

**POLICIES AND PROCEDURES**

<b>SECTION TITLE:</b> BOARD OF DIRECTORS	<b>SECTION REFERENCE:</b> BD
<b>POLICY TITLE:</b> CONFLICT OF INTEREST	<b>POLICY NUMBER:</b> BD-002

**POLICY STATEMENT:**

NO MEMBER OF THE BOARD NOR ANY CONSTITUENCY REPRESENTED BY A MEMBER OF THE BOARD, SHOULD BENEFIT IN AN IMPROPER MANNER FROM THE OPERATIONS OF THE STUDENT CENTRE DUE TO THEIR MEMBERSHIP.

**PURPOSE:** TO ESTABLISH A PROCEDURE TO GOVERN CONFLICT OF INTEREST.

**PROCEDURE:**

1. A conflict of interest shall exist when a member has either a personal interest in an issue before the Board of Directors or its Committees or if a member represents a constituency or an organization which has an interest in an issue before the Board of Directors or its Committees;
2. For the purposes of this resolution "interest" shall refer to a real or potential financial benefit, gain, or reward either to an individual or to a constituency;
3. All members of the Board of Directors or its Committees shall openly declare such conflict of interest referred to in paragraph '1' above; upon such declaration, the member(s) in question shall absent themselves from all discussions and deliberations of the Board or its Committees regarding the issue at conflict;
4. No member, having declared a conflict, shall receive information or documentation regarding the issue at conflict;
5. No member of the Board of Directors or its Committees shall share with a member in conflict any verbal or written information or documentation regarding the issue at conflict;
6. If a majority of members of the Board of Directors or its Committees declare a conflict of interest on a particular issue before the Board or its Committees, then a special committee of the Board or a sub-committee of the applicable Committee(s) shall be struck to deal solely with that particular issue; any such committee or sub-committee shall be vested with the full authority of either the Board or the applicable Committee(s) and;
7. The Executive Committee of the Board of Directors shall make an initial determination if a member has failed to declare a conflict of interest where required by this resolution; the Executive Committee shall determine if such a failure warrants the summoning of a special meeting of the members of the Corporation in accordance with section 4.6 of By-law Number One.

<b>Contact Person (title):</b>	Chairperson / Executive Director
<b>Cross-Manual Reference:</b>	
<b>Monitoring Tools:</b>	Board Minutes
<b>Relevant Forms:</b>	N/A
<b>Board Approval Date:</b>	10 October 1989
<b>Review Dates:</b>	
<b>Revised Date(s):</b>	25 Octboer 2000