505 do not apply. Is the member correct in this conclusion?

.354 *Answer*—No, the service in question does in fact constitute service of a type performed by public accountants and consequently the member could proceed with this plan only if the operation were conducted in accordance with the Institute's Rules of Conduct.

178. Location of Separate Business

.355 *Question*—May a member engaged in the practice of public accounting concurrently operate a separate business or conduct an occupation from the same location?

.356 *Answer*—The simultaneous operation of an accounting practice and such other business or occupation, either in the same or separate offices, does not by itself violate Rule 504, unless a conflict of interest exists in rendering professional services.

179. Practice of Public Accounting Under Name of Association or Group

.357 *Question*—Several CPA firms wish to form an association or group whereby certain joint advertising, training, professional development and management assistance will take place. The firms will otherwise remain separate and distinct. Would it be proper for such firms to practice public accounting under the name of an association or group in the United States?

.358 *Answer*—The practice of public accounting under such a name in the United States is not permitted since it would be likely to confuse the public as to the nature of the actual relationship which exists among the firms. Instead, each firm should practice only in its own firm name and may indicate the association or group name elsewhere on the firm stationery. Each firm may also list on its stationery the names of the other firms in the association or group.

180. Side Businesses Which Offer Services of a Type Performed by CPAs

.359 *Question*—A member in public practice desires to form a commercial estate planning corporation in a separate office from that of his accounting practice. The member maintains that he will not hold himself out to the public as being a CPA in the commercial corporation and is therefore not bound by the Institute's Rules of Conduct. Is the member correct in his conclusion?

.360 *Answer*—No, estate planning is a service of a type performed by public accountants. Because the member is presently holding himself out to the public as being a CPA in his public accounting practice, he must conduct the estate planning business in accordance with the Institute's Rules of Conduct. Rule 505 provides that a member may practice public accounting only in the form of a proprietorship, a partnership or a professional corporation whose characteristics conform to resolutions of Council. Therefore, the member may not operate the separate business in the form of a commercial corporation nor may he

utilize a fictitious name or a name indicating a specialization. Because the member is considered to be in the practice of public accounting regarding the operation of his estate planning business, he must observe all of the Rules of Conduct in that business.

E

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➤→ *The next page is 5121.* ←➤

ET Appendix A

Generally Accepted Auditing Standards*

As Adopted by The
Membership in 1948
and 1949

General standards

1. The examination is to be performed by a person or persons having adequate technical training and proficiency as an auditor.
2. In all matters relating to the assignment, an independence in mental attitude is to be maintained by the auditor or auditors.
3. Due professional care is to be exercised in the performance of the examination and the preparation of the report.

Standards of field work

1. The work is to be adequately planned and assistants, if any, are to be properly supervised.
2. There is to be a proper study and evaluation of the existing internal control as a basis for reliance thereon and for the determination of the resultant extent of the tests to which auditing procedures are to be restricted.
3. Sufficient competent evidential matter is to be obtained through inspection, observation, inquiries and confirmations to afford a reasonable basis for an opinion regarding the financial statements under examination.

Standards of reporting

1. The report shall state whether the financial statements are presented in accordance with generally accepted principles of accounting.
2. The report shall state whether such principles have been consistently observed in the current period in relation to the preceding period.
3. Informative disclosures in the financial statements are to be regarded as reasonably adequate unless otherwise stated in the report.
4. The report shall either contain an expression of opinion regarding the financial statements, taken as a whole, or an assertion to the effect that an opinion cannot be expressed. When an overall opinion cannot be expressed, the reasons therefor should be stated. In all cases, where an auditor's name is associated with financial statements, the report should contain a clear-cut indication of the character of the auditor's examination, if any, and the degree of responsibility he is taking.

→ The next page is 5131. ←

* See AU section 150, Volume 1, *AICPA Professional Standards*.

ET Appendix B***Council Resolution Designating
the Financial Accounting
Standards Board as the
Body to Establish
Accounting Principles***

The following resolution of Council was approved at the spring meeting of Council on May 7, 1973:

WHEREAS in 1959 the Council designated the Accounting Principles Board to establish accounting principles, and

WHEREAS the Council is advised that the Financial Accounting Standards Board has become operational, it is

RESOLVED, that as of the date hereof the Financial Accounting Standards Board, in respect of Statements of Financial Accounting Standards finally adopted by such Board in accordance with its Rules of Procedure and the bylaws of the Financial Accounting Foundation, be, and hereby is, designated by this Council as the body to establish accounting principles pursuant to Rule 203 of the Rules of Conduct of the American Institute of Certified Public Accountants; provided, however, any Accounting Research Bulletins, or Opinions of the Accounting Principles Board presently issued or approved for exposure by the Accounting Principles Board prior to April 1, 1973, and finally adopted by such Board on or before June 30, 1973, shall constitute statements of accounting principles promulgated by a body designated by Council as contemplated in Rule 203 of the Rules of Conduct unless and until such time as they are expressly superseded by action of the FASB.

→ *The next page is 5141.* ←

ET Appendix C

Council Resolution Permitting Professional Corporations or Associations

The following resolution of Council was approved at the meeting of Council on October 13, 1979:

RESOLVED, that the characteristics of a professional corporation as referred to in Rule 505 of the Code of Professional Ethics are as follows:

1. *Name.* The name under which the professional corporation or association renders professional services shall contain only the names of one or more of the present or former shareholders or of partners who were associated with a predecessor accounting firm. Impersonal or fictitious names, as well as names which indicate a specialty, are prohibited.

2. *Purpose.* The professional corporation or association shall not provide services that are incompatible with the practice of public accounting.

3. *Ownership.* All shareholders of the corporation or association shall be persons engaged in the practice of public accounting as defined by the Code of Professional Ethics. Shareholders shall at all times own their shares in their own right and shall be the beneficial owners of the equity capital ascribed to them.

4. *Transfer of Shares.* Provision shall be made requiring any shareholder who ceases to be eligible to be a shareholder to dispose of all of his shares within a reasonable period to a person qualified to be a shareholder or to the corporation or association.

5. *Directors and Officers.* The principal executive officer shall be a shareholder and a director, and to the extent possible, all other directors and officers shall be certified public accountants. Lay directors and officers shall not exercise any authority whatsoever over professional matters.

6. *Conduct.* The right to practice as a corporation or association shall not change the obligation of its shareholders, directors, officers, and other employees to comply with the standards of professional conduct established by the American Institute of Certified Public Accountants.

7. *Liability.* The stockholders of professional corporations or associations shall be jointly and severally liable for the acts of a corporation or association, or its employees—except where professional liability insurance is carried, or capitalization is maintained, in amounts deemed sufficient to offer adequate protection to the public. Liability shall not be limited by the formation of subsidiary or affiliated corporations or associations each with its own limited and unrelated liability.

→ The next page is 5143. ←

ET Appendix D***Council Resolutions Designating Bodies to Promulgate Technical Standards Under Rule 204***

The following resolution of Council was adopted October 21, 1978:

WHEREAS: The membership of the Institute has adopted Rule 204 of the Rules of Conduct which authorizes the Council to designate bodies to promulgate technical standards with which members must comply, and therefore it is

RESOLVED: That the Management Advisory Services Executive Committee is hereby designated to promulgate technical standards under Rule 204 with respect to the offering of management advisory services provided, however, that such standards do not deal with the broad question of what, if any, services should be proscribed, and provided further that any such statements are subject to review by affected senior technical committees of the Institute prior to issuance.

The following resolution of Council was adopted May 7, 1979:

WHEREAS: The membership of the Institute has adopted Rule 204 of the Rules of Conduct which authorizes the Council to designate bodies to promulgate technical standards with which members must comply, and therefore it is

RESOLVED: That the Accounting and Review Services Committee is hereby designated to promulgate technical standards under Rule 204 with respect to unaudited financial statements or other unaudited financial information of an entity that is not required to file financial statements with a regulatory agency in connection with the sale or trading of its securities in a public market provided, however, that any such statements are subject to review by affected senior technical committees of the Institute prior to issuance.

The following resolution of Council was adopted May 7, 1979:

WHEREAS: The membership of the Institute has adopted Rule 204 of the Rules of Conduct which authorizes the Council to designate bodies to promulgate technical standards with which members must comply, and therefore it is

RESOLVED: That the auditing standards board shall establish under statements on auditing standards the responsibilities of members with respect

to standards of disclosure of financial information outside financial statements in published financial reports containing financial statements. For this purpose, the council designates the Financial Accounting Standards Board as the body, under Rule 204 of the Rules of Conduct, to establish standards for the disclosure of such information.

→ *The next page is 5147.* ←

ET Appendix E***Council Resolution Designating
Bodies to Interpret General
Standards Under Rule 201***

The following resolution of Council was adopted May 12, 1981:

WHEREAS: The membership of the Institute has adopted Rule 201 of the Rules of Conduct which authorizes the Council to designate bodies to interpret the general standards contained therein, it is hereby

RESOLVED: That the following are hereby designated by the Council to interpret the application of the general standards contained in Rule 201 to their respective areas of responsibility:

- Accounting and Review Services Committee
- Auditing Standards Board
- Management Advisory Services Executive Committee

AND FURTHER RESOLVED: That the authority of the aforementioned committees to interpret the application of the general standards contained in Rule 201 shall not affect the responsibility of the Professional Ethics Division under Section 3.6.2.2 of the bylaws to interpret the Code of Professional Ethics.

AND FURTHER RESOLVED: That any Institute committee or board now or in the future authorized by the Council to issue enforceable standards under Rule 204 or to interpret the general standards under Rule 201 must observe an exposure process seeking comment from other affected committees and boards, as well as the general membership, before adopting standards under Rule 204 or interpreting general standards under Rule 201.

