

<i>Policy Name</i>	BOARD CONFLICT OF INTEREST POLICY
<i>Issue No</i>	Issue 1.0
<i>Issue Date</i>	2025-02-16

Preamble

The purpose of this policy is to ensure that the Board of Directors of the Chilliwack Curling Club (CCC) Society conducts its affairs in a manner that maintains public trust and confidence. This policy provides guidelines for identifying, disclosing, and managing conflicts of interest.

Scope

This policy applies to members of the Chilliwack Curling Club Society Board of Directors.

Definitions/Abbreviations

<i>CCC, Club</i>	Chilliwack Curling Club
------------------	-------------------------

Policy

1. Definition of Conflict of Interest

A conflict of interest arises when a Board member's personal, professional, or financial interests interfere with or appear to interfere with their duty to act in the best interests of the Chilliwack Curling Club Society. Conflicts may be actual, perceived, or potential and can include, but are not limited to:

- 1.1. **Financial Interests:** When a Board member or their close associate (e.g., family member, business partner) has a financial stake in a decision made by the Board.
- 1.2. **Personal Relationships:** When a Board member's relationship with a staff member, contractor, or vendor could influence their judgment.
- 1.3. **Competing Loyalties:** When a Board member serves on another board or has obligations to another organization that may create a conflict with their duties to the Club.

2. Disclosure and Management of Conflicts of Interest

- 2.1. **Disclosure:** Board members must disclose any potential conflicts of interest as soon as they arise. Disclosures should be made to the Board President or, if the President is involved, to the Vice President.
- 2.2. **Recusal:** A conflicted Board member must refrain from participating in discussions or voting on matters where a conflict exists.
- 2.3. **Documentation:** Any conflicts and the actions taken to address them must be recorded in the Board meeting minutes.

3. Examples of Conflicts of Interest and Actions to Take

3.1. Financial Conflicts

- 3.1.1. **Personal Business Contracts** – A director owns or is involved in a business that the Club contracts for services (e.g., catering, food/beverage supply, maintenance, or equipment supply).

- 3.1.1.1. **Action:** The director must disclose their interest to the Board and recuse themselves from discussions and decisions related to the contract. Competitive bidding should be used to ensure fairness.
- 3.1.2. **Compensation** – The Club pays a director’s family member for services beyond board duties.
 - 3.1.2.1. **Action:** The director must disclose this relationship and abstain from discussions and votes related to compensation decisions.
- 3.1.3. **Investments** – A director has a financial stake in a company that does business with the Club.
 - 3.1.3.1. **Action:** The director must disclose their financial interest and recuse themselves from any related Board decisions.

3.2. Organizational Conflicts

3.2.1. **Dual Board Memberships** – A director serves on the board of another organization with competing interests (e.g., another local sports facility or a competing nonprofit).

3.2.1.1. **Action:** The director must disclose this membership and abstain from discussions and decisions where interests may conflict.

3.2.2. **Employment Conflict** – A director is an employee of the Club or has a family employed by the Club, potentially influencing hiring, salaries, or evaluations.

3.2.2.1. **Action:** The director must not participate in discussions or votes related to employment matters involving themselves or their family.

3.2.3. **Grant & Funding Influence** – A director has influence over grant decisions and directs funds to organizations they are personally involved with.

3.2.3.1. **Action:** The director must disclose the relationship and abstain from discussions or votes on funding decisions involving organizations with which they are associated.

3.3. Personal & Relational Conflicts

3.3.1. Family & Friends– A director’s close family member applies for a job, contract, or scholarship from the Club.

3.3.1.1. **Action:** The director must disclose the relationship and recuse themselves from the hiring or award decision.

3.3.2. Personal Benefits – A director receives free or discounted use of Club facilities that are not offered to other members.

3.3.2.1. **Action:** The Board should ensure that all benefits provided are aligned with Club policies and applied consistently to all members.

3.3.3. Favouritism in Decision-Making – A director pushes for policy changes that benefit a specific group they are personally connected to (e.g., league scheduling that favours a team they coach).

3.3.3.1. **Action:** The director must disclose any personal connections and refrain from influencing or voting on related matters.

3.4. Legal & Ethical Conflicts

3.4.1. **Confidentiality Breach** – A director shares sensitive information about the Club’s operations with external parties for personal or business gain.

3.4.1.1. **Action:** The director may face disciplinary action, including removal from the Board, depending on the severity of the breach.

3.4.2. **Legal Action Against the Club** – A director is involved in a lawsuit or legal dispute against the Club.

3.4.2.1. **Action:** The director must disclose the conflict and may be required to step down from the Board if the dispute affects their ability to act in the Club’s best interests.

3.4.3. **Accepting Gifts or Bribes** – A director accepts gifts or favours from vendors or sponsors in exchange for preferential treatment.

3.4.3.1. **Action:** The director must refuse such gifts and report any inappropriate offers to the Board. Violations may result in disciplinary action.

4. Duty of Loyalty

- 4.1. Board members must always act in the best interests of the Chilliwack Curling Club Society and set aside personal interests when making decisions on behalf of the organization.

5. Enforcement

- 5.1. Failure to disclose a conflict of interest or comply with this policy may result in disciplinary action by the Board, up to and including removal from the Board.

Approved by the Board of Directors

Date: 2025-03=25

--- End of BOARD CONFLICT OF INTEREST POLICY ---