ETHICS COMMITTEE CHARGE

Number of Members  9
Must be an odd number for purposes of voting

Composition
Members shall include a Chair and a Vice Chair, two prior senior volunteer leaders (Past Presidents or former Trustees), a non-EP who has served on an ethics committee for another organization and four to six at-large members representing diverse constituencies, including a pediatric and basic science representative. The Society’s legal counsel shall serve as a non-voting expert resource. The Chair may invite guests as needed to expedite information sharing.

Method of Appointment
The Committee Chair, Vice Chair and members shall be appointed by the President-Elect, in consultation with the President and the Chief Executive Officer.

Term of Office
One year. Reappointment for two additional, consecutive one-year terms is permissible.

Accountability
Reports to: Board of Trustees
Key Relationships: Executive Committee, Education Committee, Education Programs and Services Subcommittee, Health Policy Committee; Scientific and Clinical Documents Committee; others as warranted

Purpose
To safeguard the Society’s reputation as an ethical organization.

Responsibilities

- Ensure compliance with the Society’s Code of Ethics and Professional Standards.
- Ensure that the Society’s policies, procedures and sanctions are fully communicated to Members and participants in educational activities, products and services, and publications.
- Orient officers, trustees and committee chairs to their obligations and responsibilities under the Code of Ethics and Professional Standards.
- Oversee regular submission and random auditing of disclosure statements provided by volunteers, staff and educational participants.
• Oversee a mechanism for the reporting of potential violations at educational activities by Members, staff and attendees.

• Investigate reports of potential violations.

• Impose and enforce sanctions or other judgments that are consistent, impartial and fair.

• Oversee a mechanism for an independent appeals process.

• Review proposals for new initiatives referred by the Non-CME Programs and Services Subcommittee, other committees, or Management for potential conflict of interest.

• Act upon hardship waiver requests from officers and the journal editor.

• Coordinate with the CME Compliance Subcommittee to ensure that the Society’s disclosure and conflict of interest procedures align with the Accreditation Council for Continuing Medical Education’s accreditation standards.

• Periodically evaluate the effectiveness of the Society’s Code of Ethics and Professional Standards, Guidance for the Heart Rhythm Society Pertaining to Interactions with Industry, and whistleblower policies, and recommend revisions to the Board.

• Biennially review, assess and update committee policies and procedures.

**Decision-Making Authority**

• Establish committee procedures, including auditing, reporting and appeals.

• Conduct investigations.

• Levy and enforce sanctions.

• Authorize waivers.

**Meeting Frequency**

At least two meetings annually, by teleconference or face-to-face. Additional meetings as needed.

**Estimated Time Commitment**

Up to 1 hour per month

*Scheduled*

  Committee Conference Calls (monthly, as needed)

*Ad Hoc*

  Possible in-person meetings at ACC annual or HRS Scientific Sessions

**Busiest Times of the Year**

  Prior to Board meetings (September, January, May)

*Revised March 2021*
Limitations*
Ethics Committee members must have disclosure totals less than $100,000, excluding institutional research and fellowship support and/or less than $50,000 for a relationship with a single company.