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Bylaws of the American Institute of Certified Public Accountants

As Amended October 15, 1981

DEFINITIONS

As used in these bylaws, implementing resolutions of Council thereunder, or the code of professional ethics, masculine terms shall be understood to include the feminine; "state" shall be understood to include the District of Columbia, Puerto Rico, and the territories, or territorial possessions of the United States of America; "partner" shall be understood to include partner equivalents, and any shareholders, or other equity owners of a professional corporation or association; "partnership" shall be understood to include professional corporations and associations; and "committee" shall be understood to include any board (except the AICPA Board of Directors), division, task force or any subdivision thereof.

»»»→ *The next page is 5303.* ←«««

BL Section 100

I. NAME AND PURPOSE

TABLE OF CONTENTS

<i>Section</i>		<i>Paragraph</i>
101	Name and Purpose.....	.01

»»»→ *The next page is 5311.* ←«««

BL Section 101***Name and Purpose***

As amended
October 15, 1981

.01 The name of this organization shall be the American Institute of Certified Public Accountants. In keeping with the Institute's certificate of incorporation, its objectives shall be to unite certified public accountants in the United States; to promote and maintain high professional standards of practice; to assist in the maintenance of standards for entry to the profession; to promote the interests of CPAs; to develop and improve accounting education; and to encourage cordial relations between CPAs and professional accountants in other countries.

BL Section 200**II. ADMISSION TO MEMBERSHIP
AND ASSOCIATION**

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230	Certificate of Membership01
240	Right of Members to Describe Themselves as Such01
250	International Associates01
250 R	Implementing Resolutions Under Section 2.5 International Associates01-.03

➤➤➤ → *The next page is 5331.* ← ➤➤➤

BL Section 210**2.1 Members**

As amended
October 15, 1981

.01 Members of the Institute shall be

2.1.1 Members of the Institute at the effective date of these bylaws,
and

2.1.2 Persons who shall qualify for admission as provided in section 2.2
of this article and who shall be admitted under procedures adopted by the
board of directors.

2.2 Requirements for Admission to Membership

As amended
October 15, 1981

.01 The following persons may qualify for admission as members of the Institute:

2.2.1 Those who are in possession of a valid and unrevoked certified public accountant certificate issued by a legally constituted state authority, and

2.2.2 Who shall have passed an examination in accounting and other related subjects satisfactory to the board of directors.

→ *The next page is 5351.* ←

BL Section 230**2.3 Certificate of
Membership**

As amended
October 15, 1981

.01 Upon admission each member shall be entitled to a certificate setting forth that he is a member of the Institute, but no certificate shall be issued until receipt of dues for the current year. Certificates of membership shall be returned upon the demand of the secretary of the Institute in the event of suspension or termination of membership.

BL Section 240

**2.4 Right of Members
to Describe Them-
selves as Such**

As amended
October 15, 1981

.01 A member of the Institute shall be entitled to use the designation "Member of the American Institute of Certified Public Accountants." A firm all of whose CPA partners are members shall be entitled to use the designation "Members of the American Institute of Certified Public Accountants."

→*The next page is 5371.*←

BL Section 250***2.5 International
Associates***

As amended
October 15, 1981

.01 International associates shall include those who were international associates on the effective date of these bylaws. Thereafter, citizens of other countries who shall satisfy such requirements as the Council may prescribe may be admitted as international associates. The Council shall adopt rules governing such association and indications thereof.

(See section 250 R.)

→*The next page is 5381.*←

BL Section 250R***Implementing Resolutions
Under Section 2.5
International
Associates***

As amended
May 10, 1983

Resolved

.01 That those persons who are not, and have not begun the process of becoming, citizens of the United States of America may qualify for admission as international associates of the Institute if they

(a) are of good moral character;

(b) have received a baccalaureate, master's, or Ph.D. degree conferred by an accredited college or university in the United States of America or its territories. The applicant must have successfully passed a minimum of 24 semester hours of undergraduate accounting or 15 semester hours of graduate accounting at an institution that is accredited by one of the six regional accrediting agencies, namely, the Middle States Association of Colleges and Secondary Schools, the New England Association of Schools and Colleges, the Northwest Association of Secondary and Higher Schools, the Western Association of Schools and Colleges, the Southern Association of Colleges and Schools, and the North Central Association of Colleges and Schools;

(c) have passed the Uniform Certified Public Accountant Examination in accordance with the regulations prescribed by the Board of Examiners; and

(d) are not practicing public accounting in the United States of America as proprietors, partners, principals, officers, or shareholders.

Further resolved:

.02 That upon admission and receipt of dues for the current year each international associate shall be entitled to a certificate of association stating that he is an international associate of the Institute, provided that the said certificate of associateship shall not be displayed in home or office during the recipient's stay in the United States in a manner that might mislead anyone to believe the recipient to be a CPA of any of the licensing jurisdictions of the United States; and such certificate shall be returned to the secretary upon suspension or termination of the association of an international associate for disciplinary reasons.

Further resolved:



.03 That international associates shall abide by the AICPA Bylaws and Code of Professional Ethics and that termination of association of an international associate shall be governed by the provisions of Article 7 of the Institute bylaws and, in addition, an international associateship shall be considered to be terminated when, having satisfied all the requirements of a licensing jurisdiction and having been issued a CPA certificate, an international associate either becomes eligible for membership in the AICPA, or, after a period of thirty-six months has elapsed from the date of his admission, has not lived outside of the United States for a period of at least one year.

BL Section 300

III. ORGANIZATION AND PROCEDURE

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350	Officers Elected by Council01
350 R	Implementing Resolution Under Section 3.5 Officers01-.07
360	Committees01
360 R	Implementing Resolutions Under Section 3.6 Committees ..	.01-.12


The next page is 5401.


BL Section 310**3.1 General**

As amended
October 15, 1981

.01 The organization of the Institute shall include the members, the Council, the board of directors, officers, and committees.

.02 The board of directors may from time to time organize the committees and staff of the Institute into divisions and, subject to section 3.6, may adopt rules of procedures and operating policies for such divisions.

BL Section 320**3.2 Membership**

As amended
October 15, 1981

.01 The rights and powers of the membership of the Institute shall be as defined herein.

3.2.1 Attendance at Meetings

Every member and international associate of the Institute shall be entitled to attend all meetings of the Institute.

3.2.2 Voting Rights

Every member, but no international associate, shall be entitled to vote in person, when in attendance, upon all questions brought before duly called meetings of the Institute, and by mail ballot for the election of Council members pursuant to sections 6.1 through 6.1.6, on proposed amendments to these bylaws or to the code of professional ethics as provided in Article VIII, and upon proposed resolutions of the membership as provided in section 5.1.4.

3.2.3 Residence for Voting Purposes

The state from which a member may vote shall be that indicated by his mailing address as carried in the official records of the Institute, and may be either the state in which he resides or that in which his office is located.

3.2.4 Resolutions of the Membership

As provided in section 5.1.4, the members by mail ballot may enact resolutions of the membership, not inconsistent with these bylaws, which shall be binding upon the membership, the Council, the board of directors, officers, committees, and staff.

3.2.5 Certain Positions to Be Held Only by Members

Only members of the Institute, as defined in section 2.1, may serve as officers of the Institute or as members of the Council, the board of directors, or any committee or board, except the board of examiners, designated as "senior" by the Council (see section 3.6.1), or as "permanent" by these bylaws (see section 3.6.2); provided, however, that the secretary, who need not be a member of the Institute, and three representatives of the public, none of whom shall be members of the Institute, shall be members of the board of directors.

→The next page is 5421.←

BL Section 330**3.3 Council**

As amended
October 15, 1981

.01 The governing body of the Institute shall be the Council.

3.3.1 Composition

The Council shall be composed of

3.3.1.1 Members of the Institute directly elected by the membership in each state in accordance with section 6.1.1 through 6.1.6;

3.3.1.2 Representatives of the recognized state societies of certified public accountants selected in accordance with section 6.2;

3.3.1.3 Twenty-one members-at-large selected in accordance with section 6.3;

3.3.1.4 All members of the board of directors of the Institute;

3.3.1.5 All past presidents of the American Institute of Certified Public Accountants who served prior to December 31, 1973, and are members of the Institute;

3.3.1.6 All past chairmen of the board of the American Institute of Certified Public Accountants who are members of the Institute.

3.3.2 Powers

The Council may exercise all powers requisite for the purposes of the Institute, not inconsistent with these bylaws or with duly enacted resolutions of the membership, including but not limited to the authority to prescribe the policies and procedures of the Institute and to enact resolutions binding upon the board of directors, the officers, committees, and staff.

3.3.3 Reports to Membership

The actions of the Council shall be reported to the membership at least annually.

→The next page is 5431.←

BL Section 340**3.4 Board of Directors**

As amended
October 15, 1981

.01 Between meetings of the Council, the activities of the Institute shall be directed by the board of directors, the composition of which shall be prescribed by the Council.

(See section 340 R.)

3.4.1 Powers

The board of directors shall act as the executive committee of Council between meetings of Council, shall control and manage the property, business, and activities of the Institute, and shall take whatever action it deems desirable including the establishment of policies for the conduct of the affairs of the Institute consistent with the provisions of these bylaws, resolutions of the membership, or actions of the Council.

3.4.2 Reports to Council

The actions of the board of directors shall be reported to the Council at least semiannually.

BL Section 340R

***Implementing Resolution
Under Section 3.4
Board of Directors***

As amended
October 15, 1981

Resolved:

.01 That the board of directors shall be composed of

(a) The chairman and the vice chairman of the board of directors, the board vice presidents elected by the Council, the treasurer, and the immediate past chairman of the board;

(b) The president and the secretary of the Institute;

(c) Nine present or former members of the Council elected to the board by the Council pursuant to section 6.3, to serve for three years or until the election of their successors; and

(d) Three representatives of the public, who are not members of the Institute.

→*The next page is 5451.*←

BL Section 350***3.5 Officers Elected
by Council***

As amended
October 15, 1981

.01 The officers of the Institute shall be a chairman of the board of directors, a vice chairman of the board, who shall be the chairman of the board nominee, a president, who shall be a full-time employee of the Institute, three board vice presidents, and a treasurer, all of whom shall be members possessing valid and unrevoked certified public accountant certificates, and a secretary, who shall be a full-time employee of the Institute, but need not be a member of the Institute. The chairman and the vice chairman of the board, the president, the board vice presidents, the treasurer, and the secretary shall have such terms of office, powers, and privileges as the Council may prescribe.

