

BYLAW NO. 7 – CODE OF CONDUCT

I. GOVERNANCE

This section addresses how Directors will establish direction for the Association and how they will fulfill their governance responsibilities.

- 1.01 Directors will establish the strategic direction and leadership for the Association and Profession in a proactive manner;
- 1.02 Directors will support publicly all Board decisions;
- 1.03 Directors will consider all points of view before making a decision;
- 1.04 Directors will exercise prudence and sound judgement in the expenditure of Association funds to the satisfaction of the Board;
- 1.05 Directors will fulfill all of their legal obligations;
- 1.06 Directors will abide by this Code;
- 1.07 Directors will ensure that there is no conflict of interest and in situations where a conflict exists, Directors will declare the conflict and not participate in either the discussions or decisions;
- 1.08 Directors will maintain confidentiality;

II. RESPECT

This section is self-explanatory.

- 2.01 Directors will respect each other, members, staff and other stakeholders;
- 2.02 Directors will respect all Board decisions.

III. CONSULTATIVE

This section provides a context in which Directors reach decisions.

- 3.01 Directors will ensure that all points of view are heard prior to making a decision;
- 3.02 Directors will consult with other stakeholders as required;
- 3.03 Directors will keep each other informed on issues of mutual interest.

IV. BEHAVIOUR

This section provides guidance on how Directors will present themselves publicly.

- 4.01 Directors will be a role model for members and present a positive image for the Association in all activities;
- 4.02 Directors will pursue Association matters in an open and transparent manner;
- 4.03 Directors will exercise the highest standards of personal behaviour in dealing with each other, members and staff.
- 4.04 Normally it is understood that cellular phones and other electronic devices will normally be switched off.

V. PROCEDURAL

This section provides direction regarding attendance and participation.

- 5.01 Directors will make best efforts to attend Board and Committee meetings;
- 5.02 Directors will arrive on time for meetings, participate actively at meetings, come prepared, and focus on issues;
- 5.03 Directors will serve on at least two task oriented standing committees.

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VI COMPLAINT PROCESS

6.01 The procedure for the Complaint Process is as follows:

- a) Document the incident in a letter entitled the Complaint Report. This report should contain as much information as possible, including: a detailed description of the incident(s), date(s), time(s), names of persons involved, as well as supporting documentation pertaining to the allegations. Examples might include copies of letters, e-mails, letters of witnesses, related documentation, etc. Any history of misconduct by the individual(s) charged may be included if deemed relevant. The report should clearly indicate the exact nature of the objectionable conduct, as well as a recommendation for resolution.
- b) The individual(s) filing the complaint will forward a copy of the Complaint Report, along with the results of any attempt to resolve the matter directly, to the President of the Association. Should the complaint directly involve the President, the report could be forwarded to the Past-President.
- c) The President (or designate) will forward the Complaint Report, along with all related documentation, to the individual named, and request that a letter entitled the Complaint Response be returned within a time frame deemed reasonable by the President.

Similar to the Complaint Report, the Complaint Response should contain as much detail as possible, and should focus specifically on the allegations outlined in the Complaint Report.

Any allegations of improper conduct against the original complainant must be presented separately.

- d) The President (or designate) will select a panel, consisting of three members of the Board of Directors and two alumni who are not members of Board, who will review all of the related material, and recommend resolutions / sanctions as required.
- e) If the panel agrees that a breach of the Code of Conduct has occurred, they have the authority to resolve the complaint which may include:
 - o A formal letter of caution or reprimand. This should be considered a warning. Subsequent minor violations may lead to more severe consequences.
 - o Request for formal apology in writing, by a specified time deemed reasonable by the President. Copies may be required to individuals associated with the incident(s).
 - o Request for resignation.
 - o Removal from position.
- f) The decision of the panel will be communicated in writing, and will be distributed as follows: The individual(s) involved directly with the complaint, the Association Board of

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Directors, the Manager of Alumni Relations. The President of the Association reserves the right to copy others at his/her discretion. Individuals receiving knowledge of resolutions are expected to maintain confidentiality.

6.02 Time Limits

Complaints through this Code of Conduct must be filed within six (6) months of the alleged incident, or where the matter complained of consists of a series of related incidents, within six months of the most recent incident.

6.03 Appeal Process

a. Right to Appeal

Complainant or respondent may appeal the decision of the panel as to responsibility and / or sanction to an appeal committee consisting of three (3) past Alumni Association Presidents. Such an appeal shall be based on issues of procedure, law, and jurisdiction pertaining to the process of the panel.

Complainants and respondents are advised that initiating an appeal is a serious matter which should not be undertaken in the absence of good cause.

b. Appeal Procedure

Either party may exercise the right of appeal by filing a written notice of appeal with the Manager of Alumni Relations within two (2) weeks of the final decision of the Association panel. The notice of appeal must be accompanied by an administration fee of \$100 (certified cheque).

The launching of an appeal may act as a stay to the implementation of any sanctions imposed by the panel until such time as the appeal has been disposed of. This, however, may not preclude the appropriate Officer of the University from taking action where deemed necessary for the protection of the alumni community. Notification of such intended action will be sent to the Association Board of Directors for ratification.

The Manager of Alumni Relations will seek three (3) past Alumni Association Presidents to hear the appeal. If the Manager of Alumni Relations is unavailable, or directly involved in the situation, then the Vice President University Advancement will assign another University staff member to take on the task.

In hearing an appeal, the committee of Past Presidents will, save where the appeal is confined to issues of procedure, law and / or jurisdiction, hold a full hearing where both sides will have an opportunity to present their case, as well have an opportunity for rebuttal. The hearing will not be open to the public.

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The appeal committee will be responsible for rendering a decision, as well as for determining if the appeal was launched on reasonable grounds.

The administrative fee of \$100 will be refunded in the event of a successful appeal.

The decision(s) of the appeal committee is final.