



# Aurora College Board of Governors

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**Policy Title:** Board of Governors Conflict of Interest  
**Effective Date:** January 26, 2012  
**Revised Date:**  
**Approved:** Motion #BG22-2012 (February 1, 2012)

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## Policy Statement

A conflict of interest arises when:

- a) A member of the Board of Governors personal and/or professional interests compete with or are in conflict with the interests of the institution; or when the Governor's interests come into consideration in any matter where the interests of the institution are involved.
- b) A member of the Board of Governors uses information obtained as a result of serving on the Board for personal benefit, or for the benefit of a related person.

Members of the Board of Governors are to avoid a conflict of interest by:

- a) A member of the Board of Governors must arrange their private affairs and conduct themselves in a manner to avoid a conflict of interest or the appearance of a conflict of interest.
- b) A member of the Board of Governors who have an interest, direct or indirect, in any private company, firm, partnership or other entity that engages in business dealings with Aurora College shall disclose their interests to the Board of Governors.
- c) A member of the Board of Governors shall not accept a gift, favour or service from any individual, corporation or organization other than normal exchange of small gifts between friends, normal exchange of hospitality, or normal presentations.
- d) A member of the Board of Governors shall not hold full-time permanent employment with Aurora College, except the staff representative appointed pursuant to the Aurora College Act and the President. Should he/she choose to be employed full-time by Aurora College, he/she will forthwith resign from membership on the Board of Governors.
- e) A member of the Board of Governors who is in part-time or casual employment with Aurora College or providing services under contract shall declare potential conflict of interest and shall not participate or vote on matters affecting the program, unit, division or community campus he/she is attached to.

Members of the Board of Governors must declare a conflict of interest:

- a) Where a member of the Board of Governors declares a conflict of interest or is found by majority vote of the Board of Governors to have a conflict, that Board Member must be absent during the discussion and the vote on the issue in question.
- b) At the discretion of the Board of Governors, the Board may invite that Board Member to state his or her position on the issue in question prior to absencing him/herself.

- c) Where a conflict of interest is discovered after consideration of a matter, the conflict must be declared to the Board of Governors.
- d) Any member of the Board of Governors who perceives another Board Member to be in conflict of interest in a matter under consideration must disclose that conflict to the Chairperson of the Board of Governors at the first opportunity.
- e) Where a member of the Board of Governors is in doubt that a conflict of interest exists, the Board Member must request the advice of the Board of Governors. If necessary, the Board of Governors must determine by vote if a conflict exists.

For the purpose of these guidelines the following situations are considered to be conflicts of interest.

Financial conflict of interest exists when the Board of Governors is making decisions:

- a) Affecting a private company in which a Board Member or a related person is a proprietor or shareholder;
- b) Affecting a public company in which a Board Member or a related person holds more than 1% of the shares issues;
- c) Affecting a partnership or firm in which a Board Member or a related person are a member;
- d) Affecting contract for the sale of goods, merchandise or services to which a Board Member or related person are parties and from which they will benefit directly or indirectly;
- e) Affecting a Board Member or related person in selling or leasing land or an interest in land to the Board of Governors, or will benefit directly or indirectly from such a transaction;
- f) Affecting a Board Member or related person who, by virtue of a position held in a private society, crown corporation or other organization having significant dealings with the institution, could benefit directly or indirectly.

Conflict exists for the identified groups when considering the following matters:

- a) Instructional Program decisions
  - i. Board of Governors Student Representative is in enrolled in the program(s) affected by the decision.
  - ii. Board of Governors Staff Representative is employed in the program(s) affected by the decision.
  - iii. Board of Governors members with related persons enrolled in or employed in the program(s) affected by the decision.
- b) Tuition fee increase/decrease
  - i. Board of Governors Student Representative
- c) Labour negotiations – faculty and /or support staff
  - i. Board of Governors Staff Representative

### **Scope of President's Responsibilities**

Not applicable

### **Information and Monitoring Requirements**

- A regular agenda item at each Board of Governors meeting