


TITLE Buffalo Target Shooters Association (BTSA) Conflict of Interest		
DOCUMENT # BTSA-GV-07	INITIAL APPROVAL DATE November 21, 2022	
APPROVAL LEVEL Buffalo Target Shooters Association Board of Directors	INITIAL EFFECTIVE DATE November 21, 2022	
CATEGORY Governance	NEXT REVIEW November, 2023	

PURPOSE:

The Board of Directors must always ensure that they are acting in the best interest of the Association. This policy provides guidelines for individual Directors.

POLICY:

Members of the Board of Directors will declare an actual or apparent conflict of interest before discussions or decisions about any matters in which they or anyone with whom they have a close personal relationship could directly or indirectly benefit or where such a benefit could be perceived to provide gain or personal financial benefit.

PROCEDURE:

1. At the start of each Board meeting, following approval of the agenda, if a Board member recognizes a real, potential, or perceived conflict of interest they shall make their intent known to recuse themselves of this item and this shall be recorded in the minutes. Perceived conflicts of interest are situations in which internal or external stakeholders could interpret actions of the board member as being in conflict.
2. Any Board member with a conflict of interest shall remove themselves from the room for discussion of the agenda item. The Board member shall not discuss nor vote on the issue. The Board member shall not discuss the issue with any other Board member at the time of the meeting.
3. If a Board member is not certain they are in a conflict-of-interest position, the matter may be brought before the Chair, Executive Committee or Board for advice or guidance.
4. If there is any question or doubt about the existence of a real or perceived conflict, the Board will determine, by vote, if a conflict exists. The person potentially in conflict shall be absent from the discussion and vote.

5. It is the responsibility of other Board members who are aware of a real, potential, or perceived conflict of interest on the part of a fellow Board member to raise the issue for clarification, first with the Board member and, if still unresolved, with the Board Chair.
6. Board members may be required to complete a statement of potential conflicts, listing such details as personal and business interests that may relate to operations of the Buffalo Target Shooters Association.

The Board member must abstain from participation in any discussion of the matter, shall not attempt to personally influence the outcome, shall refrain from voting on the matter and, unless otherwise decided by the Board, leave the meeting (in person or by phone, computer, etc.) for the duration of any such discussion or vote.