

# **Regina Ski Club Conflict of Interest Policy**

Policy approved by Board February 6, 2023

## **Objectives**

1. The objectives of this policy are to:
  - a. Protect the members' trust in Club decision making;
  - b. Protect Club decision makers by establishing a consistent and transparent approach in identifying and managing real, potential or perceived conflicts of interest appropriately and effectively.

## **Definitions**

2. "Conflict of Interest" – Any situation in which an Individual's decision-making on behalf of Regina Ski Club is, could be, or could be perceived to be influenced by personal, family, financial, business, or other private interest, whether a pecuniary interest or a non-pecuniary interest.
3. "Pecuniary Interest" - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.
4. "Non-Pecuniary Interest" - An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss.

## **Background**

5. In not-for-profit organizations, Directors are required, by law, to act as a trustee (in good faith, or in trust) of the Association. Directors, and other stakeholders, must not put themselves in positions where making a decision on behalf of the Association is connected to their own "pecuniary" or "non-pecuniary" interests.
6. This Policy applies to all members of Regina Ski Club when they are acting on behalf of Regina Ski Club.

## **Policy Statements**

7. Integrity is a core value for Regina Ski Club. The Club expects all members to, when making decisions on behalf of the Club, avoid or address any real or perceived conflict of interest.
8. To avoid conflict of interest club members and employees, when acting for Regina Ski Club, will not:

- a. give preferential treatment to themselves, family members, friends, colleagues, or organizations in which they, their family members, friends, or colleagues have an interest, financial or otherwise;
  - b. without the permission of the Association, use the Association's property, equipment, supplies, or services for activities not associated with the performance of their official duties with the Association;
  - c. accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of their duties with the Regina Ski Club.
9. To avoid any real or perceived conflict of interest persons acting on behalf of Regina Ski Club must disclose real or perceived conflicts of interest to the President or Vice-President or the Club's Board immediately upon becoming aware that a conflict of interest may exist.
10. Board members who learn of a potential or perceived conflict of interest will report on it to the next board meeting, or by email if no timely Board meeting is scheduled.
11. If the club member has not recused themselves from the affected decision, The Board will determine if there is a real or potential conflict of interest or only a perceived conflict of interest.
12. If the Board determines there is a real or potential conflict of interest the individual will recuse himself or herself from the decision making.
13. If a person in a real conflict of interest will not voluntarily resolve the conflict the Board may act to resolve it by limiting the individual's role to remove the conflict, or, if other resolution is not feasible, removing the individual from their volunteer role or terminating the employee. Before taking such action the Board will ensure the individual has a full opportunity to explain their position.

## **Conflict of Interest Complaints**

14. Any person who believes that an Individual may be in a conflict of interest situation should report the matter, in writing or verbally, to the Club President or Vice-President. The President or Vice-President will investigate by contacting the person alleged to be in a conflict of interest and other Board members or involved members as appropriate to determine if there is a real conflict of interest and, if so, to ensure the conflict is resolved in a fashion consistent with this policy.
15. The President and/or Vice-President will report on any allegation of conflict of interest and on actions taken to resolve it at the next board meeting.

## **Annual Review of Policy and Potential Conflicts**

16. The Board, at its first meeting of the fall, shall review the Conflict of Interest Policy to ensure all members are aware of it and of the importance of declaring any real, potential or perceived conflict of interest.