



Archers Association of Nova Scotia

AANS Policy 2008-006: Policy on Conflict of Interest

This policy is adopted from the Archery Canada policy on Conflict of Interest, reviewed and revised by our Policy committee 2013/07/27 and the executive committee on 2013/08/27.

No Director, officer or employee of the Archers Association Of Nova Scotia (herein after known as AANS) shall have any position with, or substantial interest in, any other business enterprise operated for profit, the existence of which would conflict or might reasonably be supposed to conflict with the performance of his/her AANS duties, or which might tend to affect his/her independence of judgement with respect to transactions between AANS and such business enterprise, without full and complete disclosure thereof to the Executive Committee.

No Director, officer or employee of AANS shall use his/her position to influence AANS team selection or judging decisions where personal interests are involved.

Conflict of Interest - Defined

Conflict of interest is broadly defined as:

1. Any situation in which a director, officer or employee of AANS may be influenced in any decision of AANS by personal, financial, or business interests in the transaction, or in any organisation involved in the transaction, or holds a position as trustee, director, officer, or employee in any such organisation.
2. Any situation in which a director, officer or employee of AANS may be influenced in any decision of AANS by personal interests toward any team selection, rule interpretation or judging matter.
3. Where a member of the immediate family of a director, officer or employee has interest in the proposed transaction in the form of a significant personal financial business interest in a decision of AANS or in any organisation involved in the transaction, or holds a position as director, officer or employee in any such organisation.
4. Where a member of the immediate family of a director, officer or employee maybe influenced by a decision on a rule or judging matter or on the selection to a AANS team or event
5. In any other circumstance where the director, or any other AANS director, believes that a real or perceived conflict may be present

Conflict of Interest – Declaration

1. AANS directors, officers, and employees must submit annually to the Executive Committee declarations dealing with conflict of interest and, if not previously disclosed, will make a

disclosure of particular transactions or their interest in an AANS decision regarding team selection or rules before any relevant board or committee action.

2. All conflict of interest situations involving a transaction in excess of \$1000.00 must be approved by a 2/3 majority of the Board of Directors. Conflict situations below this dollar value must be approved by three (3) disinterested members of the Executive Committee.

Conflict of Interest – Reporting

Officers, directors, employees and committee members will review the policy and their conflict of interest situation annually. The Executive Director will publish a reminder during the first week of January and send the guidelines electronically each year as a reminder. Then anyone who may perceive that they are or may be in a conflict situation would fill out a 'Notice of Possible Conflict' form (or a letter to that effect) available on AANS website and forward it to the Provincial Office ATT: The President, or directly to the President. The president will then assess the situation and decide if further action is required. If the perceived conflict of interest should involve the President, the report should be directed to one of the Vice-Presidents. The President/Vice-President will then assess the situation and decide if further action is required.

At anytime if a member perceives a conflict of another AANS member (Board/committee/athlete/ judge or ordinary member), s/he should bring it to the attention of the President, who will assess that situation and decide whether to proceed further or not. The President may decide to ask the accused or any other AANS member for a 'Notice of Possible Conflict Form' at anytime.

Conflict of Interest – Disciplinary Action

1. If it is determined that a director, officer or employee has violated AANS Conflict of Interest Policy, the circumstances of such violation will be reviewed by disinterested members of the Executive Committee. If decided upon unanimously by all the disinterested members of the Executive Committee, the director, officer or employee who has violated the policy will be asked to resign.

2. The Board of Directors will take whatever steps it feels are appropriate under this policy to deal with any situation that cannot be resolved by the Executive Committee.