(See section 350 R.)

3.5.1 Officers Appointed by the Board of Directors

The board of directors may appoint staff vice presidents who shall be neither members of the board nor of the Council and who shall perform such duties as may be assigned to them by the president.

→ *The next page is 5461.* ←

BL Section 350R***Implementing Resolution
Under Section 3.5
Officers***

As amended
October 15, 1981

Resolved:**Term of Office**

.01 That the chairman and the vice chairman of the board of directors, the board vice presidents, and the treasurer shall each be elected annually by the Council for a term of one year or until the election of his successor. Only the treasurer may succeed himself in the same office after serving a full term of one year. The term of the president and secretary shall be determined by the board of directors.

Chairman of the Board

.02 That the chairman of the board of directors shall preside at meetings of members of the Institute, the Council, and the board of directors. He shall appoint committees and boards as provided in section 3.6 of the bylaws. He shall act as a spokesman for the Institute and appear on its behalf before other organizations.

Vice Chairman of the Board

.03 That the vice chairman shall be chairman-nominee of the board of directors and shall preside in the absence of the chairman at meetings of the Institute, the Council, and the board of directors. He shall familiarize himself with the duties of the office of chairman and shall perform such other related duties as may be assigned to him by the chairman.

Board Vice Presidents

.04 That the duties of the board vice presidents shall be those usually appertaining to the office of vice president. One of the board vice presidents designated by the board of directors shall preside at meetings of the Institute or of the Council in the absence of the chairman and the vice chairman of the board. No two board vice presidents shall be residents of the same state.

Treasurer

.05 That the treasurer shall familiarize himself with financial policies, investment policies, and the accounting procedures, controls, and financial

reporting of the Institute, and shall consult with the president and the independent auditors on such matters, on which he shall advise the members of the board of directors and the president. He shall report thereon to the board of directors to the extent that he deems desirable or as the board of directors may direct, and shall perform such other related duties as may be assigned to him by the Council or the board of directors.

President

.06 That the president shall have full responsibility for the execution of the policies and programs of the Institute, act as a spokesman for the Institute, and perform such other services as may be assigned to him by the Council and the board of directors.

Secretary

.07 That the secretary of the Institute shall have the usual duties of a corporate secretary and shall perform such other related duties as may be assigned to him by the president. An assistant secretary to serve in his absence, who need not be a member of the Institute, may be appointed by the board of directors.

→ The next page is 5471. ←

BL Section 360**3.6 Committees**

As amended
October 15, 1981

.01 Except as otherwise provided by these bylaws or the Council (see section 3.6.1), the chairman of the board of directors, or his delegate, may appoint committees and boards with such duties, powers, responsibilities, and procedures as he may prescribe. The chairman of the board, the president, and the secretary shall have the privilege of the floor at meetings of all committees.

(See section 360 R.)

3.6.1 Senior Committees

The Council may designate any committee as a "senior" committee. The appointment by the chairman of the board of directors of members to senior committees shall require the approval of the board of directors. The duties, powers, responsibilities, and procedures of senior committees shall be as the Council may prescribe consistent with the specific provisions of these bylaws.

(See section 360 R.)

3.6.2 Permanent Committees, Boards, and Divisions

The following shall be permanent committees, boards, or divisions of the Institute: the nominations committee (see section 3.6.2.1); the professional ethics division (see section 3.6.2.2); the trial board (see section 3.6.2.3); and the board of examiners (see section 3.6.2.4).

(See section 360 R.)

3.6.2.1 Nominations Committee

There shall be a nominations committee composed of eleven members of the Institute, elected by the Council in such manner as the Council shall prescribe. It shall be the responsibility of the committee to make nominations for the offices of chairman of the board of directors, vice chairman of the board of directors, board vice presidents, treasurer, the elected members of the board of directors, the national review board, and the Council, as elsewhere provided in these bylaws, and to apportion among the states directly elected Council seats pursuant to section 6.1.2.

3.6.2.2 Professional Ethics Division

The executive committee of the professional ethics division shall serve as the ethics committee of the Institute, and there shall be such other committees within the division as the board of directors shall

authorize. The executive committee shall, (1) subject to amendment, suspension, or revocation by the board of directors, adopt rules governing procedures consistent with these bylaws or actions of Council to investigate potential disciplinary matters involving members, (2) arrange for presentation of a case before the trial board where the committee finds prima facie evidence of infraction of these bylaws or of the code of professional ethics, (3) interpret the code of professional ethics, (4) propose amendments thereto, and (5) perform such related services as the Council may prescribe.

3.6.2.3 Trial Board

There shall be a trial board consisting of members possessing a valid and unrevoked certified public accountant certificate to adjudicate disciplinary charges against members of the Institute pursuant to section 7.4. Members of the trial board shall be elected by the Council for such terms as the Council may prescribe.

The trial board is empowered to adopt rules, consistent with these bylaws or actions of the Council, governing procedure in cases heard by any hearing panel, and in connection with any application for review of a decision of a hearing panel.

Decisions of any hearing panel shall be subject to review only by the trial board.

(See section 360 R.)

3.6.2.4 Board of Examiners

There shall be a board of examiners, consisting of persons who have passed the Uniform CPA Examination and who possess valid and unrevoked certified public accountant certificates, appointed by the chairman of the board of directors subject to the approval of the board of directors. It shall supervise the preparation of a uniform examination which may be adopted by the legally constituted authorities of the states in examining candidates for the certified public accountant certificate and the conduct of the grading service offered by the Institute. The board of examiners shall formulate the necessary rules and regulations for the conduct of its work, but all such rules and regulations may be amended, suspended, or revoked by the board of directors. The board of examiners may delegate to members of the Institute's staff or other duly qualified persons the preparation of examination questions and the operation of the grading service conducted by the Institute.

→ *The next page is 5491.* ←

BL Section 360R

Implementing Resolutions Under Section 3.6 Committees

As amended October
15, 1981, unless
otherwise indicated

Resolved:

.01 (1) That the following be designated as senior committees and boards:

- Accounting and review services committee
- Accounting standards executive committee
- Auditing standards board
- Board of examiners
- Federal taxation executive committee
- Management advisory services executive committee
- Private companies practice section executive committee
- Continuing professional education executive committee
- Professional ethics executive committee
- SEC practice section executive committee, and further

[As amended, May 10, 1983.]

.02 (2) That the following senior technical committees be authorized to make public statements, without clearance with the Council or the board of directors, on matters related to their area of practice:

- Accounting and review services committee
- Accounting standards executive committee
- Auditing standards board
- Federal taxation executive committee
- Management advisory services executive committee
- Professional ethics executive committee

[As amended, May 10, 1983.]

.03 [Rescinded, May 10, 1982.]

Under Section 3.6.2.1 Nominations Committee

Resolved:

.04 That at the Council meeting preceding the annual meeting the board of directors, after having considered at least twenty-two candidates, shall

recommend eleven members for election to the nominations committee for the current year, no more than three of whom shall be members of the Council, and no more than one of such three Council members shall be a member of the board of directors. Other nominations from the floor shall be permitted. Voting shall be by voice vote of the incoming Council, or, if requested by a majority of those present, by written ballot. A majority vote shall elect. The board of directors shall recommend a chairman of the nominations committee for election by the Council.

Under Section 3.6.2.2 Professional Ethics Division

Resolved:

That in cases where the professional ethics executive committee concludes that a prima facie violation of the code of professional ethics or bylaws is not of sufficient gravity to warrant further formal action, it may issue an administrative reprimand and may direct the member or members concerned to complete specified continuing professional education courses, provided, however, that there will be no publication of such administrative reprimand in the Institute's principal membership periodical and the member concerned is notified of his right to reject the reprimand. In the case of such a rejection, the professional ethics executive committee shall determine whether to bring the matter to a hearing panel of the trial board for a hearing.

Under Section 3.6.2.3 Trial Board

Resolved:

.05 That the powers of the "trial board" set forth in bylaw section 3.6.2.3 shall be exercised by the joint trial board division which shall consist of a system of regional trial boards and a national review board.

.06 Regional trial boards shall be created for each appropriate geographical region. The number and geographical composition of such regions may be changed from time to time by the board of directors of the Institute on recommendation of the joint trial board division as appears appropriate to the efficient management of the business of the joint trial board division. No state society shall be included in a region without its consent.

.07 Each regional trial board shall be composed of one member from each state or territory in the region designated by the CPA society president or as otherwise determined by the society board of directors. Any state not constituting a region by itself and having more than 6,000 members of the AICPA is entitled to one additional member on the regional trial board. A state which constitutes a region by itself is entitled to designate three members to its regional trial board. A regional trial board member must be a member of the AICPA and of a state society and serves for a three-year term. Each regional trial board shall have a chairman who is appointed annually

from among the trial board members in the region by the chairman of the AICPA with the consent of its board of directors. No member of the Institute's professional ethics division or an ethics committee of a state CPA society having responsibility for investigating complaints and bringing disciplinary charges, nor a member of a state board of accountancy charged with regulating the profession of public accountancy, or of any other state agency having similar responsibility shall be eligible for appointment to a regional trial board.

.08 The chairman of any regional trial board pursuant to rules to be adopted by the joint trial board division shall appoint two trial board members from his region including a chairman, who may or may not be the chairman of the particular regional trial board, to hear and adjudicate charges against members of the Institute or participating state societies in the region under the provisions of section 7.4 of these bylaws. The remaining three hearing panel members, who shall be members both of the state society and the AICPA, shall be appointed by the CPA society president or as otherwise determined by the board of directors of the state society of the state in which the respondent resides from among its membership except that if a state has not entered into an agreement of participation in the joint ethics enforcement program, such remaining three panel members would be appointed by the chairman of the joint trial board division. If the participating state society chooses not to appoint the remaining panel members, the chairman of the joint trial board division shall appoint the remaining panel members from among members of the CPA society and the Institute residing in the same region as the respondent.

