



Terms of Reference

Ethics, Discipline and Complaints Committee

Mandate

- 1 The Ethics, Discipline and Complaints Committee is a Board committee of Volleyball Canada that is responsible for advising the Board and staff on matters relating to ethics, discipline and complaints within Volleyball Canada's jurisdiction.

Authority

- 2 The Committee will exercise its authority in a manner that is consistent with:
 - a. these Terms of Reference;
 - b. Volleyball Canada's Articles, by-laws, and policies;
 - c. Volleyball Canada's Strategic Plan, Vision, Mission and Values; and
 - d. all applicable legislation, government policy and initiatives.
- 3 The Committee may form sub-committees as needed.

Composition

- 4 The Committee will have a minimum of three and a maximum of five members.
- 5 The Chair of the Board will appoint the Chairperson of the Committee, who will be a Director of Volleyball Canada. The Chairperson will be appointed for a two year term.
- 6 The Board will, on recommendation of the Chair of the Board and in consultation with Chairperson, appoint the other Committee members. Committee members will be appointed for a one year term.
- 7 Generally, the Chairperson and Committee members will not serve on the Committee for more than six consecutive years; however, they may serve for a longer period of time in exceptional circumstances.
- 8 The Chair of the Board, in consultation with the Chairperson, may remove a Committee member, and fill any vacancy on the Committee.
- 9 The Chair of the Board and the CEO are ex-officio nonvoting members of the Committee.



10 Notwithstanding any provision in these terms of Reference, the Board may appoint, remove or replace the Chairperson or Committee Members.

Responsibilities

- 11 The Committee will:
 - a. review and adhere to these Terms of Reference;
 - b. advise the Board on issues concerning ethics;
 - c. advise the Board on issues concerning discipline and complaints;
 - d. serve as a resource on issues concerning ethics, discipline and complaints; and
 - e. perform additional tasks assigned to the Committee by the Board.
- 12 The Chairperson will be the Discipline Chair under Volleyball Canada's Discipline and Complaints Policy.
- 13 Any complaint relating to the Universal Code of Conduct to Address and Prevent Maltreatment in Sport will be dealt with under the Office of the Sport Integrity Commissioner Process.

Good Faith

- 14 Members of the Committee will act honestly and in good faith.

Conflict of Interest

- 15 All Committee members will declare any conflicts of interest when they are appointed and at the beginning of a Committee meeting. Committee members may not be involved in any decision where they have or could be perceived to have a conflict of interest.

Diversity Equity and Inclusiveness

- 16 Volleyball Canada is committed to encouraging diversity, equity and inclusion in the administration of its policies, programs and activities and will work to provide under-represented groups with an equitable range of opportunities to participate on its committees.



Meetings

- 17 The Committee will meet by telephone, video conference or in person, as required, and at the discretion of the Chairperson.
- 18 A quorum will be a majority of the members of the Committee.

Reporting

- 19 The Committee will keep a record of all of its recommendations.
- 20 The Committee will submit regular reports to the Board through the CEO, and it will report to the Members at the Annual Meeting by way of a written report prepared by the Chairperson.

Resources

- 21 The Committee will have access to resources from Volleyball Canada to fulfill its responsibilities as approved by the CEO.

Review

- 22 The Committee and Board will review these Terms of Reference annually.

Approval

- 23 The Board approved these Terms of Reference on 23 May 2024.