

Conflict of Interest Policy

1. Purpose

The purpose of this Conflict of Interest Policy is to ensure the integrity and transparency of decisions made by the club's Board of Directors, committee members, staff, and volunteers. This policy aims to prevent any potential or actual conflicts of interest from influencing the decision-making process and protect the club's interests.

2. Definition of Conflict of Interest

A conflict of interest arises when a board member, officer, employee, or volunteer has a personal, financial, or other interest that may compromise, or appear to compromise, their ability to make impartial decisions on behalf of the club. Conflicts may arise in, but are not limited to, situations where an individual:

- Stands to gain financially or personally from a club decision or action.
- Has a family member or close associate with a direct interest in the club's business or activities.
- Is involved with another organization, business, or activity that competes with or has dealings with the club.

3. Duty to Disclose

Any individual covered by this policy must disclose any actual, potential, or perceived conflict of interest at the earliest possible opportunity, and before participating in any related decisions. This includes:

- Financial or business interests in companies or organizations doing business with the club.
- Personal relationships that may influence decision-making.
- Any position or participation in outside organizations that could affect the individual's judgment in club matters.

4. Procedure for Disclosure

- The individual must disclose the conflict in writing to the President or relevant committee chair as soon as the conflict becomes apparent.
- The disclosure should describe the nature of the conflict and how it may affect the individual's role in decision-making.

- The board or committee will assess the disclosure and determine the appropriate course of action.

5. Handling Conflicts of Interest

When a conflict of interest has been disclosed:

- The individual with the conflict must abstain from any discussions, deliberations, or votes related to the matter in question.
- The board or committee may request the individual's input for informational purposes but will require them to recuse themselves from any decision-making.
- If necessary, the board may seek an independent third party to review the matter to ensure impartiality.

6. Consequences of Non-Disclosure

Failure to disclose a conflict of interest may result in disciplinary actions, which could include removal from a position of authority, suspension from club activities, or other measures as deemed appropriate by the board.

7. Record-Keeping

All disclosed conflicts of interest and actions taken in response will be documented in the minutes of the relevant meeting. The documentation will include the nature of the conflict, the decision made by the board or committee, and the individual's recusal from discussions and votes.

8. Annual Statements

All board members, officers, and key volunteers must sign an annual statement acknowledging that they have read, understood, and agree to comply with this Conflict of Interest Policy.

9. Review and Amendments

This policy will be reviewed annually by the board and updated as needed to ensure its continued effectiveness.

This policy aims to uphold the integrity of the club's decision-making processes by preventing conflicts of interest from influencing actions taken on behalf of the club.