.09 The national review board shall consist of twelve members of the Institute elected by Council. All persons elected to membership on the national review board shall also be members of a state society, and no two or more members of the national review board shall have their principal place of practice in the same state. No member of the Institute's professional ethics division or an ethics committee of a state CPA society having responsibility for investigating complaints and bringing disciplinary charges nor a member of a state board of accountancy charged with regulating the profession of public accountancy, or of any other state agency having similar responsibility shall be eligible for appointment to the national review board. The chairman of the national review board shall be appointed from the membership of the national review board by the chairman of the AICPA with the approval of its board of directors.

.10 There shall be a joint trial board executive committee which shall be composed of the chairman of each region and six members of the national review board appointed by the chairman of the national review board. The executive committee shall adopt rules of procedure and practice for the division. It shall elect a secretary of the division who need not be a member.

.11 The chairman shall appoint from the members of the national review board a panel of not less than five members including a chairman, who may or may not be the chairman of the national review board, to hear and adjudicate

either charges against members when the national review board is tribunal of first instance, or to exercise the reviewing jurisdiction as provided in Council resolution under section 7.4 of these bylaws, which section shall govern as to the appointment of the ad hoc committees as called for therein.

.12 Upon the initial creation of the national review board the terms of members thereof shall be staggered as follows: one-third shall serve a term of one year; a second one-third shall serve a term of two years; and a third one-third shall serve a term of three years. One-third of the membership of the national review board shall be elected annually thereafter. When a state has more than one member on a regional trial board, the terms shall be similarly staggered. No member of the national review board or of a regional trial board may serve more than two successive full terms.

BL Section 400

IV. FINANCIAL MANAGEMENT AND CONTROLS

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»»»→ *The next page is 5521.* ←«««

BL Section 401***Financial Management
and Controls***

As amended
October 15, 1981

.01 The Council shall have authority to prescribe such procedures as it deems appropriate to assure adequate budgetary and financial controls. Budgets shall be prepared and presented as the Council shall prescribe.

(See section 401 R.)

BL Section 401R***Implementing Resolution
Under Article IV Finan-
cial Management
and Controls***

As amended
October 15, 1981

Resolved:

.01 That annual budgets and projections of revenues and expenditures for the succeeding four years shall be prepared by the Institute's staff, reviewed and approved by the board of directors, and presented to Council for approval at its meeting preceding the annual meeting; such budgets shall be in a form indicating the costs of the principal programs and activities of the Institute; material variations from the annual budget shall be reported to the Council at its spring meeting by the board of directors; receipt of such report without rejection shall constitute authority to continue expenditures for purposes indicated in the annual budget, as modified and presented at the spring meeting, until a new budget for the following fiscal year is approved by the Council. However, the board of directors may, between meetings of Council, authorize additional expenditures in total not to exceed five percent of budgeted revenues from all sources.

→*The next page is 5541.*←

BL Section 410**4.1 Audit**

As amended
October 15, 1981

.01 The Council shall, for each fiscal year, appoint a certified public accountant or certified public accountants to express an opinion on the financial statements of the Institute and its affiliated organizations. The financial statements of the Institute and the report of the auditor or auditors for each fiscal year shall be published for the information of the membership.

BL Section 420

4.2 Committee on Audit

As amended
October 15, 1981

.01 The chairman of the board shall appoint from among the members of the board of directors, other than the officers, a committee on audit to make arrangements with the auditor or auditors for their examination and to review the audit report.

→The next page is 5561.←

BL Section 430***4.3 Execution of Instruments on Behalf of the Institute***

As amended
October 15, 1981

.01 All checks, drafts, deeds, mortgages, bonds, contracts, reports, proxies, and other instruments may be executed on behalf of the Institute by such officers or employees as the Council or the board of directors may from time to time designate, either generally or in specific instances.

BL Section 440***4.4 Indemnification***

**As amended
October 15, 1981**

.01 The Institute shall indemnify to the full extent authorized by law for the good faith exercise of judgment in the performance of assigned duties any person made or threatened to be made a party to any action, suit, or proceeding, whether criminal, civil, administrative, or investigative, by reason of the fact that he, his testator, or intestate is or was a member of Council, the board of directors, or any committee, trustee, officer, employee, or agent of the Institute or any affiliated entity or serves or served any other enterprise as a director, trustee, officer, employee, or agent at the request of the Institute.

.02 Without limiting the generality of the foregoing, the Institute may contract for insurance against all or a portion of any liabilities and expenses, if any, resulting from the indemnification of any of the foregoing persons pursuant to this section or otherwise as permitted by law, and may also contract for companion insurance directly insuring any or all of such persons against liabilities and expenses.

→The next page is 5581.←

BL Section 450**4.5 Dues**

As amended
October 15, 1981

.01 The Council shall determine the annual dues which shall be paid by each member and international associate in accordance with such classifications as it deems appropriate, and may require dues of a different amount for each class so created.

.02 Dues shall be payable on or before the first day of each fiscal year of the Institute or in such other manner as the Council shall prescribe. For new members or international associates, dues shall be apportioned to the end of the fiscal year.

.03 No dues shall be paid by members or international associates of the Institute while they are engaged in military service of the United States or its allies during war. Individual members or international associates may be excused from payment of dues for reasonable cause by the treasurer.

→The next page is 5591.←

BL Section 460

4.6 Fiscal Year

**As amended
October 15, 1981**

.01 The fiscal year of the Institute shall be as the Council shall prescribe.
(See section 460 R.)

5592

BL Section 460R

***Implementing Resolution
Under Section 4.6
Fiscal Year***

As amended
October 15, 1981

Resolved:

.01 That the fiscal year of the Institute shall be the twelve months beginning August 1 and ending July 31.

BL Section 500**V. MEETINGS OF THE INSTITUTE
AND THE COUNCIL**

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»»»→ *The next page is 5615.* ←«««

BL Section 501***Meetings of the Institute
and the Council***

As amended
October 15, 1981

.01 This article shall govern meetings of the Institute and of the Council. The board of directors shall determine the dates of meetings of Council and the matters to be presented for action.

BL Section 510**5.1 Meetings of the Institute**

As amended
October 15, 1981

.01 The membership shall meet pursuant to sections 5.1.1 through 5.1.3, conduct its business pursuant to section 5.1.3, and may adopt resolutions pursuant to section 5.1.4. Meetings of the membership shall be known as meetings of the Institute.

5.1.1 Regular Meetings of the Institute

There shall be a regular meeting of the Institute within three months after the close of the fiscal year, on a date to be fixed by the board of directors. This meeting shall also be known as the annual meeting of the Institute.

5.1.2 Special Meetings of the Institute

The chairman of the board shall call special meetings of the Institute when so requested by the Council or the board of directors, or upon the written request of at least 5 percent of the membership of the Institute or any thirty members of Council. Special meetings of the Institute shall be held at places designated by the board of directors. No business shall be transacted at a special meeting of the Institute other than that for which the meeting shall have been convened.

5.1.3 Notice of Meetings of the Institute

Notice of each meeting of the Institute, whether regular or special, shall be mailed to each member of the Institute, at his mailing address as shown on the official records of the Institute, at least thirty days prior to the date of such meeting.

5.1.4 Resolution of the Membership by Mail Ballot

A majority of the members of the Institute, assembled at any duly called corporate meeting of the Institute at which a quorum is present, may direct that the chairman of the board submit any question to the entire membership for a vote by mail. Any resolution enacted in such a mail ballot by two-thirds of the members voting shall be declared by the chairman of the board a resolution of the membership and shall be binding, if consistent with these bylaws, upon the Council, the board of directors, committees, officers, and staff. Mail ballots shall be valid and counted only if received within sixty days after the date of the mailing of ballot forms.

→ The next page is 5631. ←

BL Section 520**5.2 Meetings of Council**

As amended
October 15, 1981

.01 Meetings of the Council shall be governed by sections 5.2.1 through 5.2.5, section 5.3, and section 6.7.

5.2.1 Regular Meetings of Council

Regular meetings of the Council shall be held prior to the annual meeting of the Institute and on such other dates as the Council or the board of directors may designate.

5.2.2 Special Meetings of Council

The chairman of the board shall call special meetings of the Council when requested to do so by the board of directors or when requested in writing by at least thirty members of the Council. Special meetings of the Council shall be held at places designated by the board of directors.

5.2.3 Mail Ballot in Lieu of Special Meeting of Council

In lieu of a special meeting of the Council, the chairman of the board, with the approval of the board of directors, may submit any question to the Council for a vote by mail, and any action therein approved in writing by not less than two-thirds of the whole membership of the Council shall be declared by the chairman of the board an act of the Council and shall be recorded in the minutes of the Council.

5.2.4 Notice

Notice of each meeting of the Council shall be sent to each member of the Council, at his mailing address as shown in the official records of the Institute, at least twenty-one days before such meeting. Such notice, as far as practicable, shall contain a statement of the business to be transacted.

5.2.5 Minutes

A copy of the minutes of each meeting of the Council shall be forwarded to each member of the Council within forty-five days after such meeting.

BL Section 530

**5.3 General Provisions
Governing Meetings**

As amended
October 15, 1981

.01 The following general provisions shall govern quorum and parliamentary procedure.

5.3.1 Meetings—Quorum

Five hundred members of the Institute shall constitute a quorum for the transaction of any business duly presented at any meeting of the Institute. Thirty members of Council shall constitute a quorum of the Council at any duly called meeting of the Council. Eleven members of the board of directors shall constitute a quorum of the board.

5.3.2 Meetings—Rules of Parliamentary Procedure Applicable

The rules of parliamentary procedure contained in *Robert's Rules of Order Revised* shall govern all meetings of the Institute and of the Council.

