



Terms of Reference

Code of Conduct Committee (Standing Committee)

SEPTEMBER 2022

The Code of Conduct Committee of the Board of Directors will have the responsibilities and specific duties described below:

Purpose

The purpose of the Code of Conduct Committee is to ensure that the Alpine Club of Canada fulfills its obligation to provide a safe and welcoming environment for its employees, contractors, volunteers, members, guests and activity participants by outlining acceptable conduct per the Member Code of Conduct [note.. differs from the BoD Code of Conduct Policy] and providing recourse for infractions thereof.

Membership

The Governance Committee shall consist of three members including one Board member, one senior employee and one volunteer having some expertise in human resources.

Terms of Office

The Code of Conduct Committee terms of office shall be three years, co-incident with the term of the VP Services and Athletics, with unlimited renewals. Renewal of committee members shall be conditional upon their performance, and is subject to the recommendation of the Board of Directors.

Committee Meetings

The Code of Conduct Committee shall meet to review changes to the Code, and/or when cases of infraction are brought to the committee.



Records and Committee Output

The Code of Conduct Committee shall report (verbally or in writing) on its activities, recommendations, and conclusions to the full Board when appropriate. Written records shall be maintained when the committee reviews infractions.

Power and Authority

The Code of Conduct Committee shall not have the power to obligate the Club to any financial outlay, or to commit it to any contract, agreement or other arrangement unless specifically authorized to do so by the Board.

Quorum

A majority of the members of the committee shall constitute a quorum at meetings.

Duties and Responsibilities

The Board delegates the following responsibilities to the Code of Conduct Committee, that acts in an independent capacity, advising the Board on these matters:

1. Immediately upon becoming aware of any incident, complaint or question related to the Code, those wishing to report an infraction should write to codeofconduct@alpineclubofcanada.ca [please verify] to initiate the process and for additional guidance;
2. Under the guidance of Code of Conduct Committee, the reported infraction will be documented in a manner similar to that currently used to report on accidents and injuries (in dealing with a reported infraction, representatives of the ACC, including members of the committee and section leaders should avoid expressing any opinion, or appearing to be judgmental concerning the veracity of the complaint, while remaining supportive and non-specifically sympathetic towards the member making the complaint);
3. Understanding the need for strict confidentiality in relation to all reported Code infractions, these matters, and the identity of the individuals involved, should never be disclosed to, or discussed with, other members, family or friends.