



GSC Conflict of Interest Policy

Policy purpose:

To define conflict-of-interest and the process for disclosure.

Policy scope:

This policy applies to the board of directors and committee members of the Guelph Skating Club.

Policy statement:

Board and committee members have an obligation to conduct business within guidelines that prohibit actual or perceived conflicts of interest. This policy establishes the framework within which the Guelph Skating Club wishes its business to operate. The purpose of these guidelines is to provide general direction so that board and committee members can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or perceived conflict of interest occurs when a board or committee member is in a position to influence a decision that may result in personal gain or gain for a relative as a result of the Guelph Skating Club's operations. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the board or committee member is similar to that of persons who are related by blood or marriage.

Board and committee members have the responsibility of administering the affairs of the Guelph Skating Club honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the Guelph Skating Club. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the Guelph Skating Club or knowledge gained there from for their personal benefit or the benefit of a related party. The interests of the organization must have the first priority in all decisions and actions.

In connection with any actual or possible conflict of interest, a board or committee member must disclose the existence of the interest and be given the opportunity to disclose all material facts to the board and committee members. After disclosure of the interest and all material facts, and after any discussion with the interested board or committee member, he or she shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

If a board or committee member has reasonable cause to believe a member of the meeting has failed to disclose actual or possible conflicts of interest, they shall inform all members of the meeting of the basis for such belief and afford the member of interest an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the board or committee members determines the member of interest has failed to disclose an actual or perceived conflict of interest, it shall take appropriate disciplinary and corrective action.