BL Section 600

VI. ELECTION OF COUNCIL, BOARD OF DIRECTORS, AND OFFICERS OF THE INSTITUTE

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The next page is 5655.


BL Section 601***Election of Council, Board
of Directors, and Officers
of the Institute***

As amended
October 15, 1981

.01 Except for ex officio members of Council (see sections 3.3.1.4 through 3.3.1.6), the election of members of the Council, the board of directors, and officers of the Institute shall be in accordance with the provisions of this article.

→ *The next page is 5661.* ←

BL Section 610***6.1 Members of Council
Directly Elected by
Members of the
Institute***

As amended
October 15, 1981

.01 Members of Council directly elected by the membership in the respective states (see section 3.3.1.1) shall be elected in accordance with sections 6.1.1 through 6.1.6 as supplemented by Council resolution.

6.1.1 At Least One Member of Council Directly Elected by Membership of Each State

There shall be at least one member of Council directly elected by the members of the Institute in each state having one or more persons enrolled upon the membership lists of the Institute.

6.1.2 Number and Allocation of Directly Elected Council Seats Among the States

The total number of directly elected members of Council, in addition to those provided for by section 6.1.1, shall be eighty-five except as modified by section 6.1.2.1. The number of seats, excluding those extended by section 6.1.2.1, shall be equitably allocated among the states in direct proportion to the number of Institute members enrolled from each state.

6.1.2.1 Unexpired Terms Unaffected by Reduced Allocation

No member of Council directly elected by the membership in any state shall lose his seat for the term he then serves should the allocation of that state be diminished by virtue of section 6.1.2; but, no state's allocation of directly elected Council seats shall be extended by this section beyond the natural expiration of a seat's full term or its vacation by the member filling it, whichever first occurs.

6.1.2.2 Allocation to Be Made by Nominations Committee

The nominations committee shall make the allocation provided in section 6.1.2. It shall be made at five-year intervals, at least nine months prior to annual meetings to be held each calendar year which ends in one and in six, and shall govern the five annual elections immediately following. It shall be based upon the membership figures and addresses carried on the books of the Institute the last day of the fiscal year immediately preceding the date of such determination.

If a state gains an additional seat from such allocation, the state society may request the nominations committee to authorize election for an initial term of less than three years in order to promote orderly rotation of Council members from that state. Upon receipt of such request, the nominations committee may authorize such shortened term. Following the expiration of such shortened term, subsequent terms for the seat shall be for three years, as provided in section 6.1.3.

In the event that a state has three or more directly elected members whose terms are not evenly staggered over a three-year cycle, the state society may request the nominations committee, for the election following the year these bylaws are adopted and thereafter in calendar years ending in one and in six, to approve the election of a nominee to fill a vacancy for a term of less than three years in order to effect a more orderly rotation of the Council members from that state. The nominations committee may authorize such shortened term. Subsequent terms for such a seat shall be three years, as provided in section 6.1.3.

6.1.3 Term of Office

Except as specified by this section 6.1.3, the term of office of a directly elected member of the Council shall commence when his election is announced by the chairman of the board of directors at the meeting of the Council immediately preceding the annual meeting of the Institute, as prescribed by section 6.7, and shall run until the announcement of the election of new directly elected members of the Council at the meeting of the Council immediately preceding the annual meeting of the Institute three years after his election. If any such member of the Council shall not serve his full term, the vacancy so created may be filled pursuant to section 6.6. The term of office of any member directly elected by the members in his state to fill such vacancy shall be the remainder of the three-year term with respect to which the vacancy occurred.

No member having served for two consecutive full terms as a directly elected member of the Council shall be eligible to serve another such term until at least one year after the completion of his second consecutive full term.

6.1.4 Number of Council Seats to Be Filled by Election

The number of Council seats to be filled in a state's quota of directly elected members of the Council for any given year shall be the number of its allocation of directly elected Council seats less the number of members of the Council from that state filling such seats for terms running through that year.

6.1.5 Nominations

At least eight months prior to the annual meeting of the Institute, the nominations committee shall request, from the recognized society of

certified public accountants in each state for which any vacancies (see section 6.1.4) will arise in the coming year, the names of suggested candidates from the state represented by such society to fill each such vacancy. The committee shall give due consideration to the names so submitted, but shall not be required to select its nominees from among such names. In the absence of a satisfactory response from any such state society, the nominations committee shall select the nominees from such state.

The nominations committee shall make its nominations for directly elected members of the Council at least six months prior to the annual meeting of the Institute. Notice of such nominations shall be published to the membership by the secretary at least five months prior to the annual meeting of the Institute. Any twenty members of the Institute from any given state for which a vacancy shall arise may submit to the secretary independent nominations for directly elected members of the Council from that state provided that such nominations be filed with the secretary at least four months prior to the annual meeting of the Institute.

6.1.6 Election

The nominees of the nominations committee for directly elected seats on Council shall be declared elected by the secretary if no independent nominations are filed for such seats as required by section 6.1.5.

The secretary shall mail to all members of the Institute in each state in which there is a contest for a directly elected seat on Council, at least ninety days prior to the annual meeting of the Institute, mail ballots containing the names and relevant background information of nominees from that state nominated by the nominations committee and the names and relevant background information of nominees independently nominated. Each ballot shall contain an announcement that votes will be counted only if received by the secretary at least forty-five days before the annual meeting of the Institute. Election to contested seats on Council shall be determined by a majority of the votes received from each jurisdiction by that date. Mail ballots shall be counted by the secretary, who shall certify the results for publication to the membership. Newly elected members shall be notified promptly and advised to attend the initial meeting of Council prior to the annual meeting of the Institute. They shall take office as provided in section 6.7.

(See section 610 R.)

→ *The next page is 5681.* ←

BL Section 610R***Implementing Resolution
Under Section 6.1
Members of Council
Directly Elected by
Members of the
Institute***

As amended
October 15, 1981

Under Section 6.1.6 Election***Resolved:***

.01 That the withdrawal of a nomination for whatever reason after the balloting has commenced will not be acted upon until the certification of election has been completed. Vacancies then arising will be filled in accordance with section 6.6 of the bylaws, except that in states where the number of nominees exceeds the number of vacancies, the vacancy created by any withdrawal will be filled by that nominee having the highest number of votes after all other vacancies have been filled.

BL Section 620

***6.2 Selection of Members
of Council to Represent
State Societies***

As amended
October 15, 1981

.01 Each recognized state society of certified public accountants shall designate, in a manner it deems appropriate, an Institute member to represent it on the Council. The term of each member of the Council so designated shall commence upon notification of the secretary by the society designating him at the meeting of Council immediately preceding the annual meeting of the Institute and shall run for one year or until the designation of his successor, provided that no such member of the Council shall represent a state society for more than six consecutive years.

→*The next page is 5701.*←

BL Section 630***6.3 Election of Members-at-Large of Council, Board of Directors, Chairman of the Board, Vice Chairman of the Board, Board Vice Presidents and Treasurer***

As amended
October 15, 1981

.01 Seven Institute members, without regard to the states in which they reside, shall be elected annually by the Council as members-at-large of the Council, at its meeting immediately preceding the annual meeting of the Institute, and immediately prior to the installation of the members of the Council newly elected under section 6.1, for a term of three years or until the election of their successors. At the same meeting, but subsequent to the installation of such newly elected members of the Council, including members-at-large, the Council shall elect the chairman of the board, the vice chairman of the board, the board vice presidents and the treasurer, and three Institute members of the board of directors. Such members of the board of directors shall serve for a term of three years or until election of their successors. The Council shall also elect one representative of the public, who is not a member of the Institute, to the board of directors for a term of three years, or until election of a successor. Nominations for all such positions shall be made by the nominations committee at least six months prior to the annual meeting of the Institute, and notice thereof shall be published to the membership of the Institute at least five months prior to such annual meeting. Independent nominations may be made by any twenty members of the Council if filed with the secretary at least four months prior to the annual meeting of the Institute. No nominations from the floor will be recognized. A majority of votes shall elect. Nominees may be invited to the meeting at which the election is to be held and those elected shall take office as prescribed in section 6.7.

.02 No member having served for two consecutive full terms as a member-at-large of the Council shall be eligible to serve another such term until at least one year after the completion of his second consecutive full term.

6.3.1. Re-election to Board of Directors

No elected member of the board of directors who has served a full three-year term shall be eligible for re-election to such a term until the

meeting of the Council one year after the completion of his full three-year term; provided, however, that a public member may be elected to serve a second three-year term.

→ The next page is 5711. ←

BL Section 640***6.4 Election of the
President and
the Secretary***

As amended
October 15, 1981

.01 Election of the president and secretary shall be by the Council and shall be conducted as the Council may prescribe.

(See section 640 R.)

5712

BL Section 640R

***Implementing Resolution
Under Section 6.4 Elec-
tion of the President
and the Secretary***

As amended
October 15, 1981

Resolved:

.01 That the board of directors shall recommend to the Council persons to be elected as president and secretary, respectively. Other nominations shall be permitted from the floor. Voting may be by voice vote, or, upon request of a majority of those present, by written ballot. A majority vote shall elect.

→The next page is 5721.←

BL Section 650***6.5 Forfeiture of Office
for Nonattendance***

As amended
October 15, 1981

.01 Any directly elected member or member-at-large of Council who shall be absent from three consecutive meetings shall forfeit his seat.

BL Section 660**6.6 Vacancies**

As amended
October 15, 1981

.01 Vacancies in the membership of Council, or in the board of directors, or in any of the offices of the Institute, occurring between annual meetings of the Institute, may be filled by election of replacements by the Council, either at a meeting of Council or by mail ballot, under such conditions as the Council may prescribe. If the Council should so replace a directly elected member of the Council, such interim appointment will run only until his seat is filled by direct election of the membership of his state as provided in these bylaws.

.02 Pending action by the Council to fill a vacancy among any of the elected officers of the Institute, the board of directors may appoint a temporary successor to act in the capacity indicated.

(See section 660 R.)

