



CONFLICT OF INTEREST POLICY

PURPOSE:

To set out the process and procedure for ensuring that all conflicts of interest are disclosed and that all matters before the Border Collie Club of South Australia Inc (BCCSA) Committee are uninfluenced by any personal interests of any committee member, appointed official or member. This policy sets out to eliminate unethical behaviour real or perceived within the Club.

DENINITION:

For the purpose of this policy “conflict of interest” is defined as:

Any situation in which an individual or corporation is in a position to exploit a professional or official capacity in some way for their personal, family or corporate benefit.

Any relationship that is or appears to be not in the best interest of the organisation.

A conflict of interest would prejudice an individual’s ability to perform his or her duties and responsibilities objectively.

SCOPE: This policy and procedure is to be followed by:-

All BCCSA committee members, all appointed officials that act on behalf of BCCSA and any employees or volunteers of the Club.

REFERENCES: BCCSA Constitution, all relevant state and federal legislation and amendment as passed from time to time.

RESPONSIBILITY: Each individual elected, appointed or hired to fill a position within the Club including, but not confined to the BCCSA management committee, officials appointed to fill key roles and any BCCSA volunteers, staff members or contractors.

PREAMBLE:

All individuals must ensure that any conflicts of interests are disclosed to the BCCSA management committee.

All elected / appointed officials, volunteers or employee(s) must at all times act in the best interests of the Club and its aims and goals.

All actions must place the interests and continued wellbeing of the Club as their primary concern in all matters they are asked to decide or adjudicate in their official capacity for the Club.

Under no circumstances should an individual derive personal benefit or act in a way that brings the reputation of the Club into disrepute.

At all times the best interests of all BCCSA members must be considered and all personal or specific regional interests must be of secondary consideration.

Gifts, Gratuities and Entertainment.

Accepting gifts, entertainment or other favours from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favour does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of Border Collie Club of South Australia Inc. Donated items from members can be accepted.

PROCEDURE:

Ongoing conflicts of interest:

Annually, each Committee member, officer, employee and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which s/he is involved that he or she believes could contribute to a Conflict of Interest.

Such relationships, positions or circumstances might include service as a director of or consultant to another not for profit organisation, or ownership of a business that might provide goods or services to Border Collie Club of South Australia Inc.

Any such information regarding the business interests of a director, officer, employee or volunteer, or a Family Member thereof, shall be treated as confidential and shall generally be made available only to the President and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

New or item/ matter specific conflicts of interest:

Any possible conflicts of interest must be disclosed to the BCCSA management committee.

- (1) By submission of the annual disclosure form (ongoing conflicts of interest)
- (2) Writing (email correspondence is acceptable)
- (3) or at a duly convened meeting of the management committee.

The notice of disclosure shall be noted in the minutes of the meeting (or the next meeting after the receipt of notification)

In all instances where there is a conflict of interest the member shall be automatically excused from decisions where such a conflict exists.

Such person's ineligibility to vote shall be reflected in the minutes of the meeting.

The individual is not automatically excluded for any discussion pertaining to the matter unless directed by the BCCSA President or nominated Chairperson or at the request of the majority of the BCCSA committee.

(This situation may arise where a Parent may be a Committee member and seeks advantage for their child or partner to be rewarded above a more suitable recipient. In the event of a Parent/Child relationship the Committee members should not participate in discussions, leave the room and shall not be able to vote on that matter).

Confidentiality. Each Committee member, officer, employee and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of Border Collie Club of South Australia Inc., including non-disclosure of discussions whilst out of the room as a result of conflict.

Furthermore, committee members, officers, employees and volunteers shall not disclose or use information relating to the business of BCCSA for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

Failure to disclose a conflict of interest will be dealt with by the BCCSA management committee under the provisions of the BCCSA Constitution.

Following adjudication the penalties applied may include, but are not limited to the dismissal and expulsion of the elected/appointed member, volunteer or employee.



BORDER COLLIE CLUB
OF SOUTH AUSTRALIA

Basic Conflict of Interest Disclosure Form

Name: _____

Position (Member/employee/volunteer): _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between Border Collie Club of South Australia Inc and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify other not for profit and for-profit organisations you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of any businesses you or a family member own):

I am related to the following members of the Border Collie Club of SA:

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of Border Collie Club of South Australia Inc.

Signature: _____

Date: _____

(Adopted 20/12/2020)