

Policy on the Discipline of BCDSS Directors

There are standards of conduct that all BCDSS Directors are required to follow. The Society Act and BCDSS By-Laws give general descriptions of appropriate conduct for Directors. This policy elaborates on the descriptions in the Society Act and By-laws and provides a procedural guideline to follow in the event that a Director is accused of violating the standards of conduct.

The Society Act and the BCDSS By-laws state:

Directors shall act honestly and in good faith and in the best interests of the Society; exercise the care, diligence and skill of a reasonable and prudent person in exercising power and performing functions as a member of the Directors,

The BCDSS By-laws state:

A member of the Directors who is directly or indirectly interested in a proposed contract or transaction with the Society shall disclose fully and promptly the nature and extent of his interest to each member of the Directors and otherwise comply with the requirements of the Society Act.

Each Board and Branch must have a minimum of 6 meetings a year, excluding general meetings.

This Policy on the Discipline of Directors adds that:

If a Director, within one term of office, misses 3 consecutive meetings or 5 meetings total of a respective Board or Branch, the Director's Board or Branch **MAY** make a motion to remove the Director in question. [Only one meeting a month may be included in the calculation of missed meetings.]

If a Director is removed from a Board or Branch in this manner, a mandatory meeting of the Directors' Judiciary Committee must follow to review the decision. The Directors' Judiciary Committee may re-instate the Director or support the decision to remove the Director.

The Directors' Judiciary Committee

The Directors' Judiciary Committee is a committee with the specific purpose of investigating the action(s) of BCDSS Directors accused of violating the standards of conduct for Directors that are outlined in the Society Act, By-laws and this policy.

Personnel on Directors' Judiciary Committee

- 1-2 people from accused's Board/Branch.
- 1-2 people each from the other Board/Branches.
- If 1 person cannot be provided from a particular Board/Branch, then the positions may be filled by Directors on the other Board/Branches.
- Accused and official accuser may not be on the committee.
- Minimum of 3 people on the committee.
- The Board/Branch or Chairperson who called the DJC meeting must organize the first meeting.
- Each Board/Branch nominates their respective quota of Directors to the Committee.
- Chairperson of the Committee is selected by the Committee at the first meeting.

Convening a Meeting of the Directors' Judiciary Committee

A meeting of the Directors' Judiciary Committee (DJC) may be convened at the request of a Board or Branch Chairperson or at the request of a Board or Branch (the majority of the respective Board or Branch having voted in favor of the convention). Note: There should be reasonable information/proof gathered before the DJC meeting is called. Lack of information/proof or waiting for more information/proof may be grounds for the postponement of a scheduled DJC meeting.

Proceedings of the Directors' Judiciary Committee

- Follow a similar process to the Harassment Policy except that there are not reports from the Officers and the Advisors. The Directors' Judiciary Committee must get information from the involved Board/Branch(es) or gather information themselves (if possible).
- When imposing disciplinary action against a Director, the DJC may impose such disciplinary action as it considers appropriate under the circumstances. The disciplinary action may include, but is not limited to:
 - a) a verbal apology;
 - b) a written apology;
 - c) a letter of reprimand from the Committee;
 - d) a fine up to a maximum of \$100;

- e) referral to counseling;
- f) repayment of funds;
- g) expulsion from Board or Branch.

How to Deal with a Problem

- Follow the steps in the order listed below

If you are a Branch Director and think a problem exists with a Director on your Branch, you should:

1. Try to resolve the issue within your Branch. If the problem is resolved to your satisfaction, **do not proceed further**. However, if you are not satisfied with the solution, you may ask your Branch to vote to convene a meeting of the Directors' Judiciary Committee (DJC). If the motion is not supported, then
2. Discuss the issue with the Chairperson of your Branch. The Chairperson may convene a meeting of the DJC. If your Branch Chairperson does not call a meeting of the DJC, then
3. Discuss the issue with the Board Chairperson. The Board Chairperson may convene a meeting of the DJC. If the Board Chairperson does not call the meeting of the DJC, then
4. Discuss the issue with the Board at a Board Meeting (get it on the agenda). The Board may vote to convene the DJC. If the DJC is not call to meet, then
5. Contact Chairperson of another Branch. If other Branch Chairperson does not call the DJC to meet, then
6. Contact the membership. Refer to the Society Act regarding requisition for general meeting and the Bylaws regarding removal of Directors by Special Resolution.

If you are a Board Director and think a problem exists with a Director on your Board:

1. Try to resolve the issue within your Board. If the problem is resolved to your satisfaction, **do not proceed further**. However, if you are not satisfied with the solution, you may ask your Board to vote to convene a meeting of the Directors' Judiciary Committee (DJC). If the motion is not supported, then
2. Discuss the issue with the Chairperson of your Board. The Chairperson may convene a meeting of the DJC. If your Board Chairperson does not call a meeting, then
3. Discuss the issue with a Branch Chairperson. The Branch Chairperson may convene a meeting of the DJC. If the Branch Chairperson does not call the meeting of the DJC, then
4. Discuss the issue at a Branch Meeting (you must first talk to the Branch's Chairperson). The issue should be on their agenda. The Branch may vote to convene the DJC. If the DJC is not called to meet, then

5. Contact Chairperson of another Branch. If other Branch Chairperson does not call the DJC to meet, then
6. Contact the membership. Refer to the Society Act regarding requisition for general meeting and the Bylaws regarding removal of Directors by Special Resolution.

If you are a Board/Branch Director and think a problem exists with a Director who is not on your Board/Branch:

1. Try to resolve the issue within your Branch/Branch. If the problem is resolved to your satisfaction, **do not proceed further**. If the problem is not resolved, then
2. Try to resolve the issue in a conjoint meeting with your Board/Branch and the Branch/Branch that the accused belongs to. If this meeting does not occur or does not resolve the issue, then
3. Discuss the issue with the Chairperson of your Board/Branch. The Chairperson may convene a meeting of the Directors' Judiciary Committee (DJC). If your Chairperson does not call a meeting, then
4. Discuss the issue with your Board/Branch and ask them to support a motion to convene a meeting of the DJC. If this does not pass, then
5. Contact the Chairperson of another Branch. If the Chairperson of the other Branch does not call the DJC to meet, then
6. Contact the membership. Refer to the Society Act regarding requisition for general meeting and the Bylaws regarding removal of Directors by Special Resolution.

Approved October 8, 1997 (AGM)