

 <p style="text-align: center;">Policies and Procedures</p>	Number: 2
	Name: Conflict of Interest Policy and Guidelines
	Developed by: Executive
	Approved by: General Membership
	Approval Date: November 2009
Amendment Date(s):	

Introduction: All members and staff of Crocus Obedience & Kennel Club, (here after referred to as The Club), are bound to support and promote the best interest of The Club. Consistent with such standards of conduct, conflict of interest or the appearance of same, potential or existing, are to be avoided and acted upon immediately. All dealings with Club members must be impartial and fair.

Objective: This policy is intended to avoid conflict of interest within The Club and to maintain fair and ethical interaction between and among those who work, volunteer or do business with The Club.

Definitions:

A conflict of interest may arise in any situation in which a member or employee:

1. Is influenced or could be influenced in an organizational decision by personal, financial, non-financial, business or other concerns not in the best interest of The Club.
2. Brings such influence to bear on any Club member, volunteer or employee.

Policy Statements

Members and Employees of The Club shall not:

1. Engage in any business or transactions or have financial or other personal interests which are incompatible with the discharge of their duties and obligations with The Club.
2. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration.
3. Accord preferential treatment to relatives or friends or to organizations in which they or their relatives or friends have an interest, financial or otherwise.
4. Benefit from the use of proceedings, minutes, notes, curriculum, etc. which are the property of The Club and must be retained by The Club.
5. Engage in outside work, activity or business undertaking:
 - a. That conflicts or appears to conflict with the activities of The Club.
 - b. In which they have an advantage or appear to have an advantage derived from their association with The Club.
 - c. In a professional capacity that will or might appear to influence the carrying out of their duties as an instructor, assistant, officer, member or representative of The Club.
6. Use Club property, equipment, supplies or services for any purpose not associated with The Club.
7. Accept any gift or preferential treatment that could reasonably be construed as being given in anticipation or recognition of special consideration by The Club.

Examples

Following is a list of possible conflict of interest situations. This list provides examples of possible conflicts of interest. It is in no way considered exhaustive.

1. A member of COKC who is involved in offering the same or similar group training classes as those offered by COKC.
2. A member who solicits business from other COKC members or class participants for his or her own business.
3. A member of COKC who participates on a team affiliated with another business or organization, while COKC also sponsors such a team.

Procedure for Disclosure

Disclosure of Conflict may be brought to the attention of the Executive, directed to The President, by any individual. It shall be presented in writing, following the guidelines as set out in the Conflict of Interest Disclosure Statement. Membership of any individual in alleged conflict will remain in good standing until:

- fifteen (15) days has elapsed since a ruling by the Executive with no appeal having been presented.
- the outcome of an appeal is determined by the General Membership.

Procedure Following Disclosure

1. Alleged conflict will be an agenda item at the next Executive Meeting.
2. Should the complainant, the individual disclosing, or the member facing charges of conflict hold a position on The Executive, he or she will be excused from Executive duties during any discussion regarding the alleged conflict.
3. The Executive will:
 - a. investigate alleged conflict until adequate information is collected through whatever means is deemed necessary.
 - b. determine whether a conflict exists.
 - c. determine a course of action.
 - d. within fifteen (15) days of a decision, notify the individual(s) who has disclosed on his or her own behalf, or against whom a charge of conflict has been brought, and the complainant, what course of action will be taken.
4. Complainants and individual(s) in alleged conflict have the right to appeal the Executive's decision. Notice of appeal must be presented to the Executive within fifteen (15) days following the original ruling.
5. In the case of such an appeal The General Membership will be given thirty (30) days notice of a Special Meeting to hear the appeal. The conflict of interest will be the only item on the agenda. No other items will be discussed.

Procedure at the Special Meeting of the General Membership

1. The Executive Committee of Crocus Obedience and Kennel Club shall be the governing body for these proceedings.
2. Individual(s) may present their position at the Special Meeting, or appoint a representative to speak on their behalf. Should either the complainant or the individual in alleged conflict hold an office on The Executive, he or she will be excused from Executive duties for the duration of this meeting.
3. The Executive may present the rationale for their ruling to the General Membership, or appoint a representative to speak on their behalf.
4. After all parties have presented there will be a question period. It shall be the right of all members to respectfully ask questions of anyone present, and the responsibility of all members to respond openly if asked questions. At the discretion of the Chair, time limits for speaking may be imposed.
5. Once the Chair has declared the question period ended, he/she shall appoint a voting member, selected from those present, to chair the discussion portion of the meeting. The complainant, the

individual(s) in alleged conflict and/or their representative(s), and the Executive shall be excused for the discussion portion of the meeting.

6. There will be open discussion about the alleged conflict with The Club. Duration for the discussion will be at the discretion of the Chair. Upon completion of discussion period, the Executive will return to the meeting.
7. The Executive President shall chair the meeting, determining, by secret ballot vote, whether a conflict of interest exists, and, if so, what action will be taken.
8. There will be two (2) Scrutineers appointed by the Executive. The scrutineers will collect and count the ballots, document the results in writing, witness and date the results with their signatures, and present the document to the President.
9. The individual(s) and/or their representative(s) will be invited to rejoin the Special Meeting at which time the President will inform the Membership of the results.
10. Should the individual(s) in alleged conflict be absent, the Executive will report the results of the vote to them at the earliest opportunity.

Possible Disciplinary Courses of Action to be Taken by the Executive

- Recommend that a member not be allowed to sit on the Executive, committees, boards or be active as an instructor or assistant.
- Recommend that the individual(s)'s membership be terminated.
- Ask that a member cease those activities that are creating the conflict of interest.
- Rule that a conflict of interest does not exist in a particular situation.
- Make any recommendation that is deemed appropriate.

Documentation

Documentation relating to the conflict of interest situations will be recorded in the minutes of The Club.

Conflict of Interest Disclosure Statement:

As a member of Crocus Obedience & Kennel Club, I understand that I must indicate in writing affiliations with other bodies, which do business with Crocus Obedience & Kennel Club, particularly if these affiliations could prove to be a benefit to myself, or those associated with me.

Name of organization related to the conflict of interest:

Nature of conflict of interest:

It is my understanding that this information will be retained in the files of the Secretary of Crocus Obedience & Kennel Club.

Name: _____
Please Print

Date: _____

Signature: _____

Conflict of Interest Statement:

As a member of Crocus Obedience & Kennel Club, I understand that I may lodge a complaint against a Club member who I believe to be in a Conflict of Interest situation, as defined in The Conflict of Interest Guidelines. It is my understanding that this information will be retained in the files of the Secretary of Crocus Obedience & Kennel Club.

Name of individual(s) in possible conflict of interest:

Nature of conflict of interest:

Name: _____
Please Print

Date: _____

Signature: _____