→ *The next page is 5741.* ←

BL Section 660R***Implementing Resolution
Under Section 6.6
Vacancies***

As amended
October 15, 1981

Resolved:

.01 That if a vacancy occurs in the membership of Council, or in the board of directors, or in any of the offices of the Institute between annual meetings of the Institute, the board of directors shall recommend replacements for election by Council. Voting on such replacement may be conducted by mail ballot, in which case provision shall be made for write-in votes, or at the next meeting of Council, as may appear most desirable in the circumstances. If the voting takes place at a Council meeting, nominations from the floor shall be permitted; voting may be by voice vote, or, at the request of a majority of those present, by written ballot. A majority vote shall elect. In any event, persons elected to fill vacancies in the board of directors, in the Council, or in any of the offices of the Institute shall serve only for the remainder of the unexpired term of the previous incumbent or until a successor is elected.

BL Section 670***6.7 Election Meeting
of Council***

As amended
October 15, 1981

.01 At the meeting of the Council immediately preceding the annual meeting of the Institute, following the completion of such other business as the Council may transact, the Council shall elect new members-at-large of the Council pursuant to section 6.3. New members-at-large shall then take office, replacing those members-at-large whose terms shall have expired. Then the presiding officer shall announce the installation of members of the Council newly elected under section 6.1, at which time they shall take office, replacing those directly elected members of Council whose terms shall have expired. Election of officers, new members of the board of directors, and others shall then be held, and each officer or member of the board of directors so elected shall replace his predecessor upon such election, provided, however, that the retiring chairman of the board shall continue in office through the end of the annual meeting of the Institute.

BL Section 700

VII. TERMINATION OF MEMBERSHIP AND DISCIPLINARY SANCTIONS

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➤➤➤ → *The next page is 5771.* ← ➤➤➤

BL Section 701***Termination of Membership and Disciplinary Sanctions***

As amended
October 15, 1981

.01 This article shall govern the termination or suspension of membership in the Institute, whether imposed as a matter of discipline or voluntarily sought, and the imposition of any other disciplinary sanction, or administrative reprimand, whether public or private, or imposition of conditions for retention of membership.

BL Section 710

***7.1 Resignation of
Membership***

As amended
October 15, 1981

.01 Resignations of members shall be in writing and may be offered at any time. Actions on such resignations and applications for reinstatement of resigned members shall be taken by the board of directors under such provisions as the Council may prescribe. Council may make separate provision for action on resignations of members not in good standing or against whom disciplinary proceedings or investigations are pending and on applications for reinstatement of persons whose resignation was accepted when in such classification.

(See section 710 R.)

→ The next page is 5791. ←

BL Section 710R***Implementing Resolution
Under Section 7.1
Resignation of
Membership***

As amended
October 15, 1981

Resolved:

.01 That the board of directors shall act upon resignation of members, which shall become effective on the date of acceptance, but no action shall be taken on the resignation of a member with respect to whom charges are under investigation by the professional ethics division, or against whom a complaint is pending before the trial board, unless the division or the trial board, as the case may be, recommends that such resignation be accepted. If a person whose resignation was accepted when he was under investigation or the object of a complaint should subsequently apply for reinstatement, the board of directors shall not reinstate such person without the consent of the division or the trial board, as the case may be.

BL Section 720

***7.2 Termination of
Membership for
Nonpayment
of Financial
Obligation***

As amended
October 15, 1981

.01 The board of directors may, in its discretion, terminate the membership of a member who fails to pay his dues or any other obligation to the Institute within five months after such debt has become due. Any membership so terminated may be reinstated by the board of directors, under such conditions and procedures as the Council may prescribe.

(See section 720 R.)

7.2.1 Termination of Association of International Associate

The Council may terminate the affiliation of an international associate in its discretion.

→*The next page is 5811.*←

BL Section 720R***Implementing Resolution
Under Section 7.2 Ter-
mination of Membership
for Nonpayment of
Financial Obligation***

As amended
October 15, 1981

Resolved:

.01 That if a person whose membership has terminated for nonpayment of dues or other financial obligation shall apply for reinstatement, the board of directors, in its discretion, may reinstate him, provided that he shall have paid to the Institute all dues and other obligations owing by him to the Institute at the time his membership was terminated.

Further resolved:

.02 That no person shall be considered to have resigned in good standing if at the time of his resignation he was in debt to the Institute for dues or other obligations. A member submitting his resignation after the beginning of the fiscal year, but before expiration of the time limit for payment of dues or other obligations, may attain good standing by paying dues prorated according to the portion of the fiscal year which has elapsed, provided obligations other than dues shall have been paid in full.

.03 A member who has resigned or whose membership has terminated in any manner may not file a new application for admission but may apply for reinstatement under this resolution or applicable provisions of the bylaws.

→The next page is 5821.←

BL Section 730**7.3 Disciplinary Suspension and Termination of Membership Without Hearing**

As amended October
15, 1981

.01 Membership in the Institute shall be suspended or terminated without a hearing for disciplinary purposes as provided in sections 7.3.1 and 7.3.2, under such conditions and by such procedure as shall be prescribed by the Council.

(See section 730 R.)

7.3.1 Criminal Conviction of Member

Membership in the Institute shall be suspended without a hearing should there be filed with the secretary of the Institute a judgment of conviction imposed upon any member for

7.3.1.1 A crime punishable by imprisonment for more than one year;

7.3.1.2 The willful failure to file any income tax return which he, as an individual taxpayer, is required by law to file;

7.3.1.3 The filing of a false or fraudulent income tax return on his or a client's behalf; or

7.3.1.4 The willful aiding in the preparation and presentation of a false and fraudulent income tax return of a client; and

shall be terminated in like manner upon the similar filing of a final judgment of conviction; however, the Council shall provide for the consideration and disposition by the trial board, with or without hearing, of a timely written petition of any member that his membership should not be suspended or terminated pursuant to section 7.3.1.1, herein.

7.3.2 Suspension or Revocation of Certificate

Membership in the Institute shall be suspended without a hearing should a member's certificate as a certified public accountant or license or permit to practice as such or to practice public accounting be suspended as a disciplinary measure by any governmental authority; but, such suspension of membership shall terminate upon reinstatement of the certificate, or such membership in the Institute shall be terminated without hearing should such certificate, license, or permit be revoked, withdrawn, or cancelled as a disciplinary measure by any governmental

authority. The Council shall provide for the consideration and disposition by the trial board, with or without hearing, of a timely written petition of any member that his membership should not be suspended or terminated pursuant to this section 7.3.2.

7.3.3 Trial Board Disciplining Not Precluded

Application of the provisions of section 7.3.1 and section 7.3.2 shall not preclude the summoning of the member concerned to appear before a hearing panel of the trial board pursuant to section 7.4.

→ *The next page is 5831.* ←

BL Section 730R***Implementing Resolution
Under Section 7.3 Disciplinary
Suspension and
Termination of Member-
ship Without Hearing***

As amended
October 15, 1981

Resolved:

.01 (1) That the membership of a member who is convicted by a court of any of the criminal offenses enumerated in section 7.3.1 of the bylaws shall become automatically suspended upon the mailing of a notice of such suspension, as provided in paragraph (5) of this resolution. Such notice shall be mailed within a reasonable time after a certified copy of a judgment of conviction of such criminal offense has been filed with the secretary of the Institute.

.02 (2) That the membership of a member who has been convicted by a court of any of the offenses enumerated in section 7.3.1 of the bylaws, and which conviction has become final, shall become automatically terminated upon the mailing of a notice of such termination, as provided in paragraph (5) of this resolution. Such notice shall be mailed within a reasonable time after a certified copy of such conviction and evidence that it has become final has been filed with the secretary of the Institute.

.03 (3) That the membership of a member whose certificate as a certified public accountant, or license or permit to practice as such or to practice public accounting has been suspended as a disciplinary measure by any governmental authority shall, except as provided in paragraph (6) of this resolution, become automatically suspended upon the expiration of thirty days after the mailing of a notice of such suspension, as provided in paragraph (5) of this resolution. Such notice shall be mailed within a reasonable time after a statement of such governmental authority, showing that such certificate, license, or permit has been suspended and specifying the cause and duration of such suspension has been filed with the secretary of the Institute. Such automatic suspension shall cease upon the expiration of the period of suspension so specified.

.04 (4) That the membership of a member whose certificate as a certified public accountant, or license or permit to practice as such or to practice public accounting has been revoked, withdrawn, or cancelled as a disciplinary measure by any governmental authority shall, except as provided in paragraph (6) of this resolution, become automatically terminated upon the

expiration of thirty days after the mailing of a notice of such termination, as provided in paragraph (5) of this resolution. Such notice shall be mailed within a reasonable time after a statement of such governmental authority showing that such certificate, license, or permit has been revoked, withdrawn, or cancelled and specifying the cause of such revocation, withdrawal, or cancellation has been filed with the secretary of the Institute.

.05 (5) That notices of suspension or termination pursuant to paragraph (1), (2), (3), or (4) of this resolution shall be signed by the secretary of the Institute and mailed by registered or certified mail, postage prepaid, addressed to the member concerned at his last known address according to the records of the Institute.

.06 (6) That the operation of paragraph (1), (2), (3), or (4) of this resolution shall become postponed if, within thirty days after mailing the notice of suspension or termination, the secretary of the Institute receives a request from the member concerned that the pertinent provision shall not become operative. The request shall state briefly the facts and reasons relied upon. All such requests shall be referred to the trial board for action thereon by the trial board or by an ad hoc committee thereof consisting of at least five members appointed by the chairman of the trial board or vice chairman, when acting as chairman. If the request is denied, the suspension or termination, as the case may be, shall become effective upon such denial, and the member concerned shall be so notified in writing by the Secretary. No appeal to the trial board shall be allowable with respect to a denial of such a request by the ad hoc committee. If the request is granted, the suspension or termination, as the case may be, shall not become effective. In such event, the secretary shall transmit the matter to the professional ethics division to take whatever action it considers proper in the circumstances. A determination that paragraph (1), (2), (3), or (4) of this resolution shall not become operative shall be made only when it clearly appears that, because of exceptional or unusual circumstances, it would be inequitable to permit such automatic suspension or termination.

