

CONFLICT OF INTEREST POLICY

PURPOSE

The YQueerL Society for Change is dedicated to creating positive change within their community and providing support for the LGBTQ+ community, especially addressing areas that are not being addressed within the current capacity in the current community. Policies are essential in providing substance to this mandate. The purpose of this policy is to help individuals identify, address, and avoid both real and perceived conflict of interests.

PERSONS AFFECTED

The YQueerL Society for Change Board of Directors / The YQueerL Society for Change members / Employees & Volunteers of The YQueerL Society for Change, and any individual operating on behalf of The YQueerL Society Change.

POLICY STATEMENT

This policy is to prevent the personal interest of board members, employees, and volunteers from interfering with their performance of duties to the Society, or result in any personal, financial, professional, or political gain on the part of such persons at the expense of the Society, its members, supporters, and/or other stakeholders.

RESPONSIBILITIES

It is the responsibility of The YQueerL Society for Change Board of Directors to:

- a. Abide by this policy in its entirety,
- b. Hold each other accountable to both real and perceived conflicts

It is the responsibility of the membership, employees, volunteers, and any other individual operating on behalf of the Society to:

- a. Abide by this policy in its entirety.

PROCEDURES

1. DISCLOSURE

1.1. Full disclosure, by notice in writing, shall be submitted to the full Board in all conflicts of interest, including but not limited to:

1.1.a. A member is related to another board member, or employee by family, employment or domestic relationship,

1.1.b. A member or employee in a supervisory capacity is related to another member or employee whom they supervise,

1.1.c. A member or their organization stands to benefit from any transaction or staff member of such organization receives payment from the Society for any sponsorship, subcontract, goods, or services other than as part of their regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy,

1.1.d. Any organization to which a board member or employee has a vested interest and receives grant funding from the Society,

- 1.1.e. A board member, or employee is a member of the governing body of a contributor to the Society or a recipient of contributions from the Society.
- 1.1.f. A volunteer working on behalf of the Society who meets any of the situations or criteria listed above.
- 1.2. Full disclosure of any real or perceived conflicts must be provided to the Board at the earliest ability by the member, employee, or volunteer.
- 1.3. If a member is nominated for an board position at the Annual General Meeting, they must declare any real or perceived conflict at the time of nomination.
- 1.4. Following full disclosure of a conflict or any condition listed above, the Board shall determine whether a conflict of interest exists and, if so, the Executive shall either authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the Society's best interests.

2. RESOURCE ALLOCATION

- 2.1. Anyone in a position to make decisions about the spending, purchasing, or investing of any of the Society financial or human resources and who may then benefit from any decision, has a duty to disclose any conflict as soon as it arises (or becomes apparent) and, as a result, should not participate in any related decisions.

3. PUBLICITY

- 3.1. Anyone authorized to publicly represent the Society and its activities or interests may do so only if:
 - 3.1.a. they do not take advantage of the publicity for personal interest, and / or
 - 3.1.b. they do not accept remuneration except for a donation to the Society, and / or
 - 3.1.c. they are referenced as being a representative of the Society.

4. MEMBER APPLICATION FOR THE SOCEITY EMPLOYMENT

- 4.1. At such a time when a Member formally considers employment with the Society, they must:
 - 4.1.a. submit a written statement to the Secretary of the Board, indicating the reason and time period for a temporary leave of absence, and
 - 4.1.b. take a temporary leave of absence from all Board or Committee work until the position is filled.
- 4.2. The Secretary of the Society will inform the President of the Board of such a request. The President will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of the Board meeting.

- 4.3. If a leave occurs, under this Section, and the leave period is beyond the Member's elected term, their term of office will not be extended.
- 4.4. A member, or employee interested in employment with the Society shall not participate in any discussion or debate of the Board or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate as deemed necessary by the Board of Directors.

5. **EXECUTIVE RESPONSIBILITY**

- 5.1. At its discretion, the Executive may review any activity it deems as personal interest that has, or may have, stemmed from a Member benefitting from their participation with the Society.
- 5.2. In all situations of conflict of interest, real or perceived, the Executive shall determine whether a conflict of interest exists and, if so, the Executive shall either authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the Society's best interests.

6. **DISCLOSURE STATEMENT**

- 6.1. A copy of this policy shall be given to all members, employees, volunteers or other key stakeholders upon commencement of such person's relationship with the Society.

DEFINITIONS

- "Director" means an individual member elected to the Board of Directors, as stated in Article 5 of the Bylaws.
- "Employee" means a person who receives all or part of their income from the payroll of the Society.
- "Member" means an individual in Good Standing, as stated in Article 3 of the Bylaws.
- "Volunteer" means any individual, other than a director, or employee.
- "Conflict of Interest" ("Conflict") means any circumstance, real or perceived, where:
 - a) a personal interest benefits from official actions or influence of the Society, and / or
 - b) a personal interest undermines the impartiality of an individual due to the possibility of a conflict between self-interest and the interest(s) of the Society.
- "Society" means any business, agency, and association or body other than the Society.
- "Supporter" means corporations, foundations, individuals, and other nonprofit organizations who contribute to the Society.

REVISION HISTORY

- July 26, 2018: New Policy

APPENDIX A
DISCLOSURE FORM:
POTENTIAL CONFLICT OF INTEREST

Name: _____
Address: _____
Phone: _____ Email: _____
Employer(s): _____
Occupation(s): _____

Potential Conflicts – Section 2.1

Do you have a conflict or potential conflict in that:

a. You are related to another Board member, or employee by family or domestic relationship.

b. You hold a supervisory position in relation to another member or employee outside of YQueerL. _____

c.1 As a Board member, you could personally benefit, or another organization you serve could benefit, from some / any / all sponsorship, subcontract, goods, or services transactions YQueerL undertakes for any other than for reasonable expenses incurred as provided in the bylaws and board policy. _____

c.2 As an employee of YQueerL, you could personally benefit from any sponsorship, subcontract, goods, or services transactions YQueerL undertakes for any other than as part of your regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy. _____

d. You have a vested interest in an organization which may receive funding from YQueerL.

e. You belong to the governing body of a contributor to YQueerL or a recipient of contributions from YQueerL. _____

Potential Conflicts - General

Volunteer involvement with other groups or organizations: _____

Other Board Service (List the position you hold and the expiration of your term):

Board _____	Position _____	End of Term _____
Board _____	Position _____	End of Term _____
Board _____	Position _____	End of Term _____
Board _____	Position _____	End of Term _____
Board _____	Position _____	End of Term _____

Past Board Service (within the last two years)

Board _____	Position _____	Ended _____
Board _____	Position _____	Ended _____
Board _____	Position _____	Ended _____

Affiliation with other not-for-profit or related for-profit organizations: _____

I _____ authorize the use and disclosure of this information for the purpose of avoiding conflict of interest.

Signature

Date (signed annually)

Note: Information provided will be used for the sole purpose of avoiding conflict of interest and will not be shared with anyone outside of the Board.