



## Conflict of Interest Policy

This Conflict of Interest Policy is designed to help members of the Union Executive Board and Union Administrators of the Rensselaer Student Union identify situations that present potential conflicts of interest. It is meant to provide the Executive Board (E-Board or Board) and its committees with a procedure that, if observed, allows the Rensselaer community to accept its decisions as valid and unbiased. A conflict of interest is defined as a competing loyalty that risks a compromise in professional judgement.

1. The following situations are conflicts of interests during financial, repercussive, and logistic discussions:
  - a. Personal Interests
    - i. A current or former membership held within the club or organization that is being discussed, as defined in the club's most recently approved constitution.
      1. A former member is defined as someone who held current membership status at any point within the directly preceding academic semester.
      2. A former officer has a conflict of interest if the former officer held the position within the directly preceding academic year.
    - ii. Membership will be monitored on CMS.
    - iii. Conflicted members may ask for an exception at the discretion of  $\frac{2}{3}$  of the unconflicted members present.
    - iv. This does not apply when the members of the club/organization are tasked by the Rensselaer Union Constitution with the budgeting and policymaking of that same club/organization.
    - v. A display of intent to join the club or organization within the directly preceding academic semester. Notable examples include submitting an application, following the process defined in the club/organization's constitution, participating in Greek recruitment, and/or attending a "try-out" session.
  - b. Outside Interests
    - i. A current or former membership held within a club or



organization, as defined in the Club's most recently approved constitution, which may be directly impacted by the decision made by the Executive Board.

- c. Representing a club or organization as its Executive Board Representative is not considered a conflict of interest.

## 2. Procedures

### a. General Body Meetings of the Executive Board

- i. Prior to any discussion of a motion pertaining to a club or organization, any E-Board member who believes they have a conflict of interest should make it known to the rest of the board. This does not stop an E-Board member from providing insight, answering questions, and stating opinions.
- ii. Once a motion pertaining to the club or organization is read, including one not pertaining to finances, the Chair should ask all members with a conflict of interest to leave the room. This may be ruled unnecessary by a  $\frac{2}{3}$  majority of the unconflicted members present.
  1. Any voting member who is asked to leave may challenge the ruling, without a second. A  $\frac{2}{3}$  majority vote of unconflicted members must be reached to overturn the Chair's decision.
  2. Any non-voting guest who is asked to leave may challenge the ruling. This objection must be seconded by a voting member of the Board. A  $\frac{2}{3}$  majority vote of unconflicted members must be reached to overturn the Chair's decision.
- iii. A decision made, in which a conflict of interest was found to be present, may be referred to the Judicial Board.

### b. Formal Budgeting

- i. Prior to any discussion of a formal budget of a club or organization, any E-Board member who believes they have a conflict of interest should make it known to the rest of the budgeting group and leave the room until the entirety of the budget is reviewed.
- ii. A decision made, in which a conflict of interest was found to be



present, may be referred to the Judicial Board.

c. Administrative Staff

- i. These policies also apply to Administrative Staff members who display a conflicting loyalty beyond their normal job function.
- ii. The Chair may ask for the Staff member to leave the room during either General Body Meetings or Formal Budgeting.
  1. The ruling of the Chair may be challenged by any voting member without a second. A  $\frac{2}{3}$  majority vote of unconflicted members of the Board must be reached to overturn the Chair's decision.
  2. The ruling of the Chair may be challenged by any guest in the room. This objection must be seconded by a voting member of the Board. A  $\frac{2}{3}$  majority vote of unconflicted members must be reached to overturn the Chair's decision.
- iii. Any voting member may motion, at any time, to have a guest leave the room. This motion must be seconded by a voting member of the Board. A  $\frac{2}{3}$  majority vote of unconflicted members of the Board.