



CONFLICT OF INTEREST POLICY

Policy number	6	Version	No.1
Drafted by	Mark Dowling	Approved by	July 2021
Responsible person	Mark Collier	Committee on	
		Scheduled review date	July 2022

INTRODUCTION

The Committee of Southside Beekeepers Club is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

PURPOSE

This policy has been developed to provide a framework for:

- all Committee Members in declaring conflicts of interest; and
- the Committee, when determining how to deal with situations of conflict.

POLICY

A conflict of interest may occur if an interest or activity influences or appears to influence the ability of Committee Member to exercise objectivity.

The Committee places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the member concerned and documented in the Committee's Conflicts of Interest Register.

A Committee member who believes another Committee member has an undeclared conflict of interest should specify in writing the basis of this potential conflict.

Where a Committee member has a conflict of interest, as defined by statute, that Committee member shall not initiate or take part in any Committee discussion on that topic (either in the meeting or with other Committee members before or after the Committee meetings), unless expressly invited to do so by unanimous agreement by all other members present.

Where a Committee member has a conflict of interest, as defined by statute, that Committee member shall not vote on that matter.

The Committee may supplement the statutory definition of conflict of interest if it so wishes, in which case the same procedures shall apply.

Committee members are not barred from engaging in business dealings with the organisation, provided that these are negotiated at arm's length without the participation of the Committee member concerned.

AUTHORISATION

[Signature of Committee President]

[Date of approval by the Committee]

[Southside Beekeepers Club]



CONFLICT OF INTEREST PROCEDURES

Procedures number	<<insert number>>	Version	<<insert number>>
Drafted by	<<Mark Dowling>>	Approved by President	<<insert date>>
Responsible person	<<Mark Collier>>	on	
		Scheduled review date	<<insert date>>

RESPONSIBILITIES

The President is responsible for bringing this policy to the attention of prospective Committee members.

All Committee members and general members are responsible for respecting this policy.

PROCEDURES

Before Committee Member begins his or her service with the organisation, he or she shall file with the President and or Secretary a list of his or her principal business activities, as well as involvement with other charitable and business organisations, vendors or business interests, or with any other associations that might produce a conflict of interest. This information should be documented in the Conflict of Interest Checklist.

Further, Members shall declare any conflicts of interest of which they become aware either at the start of the Committee meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes. The interest should also be documented in the Conflict of Interest Checklist.

Where a conflict of interest or potential conflict of interest, as defined below, is identified and/or registered, the Committee member concerned shall leave the room as soon as that item comes up for discussion. The concerned Committee member shall not vote on that issue, nor initiate or take part in any Committee discussion on that topic (either in the meeting or with other Committee members before or after the Committee meetings), unless expressly invited to do so by unanimous agreement by all other members present. The Committee Member's abstinence should be recorded in the meeting minutes.

If a person declares themselves to have an existing or potential conflict of interest, confidentiality will be respected. If a person alleges that another person has a conflict of interest, whether existing or potential, and that person does not agree, and if the Committee cannot resolve this allegation to the satisfaction of both parties, the matter shall be referred to the Committee. This committee will make a recommendation as to what action shall be taken.

'Conflict of interest' is defined as applying

1. in accordance with the statute, where a Committee member stands to gain financially from any business dealings, programs or services of the organisation, other than where
 - a. the Committee member falls into the class of people benefited by the organisation and the financial gain is of a nature common to other beneficiaries, or
 - b. the person is an employee of the organisation, and the financial gain is of a nature common to other employees.
2. under the bylaws of the organisation,
 - a. where the immediate family or business connections of a Committee member stands to gain financially from any business dealings, programs or services of the organisation,
 - b. where a Committee member or the ex-officio member of the Committee has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of

Related Documents

- Conflict of Interest Checklist

AUTHORISATION

[Signature of President]

[Name of President]

[Date]

APPENDIX A

CONFLICT OF INTEREST CHECKLIST

This checklist is to be used by the President of the Committee of Southside Beekeepers Club each meeting to record conflicts of interest identified by Committee members.

Completed checklists should be stored with the minutes of each meeting.

After the opening of the meeting, ask all the members to declare any potential conflict of interest arising out of any of the issues to be put to the meeting.

Date of Meeting: / / 20__

Name of Member _____

Issue of Conflict _____

- Note the disclosure of the conflict of interest and the decision of the Committee on how to deal with this conflict.

Record Response _____

- Ensure that the minutes record the declaration of interests declared at this meeting

Dated the _____ day of _____ 20__

Signed

Position