

ALBERTA SOCIETY OF HEALTH AND SAFETY PROFESSIONALS
DISCIPLINARY COMMITTEE TERMS OF REFERENCE



NAME

The name of the committee shall be the Alberta Society of Health and Safety Professionals Disciplinary Committee (The Disciplinary Committee).

MEMBERSHIP

Membership of The Disciplinary Committee shall be comprised of the following:

- Disciplinary Committee Chairperson (the “Chair”) – The Chair is appointed by the Board as per bylaw 9.4 of the Bylaws of the Alberta Society of Health and Safety Professionals (ASHSP).
- Disciplinary Committee Members – Members of the Disciplinary Committee will be members in good standing with the ASHSP. In addition to the Chair, there will be a minimum of two (2) members, and a maximum of four (4). At least one member must be from an Occupational Health and Safety Generalist Category (Professional, Practitioner, Candidate) and at least one member must be from the Occupational Hygiene Category (Professional, Practitioner, Candidate).

MEMBERSHIP SELECTION AND TERM OF OFFICE

Members shall be volunteers from the general membership and appointed by the Chair in accordance with bylaw 9.6. Disciplinary Committee Members will serve without remuneration, but may be compensated for reasonable expenses associated with fulfilling their responsibilities.

The Term of Office of a Committee Member will be for one (1) year, with the opportunity to extend at the discretion of the Chair. Committee Members will be appointed by the Chair within two (2) weeks of the approval of these Terms of Reference.

At least thirty (30) days prior to the anniversary date of the original appointments, and every subsequent anniversary date, the Chair shall invite members in good standing to put their names forward for consideration as Committee Members. After receiving the names, the Chair shall appoint the Committee Members on or before the anniversary date to serve for the upcoming one (1) year Term of Office.

If a position becomes vacant at any time during the Term of Office, then the Chair may invite members in good standing to put their names forward for consideration to fill the vacant position, and the Chair may fill any vacancy.

SCOPE AND RESPONSIBILITY

The Disciplinary Committee is responsible for the following:

- developing the Code of Conduct and submitting the Code of Conduct to the Board for approval under bylaw 12.2;
- developing the Disciplinary Policies and Procedures and submitting the Disciplinary Policies and Procedures to the Board for approval under bylaw 12.6;
- reviewing the Code of Conduct and Disciplinary Policies and Procedures on a regular basis and making suggestions, if any, to the Board for amendments to the documents;
- addressing any complaints made against members for violation of the Code of Conduct (in accordance with the process set out in the Disciplinary Policies and Procedures); and
- initiating and completing any investigation into a potential Code of Conduct breach by a member (in accordance with the process set out in the Disciplinary Policies and Procedures);

In addition to managing the general business of the Disciplinary Committee and other responsibilities set out in these Terms of Reference, the Chair is responsible for the following:

- writing an annual report pursuant to bylaw 9.8 and submitting the annual report to the Board within thirty (30) days of the Annual General Meeting.

GOVERNANCE

The Disciplinary Committee is responsible to the Board and shall report to the Board of Directors

1. General Business:

Subject to the bylaws, The Disciplinary Committee may establish its own process for the creation, review, and maintenance of the Code of Conduct and Disciplinary Policies and Procedures.

2. General Meetings:

The Disciplinary Committee will continuously work on its responsibilities, but shall hold a minimum of three (3) general meetings during the Term of Office.

All general meetings shall be called by the Chair who shall preside over all meetings of the Committee. If the Chair is unable to attend a meeting, the Chair may appoint another member of the Committee to preside over the meeting.

The Committee may establish its own process for conducting a general meeting.

The Chair plus one half of the committee members shall constitute quorum at a general meeting. A general meeting may be held by any means that allows all attending committee members to communicate with each other.

3. Specific Disciplinary Matters:

Any meeting or hearing held for the purposes of addressing a complaint against a member, or an internal investigation into the conduct of a member, shall be conducted in accordance with the Disciplinary Policies and Procedures.

RELATIONSHIP TO OTHER COMMITTEES /ENTITIES

The Disciplinary Committee may consult with the Board, Executive Committee, Officers, Board Members, or other Society Committees as it determines necessary to fulfill its responsibilities.

APPROVAL

The Terms of Reference for the Disciplinary Committee was approved by the Board on February 20, 2018.