

Canadian Association for the Study of Adult Education (CASAE) Code of Conduct Standing Committee (COCSC) Terms of Reference

Adopted: March 2026

Aim

The Canadian Association for the Study of Adult Education (CASAE) Code of Conduct Standing Committee (COCSC; the “Committee”) supports the implementation and review of the Code of Conduct, considers matters of compliance, and ensures that complaints are examined promptly and fairly.

Objectives

1. To make the CASAE Code of Conduct accessible to members
2. To consider compliance issues and agree upon and implement, monitor, and review compliance in relation to the Code of Conduct.
3. To examine complaints (i.e., alleged breaches of the Code) that are received, mediate an outcome where relevant and make recommendations to the CASAE Executive Committee on an appropriate course of action.
4. To conduct periodic reviews of the Code of Conduct

Membership

The Committee shall comprise of the following:

1. *Chairperson* – the CASAE President shall serve as the chairperson of the Committee. Another member of the CASAE Executive Committee may be asked to chair meetings of the Committee from time to time. The chairperson is responsible for ensuring that appropriate records of the meetings are collected.
2. *Board of Directors representatives* (2) – current members of the CASAE board of directors will be nominated to serve during a board of directors meeting.
3. *Member representatives* (2 or 3) – current CASAE members in good standing are eligible for nomination to the Committee. These positions cannot be filled by a student member or Board of Directors member.
4. *Graduate student member representative* (1) – current CASAE graduate student members in good standing are eligible for nomination to the Committee.
5. *Executive Director* (1), non-voting – the Executive Director will serve as an ex-officio member in order to provide administrative support to the committee and keep records of decisions.
6. *Legal Counsel* (1), non-voting – as needed, and from time to time, the Committee may request the assistance of legal counsel through CASAE in order to assist them with questions and decision making.

Selection of members

Members may submit their candidacy during the annual election, following standard election processes. The CASAE Executive committee will review the applications and select members.

Consideration will be given to ensuring the Committee has representation that provides diverse representation, including gender, social demographics, academic rank and experience, institutional affiliation, and geography.

In the event that enough members of the Committee have a perceived or declared conflict of interest, are involved in the complaint, or are unable to review the complaint in a timely manner to affect quorum, members of the CASAE Executive Committee may serve as temporary members of the Committee.

Term

Committee members will be elected for a term of one (1) or two (2) years, indicated by the candidate at the time of application. A member may be re-elected for a second term.

Efforts will be made to stagger the term of members such that there is an ongoing cycle of 'incoming' and 'outgoing' members to promote mentorship and continuity.

The CASAE Board will endeavour to fill any vacancy on the committee as soon as is practical by electronic voting, or submitting candidacy at an AGM.

Meetings

Meetings of the Committee will usually be called within three weeks of a complaint being received.

Working Groups may be established and will meet separately according to the needs and purpose of the group.

Decision Making

1. Quorum for Committee meetings shall be three voting members of the full Committee membership.
2. Individuals only have one vote.
3. Decision making shall be by consensus where possible, otherwise by simple majority.
4. CASAE empowers, in good faith, the Committee to represent the interests of the organization between meetings when required.
5. Committee members will declare any potential conflict of interest relating to Committee activities. Where a conflict of interest is identified, the Committee member will stand aside from all procedures and deliberations related to that activity.

Confidentiality

Information and discussion regarding members' compliance with the Code of Conduct and any personal information will be treated as confidential and not shared beyond the functions of the Committee.