→ *The next page is 5851.* ←

BL Section 740**7.4 Disciplining of
Member by Trial
Board**

As amended
October 15, 1981

.01 Under such conditions and by such procedure as the Council may prescribe, a hearing panel of the trial board, by a two-thirds vote of the members present and voting, may expel a member (except as otherwise provided in section 7.4.3), or by a majority vote of the members present and voting, may suspend a member for a period not to exceed two years not counting any suspension imposed under sections 7.3.1 and 7.3.2, or may impose such lesser sanctions as the Council may prescribe on any member if

7.4.1 He infringes any of these bylaws or any provision of the code of professional ethics;

7.4.2 He is declared by a court of competent jurisdiction to have committed any fraud;

7.4.3 He is held by a hearing panel of the trial board to have been guilty of an act discreditable to the profession, or to have been convicted of a criminal offense which tends to discredit the profession; provided that should a hearing panel of the trial board find by a majority vote that he has been convicted by a criminal court of an offense involving moral turpitude, or any of the offenses enumerated in section 7.3.1, the penalty shall be expulsion;

7.4.4 He is declared by any competent court to be insane or otherwise incompetent;

7.4.5 His certificate as a certified public accountant or license or permit to practice as such or to practice public accounting is suspended, revoked, withdrawn, or cancelled as a disciplinary measure by any governmental authority; or

7.4.6 He fails to cooperate with the professional ethics division in any disciplinary investigation of him or his partner or employee by not making a substantive response to interrogatories or a request for documents from a committee of the professional ethics division within thirty days of their posting by registered or certified mail, postage prepaid, to him at his last-known address shown on the books of the Institute.

.02 With respect to a member residing in a state which has entered into an agreement approved by the Institute's board of directors for the conduct of joint trial board hearings, disciplinary hearings shall be conducted before the appropriate hearing panel.

(See section 740 R.)

→ *The next page is 5871.* ←

BL Section 740R***Implementing Resolution
Under Section 7.4 Dis-
ciplining of Member
by Trial Board***

As amended
October 15, 1981

Resolved:

That

.01 (1) Any complaint preferred against a member under section 7.4 of the bylaws shall be submitted to the professional ethics division, which in turn may refer the complaint for investigation and recommendation to an ethics committee (or its equivalent) of a state society of certified public accountants which has made an agreement with the Institute of the type authorized in section 7.4 of the bylaws. If, upon consideration of the complaint, investigation and/or recommendation thereon, it appears that a prima facie case is established showing a violation of any applicable bylaws or any provision of the code of professional ethics of the Institute or any state society making an agreement with the Institute referred to above or showing any conduct discreditable to a certified public accountant, the professional ethics division or the ethics committee of such state society shall report the matter to the secretary of the joint trial board division who shall summon the member involved to appear in answer at the next convenient meeting of a panel of the appropriate regional trial board or a panel of the national review board appointed to hear the case under paragraph 3(b) provided, however, that with respect to a case falling within the scope of section 7.3 of the bylaws the division or such state society ethics committee shall have discretion as to when and whether to report the matter to the secretary for such summoning.

.02 (2)

(a) If the professional ethics division or state society ethics committee shall dismiss any complaint preferred against a member or shall fail to initiate its investigation within ninety days after such complaint is presented to it in writing, the member preferring the complaint may present the complaint in writing to the national review board, provided, however, that this provision shall not apply to a case falling within the scope of section 7.3.

(b) The chairman of the national review board shall cause such investigation to be made of the matter as he may deem necessary, and shall either dismiss the complaint or refer it to the secretary of the joint

trial board division who shall summon the member involved thereby to appear before the panel appointed in paragraph (c) hereof to hear the case.

(c) Prior to causing the investigation referred to in paragraph (a), the chairman of the national review board shall designate six members of the national review board who shall not be involved in such investigation in order that five of them may be appointed to an independent hearing panel if necessary. He shall report the names of such members to the secretary of the joint trial board division prior to any action under paragraph (a).

.03 (3) For the purpose of adjudicating charges against persons subject thereto as provided in the foregoing paragraphs of this resolution, the following must take place:

(a) The secretary of the joint trial board division shall mail to the member concerned, at least thirty days prior to the proposed hearing by the appropriate regional trial panel appointed to hear the case under the rules of procedure of the joint trial board division, written notice of the charges to be adjudicated. Such notice, when mailed by registered or certified mail, postage prepaid, addressed to the respondent concerned at his last known address, according to the records of the Institute, or any participating state society if the case involves a person who is not a member of the AICPA under an agreement contemplated by section 7.4 of the bylaws, shall be deemed properly served.

(b) Within thirty days of the mailing of the notice set forth in paragraph (a) every respondent must move to exercise any right he may have under the rules of procedure of the joint trial board division to request a trial before a panel of the national review board rather than the regional trial board to which he has been summoned under paragraph (a). Any hearing in the matter shall be conducted according to the rules of procedure of the joint trial board division, which shall provide that such request shall not be granted as a matter of right but shall be considered by an ad hoc committee to be appointed by the chairman of the national review board and composed of not less than three members of the national review board. The ad hoc committee shall decide if the request shall be granted or denied. The ad hoc committee's decision on this question shall be final and subject to no further review. If the request is granted the charges shall be heard by a panel of the national review board constituted as set forth in the resolution under section 3.6.2.3 of the bylaws. In those cases in which such a request is granted and a panel of the national review board makes a decision, there shall be no further appeal of any kind.

(c) After hearing the evidence presented by the professional ethics division or other complainant and by the respondent, the appropriate trial panel hearing the case, a quorum present, by vote of the members present and voting, may, in a manner consistent with section 7.4 of the AICPA bylaws, admonish, suspend for a period of not more than two years, or expel the member against whom the complaint is made, provided that in any case in which the appropriate trial panel finds that a member has

departed from the profession's ethical standards, it may also direct the member concerned to complete specified continuing professional education courses and to report to the joint trial board upon such completion.

(d) In a case decided by a regional trial board the member concerned may request a review by a panel of the national review board of the decision, provided such a request for review is filed with the secretary of the joint trial board division at the principal office of the Institute within thirty days after the decision of the regional trial board, and that such information as may be required by the rules of the joint trial board division shall be filed with such request. Such a review shall not be a matter of right. Each such request for a review shall be considered by an ad hoc committee to be appointed by the chairman of the national review board, who shall appoint an ad hoc committee of not less than three members of the national review board who did not participate in any prior proceedings in the case to consider each such request for review. The ad hoc committee shall have the power to decide whether or not such request for review by a panel of the national review board shall be granted. The ad hoc committee's decision shall be final and subject to no further review. If such request for review is allowed, a panel of the national review board as constituted as set forth in the resolution under section 3.6.2.3 of the bylaws shall review the decision of the regional trial board in accordance with the rules of the joint trial board division. On such review, the panel of the national review board may affirm, modify, or reverse all or any part of the decision of the regional trial board or make such other disposition of the case as it deems appropriate.

The national review board may by general rule indicate the character of reasons which may be considered to be of sufficient importance to warrant an ad hoc committee granting a request for review.

(e) Any decision of any panel of the national review board including any decision of an ad hoc committee shall become effective when made, unless the decision of the panel or committee indicates otherwise, in which latter event it shall become effective at the time determined by the panel or committee. Any decision of a regional trial board shall become effective as follows:

(i) Upon the expiration of thirty days after it is made, if no request for review is properly filed within such thirty-day period.

(ii) Upon the denial of a request for review, if such request has been properly filed within such thirty-day period and is denied by an ad hoc committee.

(iii) Upon the effective date of a decision of a panel of the national review board affirming the decision of an appropriate trial panel in cases where a review has been granted by an ad hoc committee.

(f) A quorum of any panel or ad hoc committee shall consist of a majority of those appointed, unless otherwise provided in the rules of the joint trial board division.

→The next page is 5881.←

BL Section 750**7.5 Reinstatement**

As amended
October 15, 1981

.01 The Council may prescribe the conditions and procedures under which members suspended or terminated under sections 7.3 and 7.4 may be reinstated.

(See section 750 R.)

→ *The next page is 5891.* ←

BL Section 750R**Implementing Resolution
Under Section 7.5
Reinstatement**

As amended
October 15, 1981

Resolved:

.01 (1) That at any time after the publication in a membership periodical of the Institute of a statement of a case and decision, on application of the member concerned, the appropriate panel of either the regional trial board or the national review board which last heard the case and whose decision provides the basis for the publication, may, by a two-thirds vote of the members present and voting, recall, rescind, or modify such decision, which action shall be published in the membership periodical of the Institute. The denial of an application under this section shall not prevent the member concerned from applying for reinstatement under section (2) hereof.

.02 (2) That

(a) Should a judgment of conviction or an order of a governmental authority on which the suspension or termination of membership was based under section 7.3 of the bylaws be reversed or otherwise set aside or invalidated, such suspension shall terminate or such member shall become reinstated when a certified copy of the order reversing or otherwise setting aside or invalidating such conviction or order is filed with the secretary of the joint trial board division, who shall refer the matter to the professional ethics division for whatever action it deems appropriate.

(b) A member who has been suspended or expelled by the joint trial board division pursuant to section 7.4 of the bylaws may request that the suspension terminate or may request reinstatement if a judgment of conviction, an order or finding of any court, or an order of the governmental authority on which the suspension or expulsion was based has been reversed or otherwise set aside or invalidated. Such request shall be referred to the joint trial board division whereupon a hearing panel of the national review board composed of five members designated by the chairman of the national review board may, after investigating all related circumstances, terminate the suspension or reinstate the member concerned by a majority vote of the members present and entitled to vote.

