



CALISTHENICS VICTORIA

Calisthenics Victoria Incorporated (CVI) Conflict of Interest Procedures

Version Control, Change History and Distribution

Version Control

Document Name:	Conflict of Interest Procedures
Prepared by:	GGWP
Endorsed by:	CVI Board
Date Endorsed:	17 December 2015
Version:	1.0
Review Date:	17 December 2017

Change History

Amendment Date	Version No.	Page No(s) replaced	Description of change

Distribution: All membership via soft copy and downloadable from CVI Website Policy Bank

Responsibilities

All members are responsible for adhering to and respecting this policy.

Procedures

1. Members shall declare any conflicts of interest either at the start of a meeting concerned or when a relevant issue arises.
2. The nature of this conflict of interest should be entered into the meeting minutes.
3. The interest should also be documented in the Conflict of Interest Checklist.
4. Where a conflict of interest or potential conflict of interest, as defined below, is identified and/or registered, the member concerned may be asked to leave the room as soon as that item comes up for discussion. The concerned member shall not vote on that issue, nor initiate or take part in any discussion on that topic (either in the meeting or with other members before or after the meetings), unless expressly invited to do so by unanimous agreement by all other members present.
5. If a person declares they have an existing or potential conflict of interest, confidentiality will be respected. If a person alleges that another person has a conflict of interest, whether existing or potential, and that person does not agree, and if the allegation cannot be resolved to the satisfaction of both parties, the matter shall be referred to the CVI Board. The Board will make a recommendation as to what action shall be taken.

'Conflict of interest' is defined as applying

1. in accordance with the statute, where a member stands to gain financially from any business dealings, programs or services of the organisation, other than where
 - a. the member falls into the class of people benefited by the organisation and the financial gain is of a nature common to other beneficiaries, or
 - b. the person is an employee of the organisation, and the financial gain is of a nature common to other employees.
2. under the bylaws of the organisation,
 - a. where the immediate family or business connections of a member stands to gain financially from any business dealings, programs or services of the organisation,
 - b. where the person is an employee of the organisation,
 - c. where a Board member or the ex-officio member of the Board has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of Calisthenics Victoria Inc.

Related Documents

- Code of Conduct
- Conflict of Interest Register

END.