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## **CONFLICT OF INTEREST POLICY**

### **Terrace Ringette Association**

#### **1. Purpose**

The duty of all board members is to be impartial and fair in rendering decisions in accordance with the board's mandate as set out in the constitution, by-laws and approved policies. This applies to financial matters, and also to the personal interest of any Board Member acting as an individual consumer of this organization's services. This Conflict of Interest Policy aids Board Members in identifying and dealing with actual and potential conflicts of interest.

#### **2. Scope**

This policy applies to all Directors of the Association (including those designated in the Bylaws as Officers).

#### **3. Principles**

Conflicts of interest occur whenever a Director acts in a position of authority on an issue in which they have financial or other interests. In other words, when there is a dual interest or the appearance of a dual interest for any board member, the potential for a conflict of interest exists. For example, Directors could be in conflict of interest if they offer services to the organization on whose Board they serve, even if the charge for these services is at or below the market value.

In cases of potential conflict of interest, Directors must act to preserve and enhance trust in the organization by putting the interests of the TRA ahead of all other business and personal interests. In addition to the general sensitivity to self-dealing, activities which appear to have a conflict of interest can be the basis for lawsuits against the Directors and organization.

#### **4. Process**

As a Director of the Association you will:

- Always declare a conflict of interest when topics directly affect you.
- Represent un-conflicted loyalty to the interests of the TRA and its Membership. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards, as well as personal interest of any Director acting as an individual consumer of this organization's services.
- Avoid any conflict of interest with respect to your fiduciary responsibility. There must be no self-dealing or any conduct of private business or personal services between any Director and the TRA except as procedurally controlled according to this policy to assure openness, competitive opportunity and equal access to otherwise "inside" information.
- If you stand to gain financially from a decision being made by the board, disclose and

- absent yourself from the proceedings without attempting to influence the discussion, without participating in the discussion and without voting.
- Not use your position to obtain, for yourself or for family members, any benefits from the TRA above what is available to other Members.

When Directors or Officers are confronted with an actual or apparent conflict of interest they shall disclose information related to the possibility of dual interests to others on the Board. Minimally, the Board Member needs to inform the rest of the Board of the important facts and details and must abstain from voting on the transaction.

If there is doubt as to a board member's ability to be impartial and fair (whether the conflict is self-declared or not), the remaining Board Members shall, by majority vote, determine whether the board member shall be disqualified from the discussion and removed from the proceedings without voting.

These actions should be recorded in the minutes to document the disclosure and the vote.

## **5. Compliance and Consequences**

Board decisions on non-self-declared conflicts of interest are open to appeal under the Appeals policy.