

Courtenay and District Fish and Game Protective Association

Ethics Committee Policy

OVERVIEW

The Courtenay and District Fish and Game Protective Association Board is accountable to Association members for its duty to maintain internal controls and provide members with opportunities to carry out their activities in a safe and harmonious environment. In accordance with Association bylaws the Board has appointed an Ethics Committee to “review complaints pertaining to the conduct of any member and make recommendations to the Board.”

It is the Association’s policy that the Board will use the Ethics Committee to provide advice and non-binding recommendations on those complaints relating to all members’ conduct that it cannot quickly resolve.

Complaints that are under legal action will not be considered until that process is complete. Bylaw and Code of Conduct infringements may then be reviewed.

Should the Board perceive threats to the Association’s reputation and public standing arising from legal action temporary suspension of membership may result.

PURPOSE

This policy will serve three main purposes, to:

1. Relieve the 13-person Board of lengthy deliberations which reduce the time available for dealing with its other duties,
2. Bring new expertise to help find the resolution, and
3. Provide a more rapid response to the difficult complaints.

SCOPE

The Ethics Committee will have full access to Association records for use in its deliberations. It may conduct personal interviews with the parties involved and may examine any documents and images relating to the complaint. It may also mediate a resolution agreed upon by both parties, in which case the complaint file will be considered closed.

RESPONSIBILITY

The Committee Chair is responsible for reporting the committee’s findings to the Board. All Committee proceedings and documents will be treated confidentially, respecting the privacy of all parties. The committee’s recommendations may be adopted or not as the Board sees fit.

As a committee of the Board, the Ethics Committee may be called upon by the Board to make progress reports to the membership in a General Meeting, though details of specific complaints must remain confidential.

PROCEDURES

All complaints forwarded to the Ethics Committee will be submitted on the Association's Complaint Information Form. In response to each request, the Chair will provide the Board with an estimated time to complete its review and recommendations.

As permitted by the Association's bylaws, especially considering the variability of each complaint, the committee "shall determine its own procedure". However, the Committee expects that should the complaint concern conduct of Board members, the President will forward it to the Committee directly and without discussion with the Board and will exclude those members named in the complaint from discussion of the Committee's findings. As directed by the Complaints Policy, the President will within 14 days notify all parties of the receipt of the complaint and the plan for its resolution.

Any complaint concerning the Board as a whole should be dealt with at a properly constituted Extraordinary General Meeting (Bylaw Article 2A,1).

Meetings may or may not be held and/or documented. Email communication, rather than travel, is encouraged for efficient use of members' volunteer hours and to minimize its "carbon footprint".

DEFINITIONS

REFERENCES

Bylaws 5.6.1, 5.6.5 and 5.6.3.

Complaints policy, Conduct policy and Codes of Conduct.