


Professional Conduct Committee – Terms of Reference

Approved by the Board of Directors: 

Date: June 20, 2013

Mandate and Purpose

The Professional Conduct Committee exists to hear and rule on membership disciplinary matters. The Committee has the authority to make final decisions. If those decisions are appealed, the Board will act as the Appeal Committee.

Responsibilities

- ❖ Hear allegations and complaints;
- ❖ Make decisions regarding conduct of members where a complaint has been registered;
- ❖ Report to the Board whenever an allegation or complaint has been made; and
- ❖ Prepare for the Board an annual summary of the number of complaints or allegations and the outcomes.

Composition

Chair: CHRP from the membership. The Chair is appointed by the Board based on recommendations from the Nominating Committee.

Committee: CHRP members from the membership based on recommendations from the Nominating Committee. No Board Members will chair or participate in any way on this committee as it is the Board's role to hear appeals.

Frequency of Meetings

Conflict of Interest

A conflict exists at any time when an individual's judgement is impaired due to other factors. It is the responsibility of the individual to self-declare any potential conflicts. The potential for real and perceived conflict of interest exists in not only the Board, but with members who participate on committees. This policy applies to both board and committee members.

- Board and Committee Members must avoid conflict of interest with respect to their responsibility:
 - There must be no self-dealing or any conduct of private business or personal services between any Board member and the Association except as procedurally controlled to assure openness, competitive opportunity and equal access to “inside” information.
 - When the Board or a Committee is to decide on an issue, about which a member has an unavoidable conflict of interest, that member shall absent her or him without comment from not only the vote, but the deliberation as well.
 - Board and Committee Members must not use their positions to obtain employment for them, family members, or close associates. Should a member desire employment, he or she must first resign.
 - Members will annually disclose their involvements with other organizations, with vendors, or any other associations which might produce a conflict.
 - Any Board member or Committee member serving on an awards committee or any Board member where the Board is making the selection must remove themselves from the deliberation and the decision when the potential nominee or recipient is:
 - The owner, employer or the employee of the board or committee member;
 - A work colleague of the board or committee member;
 - A family member of the board or committee member; and
 - Any other situation identified by the Board or Committee where an individual’s objectivity may be impaired.
 - The above would apply in the following situations:
 - Choosing speakers
 - Awarding contracts/choosing service providers
 - Selecting award recipients
 - Member discipline, accreditation and assessment
 - Creating strategic partnerships
 - It is incumbent on an individual board member or committee member to remove him or herself from any discussion and decision when he or she feels that objectivity is impaired; and
 - Should it be unclear as to whether a real or perceived conflict of interest exists, the decision will be made by vote of the Board or Committee.

