

G-101

Located in Ottawa, Ontario, Gallery 101 is a non-profit artist-run centre with charitable status dedicated to the professional presentation and circulation of visual and media arts. In 1979, a small group of energetic Ottawa artists pooled their resources to establish a new non-profit gallery in which they would have control over the production and presentation of their own work. Officially incorporated as the Artists' Centre d'Artistes, it was located at 101, Fourth Avenue. During the 1980's, Gallery 101 also organized performances, poetry readings, and music events alongside its regular exhibition programming. Media arts - including sound art, video, and experimental cinema - became an important part of our programming in the 1990's. Today, Gallery 101 continues its commitment to the visual arts in every form through its exhibitions, published monographs and catalogues. Furthermore, it has established international networks through the presentation of work by international artists and exhibitions of Canadian artists' work abroad. Within the past two years, Gallery 101 has developed a reputation for its aboriginal and culturally diverse programming, with emphasis on presenting the diversity within aboriginal and Inuit artistic voices. Moreover, our presentation of artists from multicultural and Franco-Ontarian identities has raised our public image as an accessible and inclusive contemporary art space.

The following Conflict of Interest Disclosure Policy is posted with the permission of Gallery 101 and is shared as a sample tool and not a prescriptive template, the document was drafted specifically to meet the needs of Gallery 101.

ARTISTS' CENTRE D'ARTIST'S (Gallery 101. Galerie 101) OTTAWA INC.
CONFLICT OF INTEREST DISCLOSURE POLICY

Approved date: May 11, 2004 version 1

Policy objective:

To permit ARTISTS' CENTRE D'ARTIST'S (Gallery 101. Galerie 101) OTTAWA INC. to manage potential conflicts of interest, to enforce disclosure, conduct operations, and maintain a code of ethics that everyone in the organization abides by.

This policy aims to protect the integrity of the organization's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff and board members.

Definitions:

A conflict of interest is a situation in which an individual has separate and potentially competing interests or a duality of interests that could have negative consequences on the interests of the non-profit.

Actual - A conflict arising from a financial transaction, competition, business transaction, exchanging of privileged/confidential information; between the individual board member and Gallery 101 where the individual expects to gain.

Perceived - A conflict that is not *actual* in nature but may appear a conflict of interest by external constituents.

Individual - Individual interests also includes those interests of your business or other non-profit affiliations, family and/or significant other, employer, or close associates who may receive a benefit or gain.

Conflict of interests exists if BOD members:

- exchanged privileged/confidential information provides the individual and other parties with a financial gain
- participates as a BOD member in organizations with similar mandates
- works for municipal, provincial and federal funding agencies from which funds are received

clause 1: member is ask to provide a written acknowledgement from their employer/supervisor stating they are not in conflict with their respective organization

- where the member's spouse/partner/family participates as a board member or works as staff
- where input or judgment, for any other reason, provides an inability to assess pertaining matters objectively

Procedures:

- Conflicts need not prevent a board member from joining, but they should be transparent from the start
- Upon joining the board, all board members must sign a declaration (see attached) that will disclose any conflicts of interest and guarantee to keep the best interests of the organization in mind as long as he/she serves on the board.
- During meetings a board member is to declare a conflict of interest before there is any discussion of the item in the agenda. Such disclosure is to be reflected in the meeting minutes. Voting rights shall be revoked. Decision to absent the member during the discussion may be required.
- Should issues arise from a disclosure, the conflict disclosed is up for review. A proposal for review is to be presented to the Board President for presentation at the Board meeting. If, after hearing the proposal and making such further investigation as may be warranted in the circumstances and the Board of Directors determines that the member's conflict of interest in question is not in the best interest of the gallery, the board member will be ask to resigned.

CONFLICT OF INTEREST DECLARATION

(Approved date: May 11, 2004 version 1)

The standard of behaviour at ARTISTS' CENTRE D'ARTISTES (Gallery 101) OTTAWA INC. is that all staff, volunteers, and board members avoid conflicts of interest between the interests of the organization on one hand, and personal, professional, and business interests on the other. This includes disclosing potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the gallery's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff and board members. Upon or before election, hiring or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other non-

profit affiliations), my family and/or my significant other, employer, close associates will receive a benefit or gain.

I understand that this policy is meant to supplement good judgement, and I will respect its spirit as well as its wording.

Disclosed Conflict of Interest: (please describe)

No Conflict of Interest

Signed: _____

Date: _____