

Apollo Music Society

Conflict of Interest Policy



Adapted from ACNC Template Conflict of Interest Policy

Adopted 17/10/2025

1. Purpose

The purpose of this policy is to help committee members of Apollo Music Society to effectively identify, disclose, and manage any actual, potential, or perceived conflicts of interest in order to protect the integrity of Apollo Music Society and manage risk.

2. Objective

The Apollo Music Society Committee ("The Committee") aims to ensure that committee members are aware of their obligation to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest as representatives of Apollo Music Society.

3. Scope

This policy applies to the committee members of Apollo Music Society.

4. Definition of conflicts of interest

A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of the charity.

Personal interests include direct interests, as well as those of family, friends, or other organisations a person may be involved with or have an interest in (for example, as a shareholder).

It also includes a conflict between a committee member's duty to Apollo Music Society and another duty that the committee member has (for example, to another charity). A conflict of interest may be actual, potential, or perceived, and may be financial or non financial.

These situations present the risk that a person will make a decision based on, or affected by, these influences rather than in the best interests of the charity. Therefore these situations must be managed accordingly.

5. Policy

This policy has been developed to address conflicts of interest affecting Apollo Music Society.

Conflicts of interest are common, and they do not need to present a problem to the charity as long as they are openly and effectively managed.

It is the policy of Apollo Music Society, as well as a responsibility of the Committee, that ethical, legal, financial, or other conflicts of interest be avoided, and that any such conflicts (where they do arise) do not conflict with the obligations to Apollo Music Society.

Apollo Music Society will manage conflicts of interest by requiring committee members to:

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest
- carefully manage any conflicts of interest, and
- follow this policy and respond to any breaches

5.1. Responsibility of the Committee

The Committee is responsible for:

- establishing a system for identifying, disclosing, and managing conflicts of interest across Apollo Music Society
- monitoring compliance with this policy, and
- reviewing this policy on an annual basis to ensure that the policy is operating effectively.

Apollo Music Society must ensure that its committee members are aware of the ACNC governance standard, particularly Governance Standard 5, and that they disclose any actual or perceived material conflicts of interest as required by Governance Standard 5.

5.2. Identification and disclosure of conflicts of interest

Once an actual, potential, or perceived conflict of interest is identified, it must be entered into Apollo Music Society's register of interests, as well as being raised with the Committee.

If all Committee members have the same conflict of interest, Apollo Music Society must consider whether it is still able to comply with the ACNC Governance Standards, especially Governance Standard 5, while taking reasonable steps to ensure that its committee members are subject to, and comply with, the relevant duties.

Apollo Music Society may:

- obtain professional advice,
- consider whether there are any relevant exceptions in its governing document or legislation,
- consider whether it is appropriate for members to pass a resolution in a general meeting,
- consider appointing new committee members; and
- note that its board members may consider whether they can continue in the role.

Where every other committee member shares a conflict, the board should refer to ACNC Governance Standard 5 to ensure that proper disclosure occurs.

The register of interests must be maintained by the secretary of Apollo Music Society. The register must record information related to a conflict of interest (including the nature and extent of the conflict of interest and any steps taken to address it).

5.3. Confidentiality of disclosures

All conflict of interest disclosures will be treated as confidential. Access to information relating to a disclosed conflict will be restricted to the President, Vice-President, and Secretary, unless the Committee determines that additional members require access to fulfil their governance responsibilities. Information will only be shared to the extent necessary to manage or resolve the conflict. Records of disclosures will be stored securely and may only be accessed by authorised committee members. If a conflict involves one of these officers, disclosure will instead be managed by the remaining office bearers to ensure impartiality.

6. Action required to manage conflicts of interest

6.1. Conflicts of interest of committee members

Once the conflict of interest has been appropriately disclosed, the Committee (excluding the committee member who has made the disclosure, as well as any other conflicted committee member) must decide whether or not those conflicted committee members should:

- vote on the matter (this is a minimum)
- participate in any debate, or
- be present in the room during the debate and the voting

In exceptional circumstances, such as where a conflict is very significant or likely to prevent a committee member from regularly participating in discussions, it may be

worth the Committee considering if it is appropriate for the person conflicted to resign from the board.

6.2. Considerations when deciding what action to take

In deciding what approach to take, the Committee will consider:

- whether the conflict needs to be avoided or simply documented
- whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision-making
- alternative options to avoid the conflict
- the charity's aims and resources, and
- the possibility of creating an appearance of improper conduct that might impair the confidence in, or reputation of, Apollo Music Society.

The approval of any action requires the agreement of at least a majority of the Committee (excluding any conflicted committee member/s) who are present and voting at the meeting.

The action and result of the voting will be recorded in the minutes of the meeting and in the register of interests.

7. Compliance with this policy

If the Committee has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances.

If it is found that the person has failed to disclose a conflict of interest, the committee may take action against them, including but not limited to, impeachment, or nullification of membership.

If a person suspects that a committee member has failed to disclose a conflict of interest, they must discuss with the person in question, and notify the committee.

Contacts

For questions about this policy, contact the Secretary via exec@apolloomusic.org.au