(c) Except as provided in subparagraphs (a) and (b) of this paragraph (2), a member whose membership has been automatically terminated under section 7.3, or who has been expelled by or had his resignation accepted by a panel of the joint trial board division may, at any time after three years from the effective date of such termination, expulsion, or

acceptance of resignation, request reinstatement of his membership. Such request shall be referred to the joint trial board division, whereupon the chairman shall designate five members of the national review board to a hearing panel which may, after investigation, reinstate such member on such terms and conditions as it shall determine to be appropriate. If an application for reinstatement under this subparagraph is denied, the member concerned may again apply for reinstatement at any time after two years from the date of such denial.

→ *The next page is 5901.* ←

BL Section 760***7.6 Publication of
Disciplinary
Action***

As amended
October 15, 1981

.01 Notice of disciplinary action pursuant to section 7.3 or 7.4, together with a statement of the reasons therefor, shall be published in such form and manner as the Council may prescribe.

(See section 760 R.)

BL Section 760R

***Implementing Resolution
Under Section 7.6
Publication of
Disciplinary Action***

As amended
October 15, 1981

Resolved:

.01 That notice of disciplinary action taken under section 7.3 or 7.4 of the bylaws and the basis therefor shall be published in a membership periodical of the Institute. In the case of a suspension or termination pursuant to section 7.3 of the bylaws, such notice shall be in a form approved by the chairman of the trial board and shall disclose the name of the member concerned. In any action pursuant to section 7.4 of the bylaws, the trial board or sub-board hearing the case shall decide, by a majority vote of the members present and voting, on the form of the notice of the case and the decision to be published which shall disclose the name of the member involved when the member is found guilty. The statement and decision, as released by the chairman, trial board, or hearing panel, shall be published in a membership periodical of the Institute. No such publication shall be made until such decision has become effective.

→The next page is 5921.←

BL Section 770***7.7 Disciplinary Sections
Not to Be Applied
Retroactively***

As amended
October 15, 1981

.01 Sections 7.3 and 7.4 shall not be applied to offenses of wrongful conduct occurring prior to their effective dates, but such offenses shall be subject to discipline under the bylaws of the Institute in effect at the time of their occurrence.

BL Section 800**VIII. AMENDMENTS**

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➤ *The next page is 5941.* ←

BL Section 801

Amendments

As amended
October 15, 1981

.01 Amendments to these bylaws and the code of professional ethics shall be accomplished in a manner consistent with this article.

BL Section 810

***8.1 Proposals to Amend
the Bylaws***

As amended
October 15, 1981

.01 Proposals to amend the bylaws may be made by any thirty members of the Council, by any two hundred or more members of the Institute in good standing, by the board of directors, or by petition of 5 percent of the membership as of the end of the prior fiscal year.

→ *The next page is 5961.* ←

BL Section 820***8.2 Proposals to Amend
the Code of Professional
Ethics***

As amended
October 15, 1981

.01 Proposals to amend the code of professional ethics may be made by any thirty members of the Council, by any two hundred or more members of the Institute in good standing, by the board of directors, by the professional ethics division, or by petition of 5 percent of the membership as of the end of the prior fiscal year.

BL Section 830

***8.3 Submission to Council
via Board of Directors***

As amended
October 15, 1981

.01 All such proposals to amend the bylaws or the code of professional ethics, unless made at a meeting of the Council or the board of directors, shall be submitted in writing to the board of directors. The board of directors shall submit all such proposals, accompanied by its recommendation, to the Council for action.

8.3.1 Proposals Not Requiring Council Approval

Following discussion at a meeting of the Council, proposals sponsored by at least 5 percent of the membership shall be submitted to the membership of the Institute for vote by mail ballot pursuant to section 8.4.

→The next page is 5981.←

BL Section 840***8.4 Submission to
Membership by
Mail Ballot***

As amended
October 15, 1981

.01 Amendments proposed under section 8.3.1 and those authorized by the Council under section 8.3 shall be submitted to all of the members of the Institute for a vote by mail ballot on or after ninety days following discussion by the Council, but no later than 180 days following such discussion. If at least two-thirds of those voting approve such proposal, it shall become effective as an amendment to the bylaws or to the code of professional ethics, as applicable. Mail ballots shall be considered valid and counted only if received in the Institute's principal office within sixty days from the date of mailing the ballots to the members.

BL Section 900**GENERAL**

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BL Section 911***Objectives of the American Institute of Certified Public Accountants***

.01 *NOTE:* The following statement of the Institute's objectives reflects a series of actions by Council over the last decade. The objectives set forth here supplement, or in some cases amplify, the opening paragraph of the bylaws devoted to the purposes of the organization.

- To sustain itself as an organization of distinction by the wide participation of its members, by the intense and creative involvement of the best of the profession in Institute affairs, and by an exceptional quality of staff performance.
- To adopt a form of organization best designed to meet the needs of all its members both in and out of practice.
- To engage a full-time staff of sufficient size and competence and to organize their efforts—both in terms of direct staff work and assistance to committees—so that the organization can move with speed and precision to continually strengthen its service and its leadership.
- To perform in a manner which will persuade all parties at interest—government, financial institutions, the business community, universities, and the public generally—to accept the organization as the authoritative source of principles and procedures in its field.
- To promote improvements in financial reporting by seeking to eliminate variations in reporting practices which are not justified by substantial differences in circumstances.
- To communicate effectively to the public, as well as to all levels of government, in regard to matters of concern to the profession.
- To produce valuable, new knowledge in its field through research and experimentation, analysis and synthesis of experience, and development and adaptation of new techniques.
- To identify those areas in society where the need for the CPA's attest function exists and to assist its members in equipping themselves to perform the attest function wherever a useful social purpose would be served.
- To maintain surveillance over practice in the interest of promoting high standards of performance by the profession and public confidence in its work.
- To promote the adoption of uniform, nationwide standards governing the issuance of CPA certificates, recognition of qualified accountants of other

countries, and freedom of movement in interstate and international accounting practice.

- To serve as a constructive force in improving education for the profession and, ultimately, all business education.
- To encourage a continuous restatement of those areas of knowledge and technical competence required by the CPA in his present and prospective professional practice, and a clarification of the responsibilities appropriate to universities, practitioners, and professional societies in the education and training of CPAs.
- To maintain a high level of quality in its publications and in its program of professional development, and thus to aid its members in discharging their commitment as professional men to a lifetime of study and self-improvement.
- To coordinate, on a voluntary basis, the plans, programs, and activities of the state societies and of the Institute, with particular emphasis on the adoption of uniform codes of professional ethics and enforcement procedures.
- To cooperate fully with all organizations of accountants, both at home and abroad, to the end that the entire accounting function can make its maximum contribution to the public good.
- To encourage every eligible CPA, in furtherance of his personal development and in fulfillment of his professional obligations, to become a member of both his state society and the Institute.
- To encourage all CPAs to perform a wide range of services in the broad field of accounting consistent with their professional competence and their ethical responsibilities. (*See BL section 921, "A Description of the Professional Practice of Certified Public Accountants" which was approved by Council in 1966 as an official statement of Institute policy.*)

→ *The next page is 6031.* ←

BL Section 921

A Description of the Professional Practice of Certified Public Accountants

.01 Certified public accountants practice in the broad field of accounting.

.02 Accounting is a discipline which provides financial and other information essential to the efficient conduct and evaluation of the activities of any organization.

.03 The information which accounting provides is essential for (1) effective planning, control, and decision-making by management, and (2) discharging the accountability of organizations to investors, creditors, government agencies, taxing authorities, association members, contributors to welfare institutions, and others.

.04 Accounting includes the development and analysis of data, the testing of their validity and relevance, and the interpretation and communication of the resulting information to intended users. The data may be expressed in monetary or other quantitative terms, or in symbolic or verbal forms.

.05 Some of the data with which accounting is concerned are not precisely measurable, but necessarily involve assumptions and estimates as to the present effect of future events and other uncertainties. Accordingly, accounting requires not only technical knowledge and skill, but even more important, disciplined judgment, perception, and objectivity.

.06 Within this broad field of accounting, certified public accountants are the identified professional accountants. They provide leadership in accounting research and education. In the practice of public accounting CPAs bring competence of professional quality, independence, and a strong concern for the usefulness of the information and advice they provide, but they do not make management decisions.

.07 The professional quality of their services is based upon experience and the requirements for the CPA certificate—education and examination—and upon the ethical and technical standards established and enforced by their profession.

.08 CPAs have a distinctive role in examining financial statements submitted to investors, creditors, and other interested parties, and in expressing independent opinions on the fairness of such statements. This distinctive role has inevitably encouraged a demand for the opinions of CPAs on a wide variety of other representations, such as compliance with rules and regulations of government agencies, sales statistics under lease and royalty agreements, and adherence to covenants in indentures.

.09 The examination of financial statements requires CPAs to review many aspects of an organization's activities and procedures. Consequently they can advise clients of needed improvements in internal control and make constructive suggestions on financial, tax, and other operating matters.

.10 In addition to furnishing advice in conjunction with their independent examinations of financial statements, CPAs are engaged to provide objective advice and consultation on various management problems. Many of these involve information and control systems and techniques, such as budgeting, cost control, profit planning, internal reporting, automatic data processing, and quantitative analysis. CPAs also assist in the development and implementation of programs approved by management.

.11 Among the major management problems depending on the accounting function is compliance with tax requirements. An important part of the practice of CPAs includes tax planning and advice, preparation of tax returns, and representation of clients before government agencies.

.12 CPAs also participate in conferences with government agencies such as the Securities and Exchange Commission, and with other interested parties, such as bankers.

.13 Like other professionals, CPAs are often consulted on business, civic, and other problems on which their judgment, experience, and professional standards permit them to provide helpful advice and assistance.

.14 The complexities of an industrial society encourage a high degree of specialization in all professions. The accounting profession is no exception. Its scope is so wide and varied that many individual CPAs choose to specialize in particular types of service.

.15 Although their activities may be diverse, all CPAs have demonstrated basic competence of professional quality in the discipline of accounting. It is this which unites them as members of one profession, and provides a foundation for extension of their services into new areas.

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