



Student Union Society Conflict of Interest Policy

EFFECTIVE: November 2003

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AUTHORITY: Governance Committee

RATIFIED BY: SUS Board of Directors

RELATED DOCUMENTS

- Conduct Policy
 - Confidentiality Policy
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Purpose

This policy describes types of conflicts of interest, the responsibilities of a Member when a conflict exists, and the consequences for failing to disclose a conflict, to ensure that Members act dutifully, in good faith, and in the best interests of the Society.

1.0 Applicability

1.1 All members of the Society (“Members”), as outlined in the Bylaws, are bound by this policy.

1.1.1 Directors and officers of the Society must sign the current policy at the beginning of their term, and again if this policy is updated at any point while they hold office.

1.2 Non-member staff of the Society are bound by this policy, unless otherwise superseded by their employment contract.

2.0 Types of Conflict

2.1 Specific conflicts of interest include, but are not limited to:

2.1.1 A direct or indirect financial interest in any proposed business or transaction of the Society;

2.1.2 A family member with a direct or indirect financial interest in any proposed business or transaction of the Society;

2.1.3 An employee/employer relationship between a Member and an affected party of any proposed business or transaction of the Society;

2.2.4 Obtaining a personal financial gain from information of the Society;

2.2.5 Holding an Executive, Board, or other senior position with another organization, including UFV;

2.2.6 A close personal friend with a financial interest in any proposed business or transaction of the Society;



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2.2.6.1 Members may be involved in any business or transaction of the Society with a close personal friend, provided that the relationship is disclosed and the terms of such business or transaction are reasonable and comparable to other similar business or transaction.

2.2.6.2 During the hiring process, Members must fully disclose any relationship with any candidate at the beginning of the process. At the discretion of the hiring committee, the Member may or may not be permitted to participate in the hiring decision.

2.2.7 Ownership by a Member, or a related person, of 10% or more of shares and/or control of a public or private corporation, or membership of a Member, or related person, in a business partnership.

2.2 Directors and officers are not permitted to accept a fee, gift, bequest, personal benefit, or hospitality that is offered by virtue of their position in the Society without the approval of the Board.

2.2.1 This does not apply to a gift or personal benefit that is incidental to the protocol or social obligations that normally accompany the responsibilities of office.

2.2.2 If a gift or personal benefit referred to in section 2.2.1 above exceeds \$150 in value, or if the total value received directly or indirectly from one source in any twelve month period exceeds \$150, a director or officer immediately must disclose the gift or benefit, its source, and the circumstances to the Board. The Board may allow the recipient to keep the gift or benefit, order it be returned, or dispose of it in any manner it sees fit.

3.0 Disclosing a Conflict

3.1 A Member must self-disclose a conflict or potential conflict prior to discussion of the matter.

3.1.1 When a Member discloses a potential conflict, the voting membership at the meeting determines by majority vote whether a conflict exists.

3.1.2 During a regular meeting the Member must abstain from discussion or voting on the matter.

3.1.3 During an *in-camera* meeting or session, the Member must recuse themselves from the meeting while the matter is discussed and/or voted on.

3.2 A Member must state the perceived conflict of another Member, and the voting membership at the meeting will determine by majority vote whether a conflict exists.



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3.3 At the discretion of the membership at the meeting, a Member in conflict may be permitted to speak, but never vote, on the matter.

3.4 At the beginning of each term at the first council meeting, all members of the Board must disclose all conflicts that exist at that point in time.

3.4.1 This does not remove the responsibility of Members to act in accordance with sections 3.1 and 3.2 throughout the term.

3.5 If the Chair of a meeting is in conflict, they shall relinquish the Chair while the issue on which they have a conflict is under discussion.

4.0 Failure to Disclose a Conflict

4.1 Where it is determined that a Member was in conflict during a matter, and that Member failed to disclose the conflict, the Board and/or Executive Committee as applicable may take any range of disciplinary action deemed appropriate in accordance with the bylaws and policies of the Society.