



# Conflict of Interest Policy

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## 1.1. Policy or Position Summary:

Members of the Board of Directors and voting members of the Society's standing committees must commit to act in the best interest of the Society and prioritize that over their own personal interests.

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## 1.2. Definitions

A conflict of interest arises when a person exercises an official power or performs an official duty or function and at the same time, knows that in the performance of this duty or function or in the exercise of power there is the opportunity to further a private interest.

Further, there is an apparent conflict of interest when there is a perception that the person's ability to exercise an official power or perform an official duty or function will be or was affected by a private interest.

## 1.3. Purpose/Background

The purpose of this policy is to define and provide guidelines for matters regarding conflict of interest.

## 1.4. Jurisdiction/Scope

This policy relates to all individuals exercising decision-making power through the Society's Board of Directors and/or committees.

## 1.5. Policy Statement Details

- 1.5.1. All the Society Directors and voting committee members and must declare all their real, potential, and apparent conflicts of interest, and to avoid them as much as possible.
- 1.5.2. Where a conflict of interest arises, the Society Directors and/or voting committee members must make full disclosure of the conflict and shall seek to resolve it in the best interest of the Society.
- 1.5.3. If someone is in doubt about whether he or she or someone else is or may be in conflict of interest, it should be discussed with the Society President or the Committee Chair, whichever immediately chairs the issue at hand.
- 1.5.4. Disclosure and discussion are the most important methods to assess and resolve conflicts of interest, particularly when uncertainty exists.
- 1.5.5. Where a conflict of interest arises, the Society Directors and/or voting committee members must withdraw from deliberations and should abstain from voting on any motion pertaining to the approval of a matter in which they have an interest, be it direct or indirect. The Board or Committee have the right to ask the member in a conflict of



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interest to leave the meeting momentarily for the time of deliberation and voting if they find it to be necessary.

- 1.5.6. In general voting on matters which will have an effect on a broad group by a member of that group is not a conflict of interest (e.g. student event admission fee).

## 1.6. Responsibility

**President of the Society** is responsible for the implementation of this policy on VIPCS Board of Directors.

**Committee Chairs** are responsible for the implementation of this policy on their respective committees.

## 1.7. Related Documents

Nothing to note.

## 1.8. References

Nothing to note.

## 1.9. Document Control

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