



FLAT-COATED RETRIEVER SOCIETY OF CANADA COMPLAINTS REVIEW COMMITTEE TERMS OF REFERENCE

Purpose of the Complaints Review Committee

The primary duty of the Complaints Review Committee is to hear, investigate and make recommendations to the FRCSC Board regarding alleged violations of the FCRSC COE - Breeder Regulations and any actions that have or are likely to endanger the reputation or welfare of the club or the breed. Complaint Guidelines are used for implementing committee recommendations.

Mandate and Authority of the Complaints Review Committee

The committee will only respond to complaints that have been received on form FC-D-1 and submitted by a FCRSC member in good standing. All matters of discipline regarding the FCRSC COE - Breeder Regulations or actions that have or are likely to endanger the reputation or welfare of the club or the breed are within the jurisdiction of the Complaints Review Committee. Members found in contravention of the FCRSC COE - Breeder Regulations or who have performed actions that have or are likely to endanger the reputation or welfare of the club or the breed will be subject to discipline as laid out by the Complaint Guidelines. The Complaints Review Committee will have the authority to recommend to the FCRSC Board the following disciplinary actions: (i) To warn, suspend, expel, (ii) terminate membership and levy reasonable costs of the investigation and the hearing, or take such other action as may be warranted in the circumstances, against any member of the Flat-coated Retriever Society of Canada (iii) to exclude any dog owner from events sanctioned by the Club.

Membership and Appointments

The Board shall appoint the Complaints Review Committee from available volunteers. The term of office for such committee shall be for a period of two (2) years or until such later time as the Board appoints a new committee.

The Committee shall consist of one (1) member in good standing from each of the following regions: a) Atlantic, Ontario, Quebec and Nunavut Territory Region, b) The Prairie Provinces and Northwest Territories c) British Columbia and the Yukon region. In addition, one member of the FCRSC Board shall also sit on this committee. A minimum of one committee member must be a breeder and all members must have a minimum of 3 years of membership. The Committee has the authority to invite an external member from the club should the expertise be required for a specific complaint. The Committee shall appoint a Chair from its number. In the event of a vacancy occurring at any time, the Board shall appoint a replacement member at the next regular Board meeting.

Reporting Relationship

The Committee reports directly to the Board and is required to submit an annual report of all activities as of December 31 of the current year.

Voting

Each committee member is entitled to one vote on all matters coming before the Committee.

Meeting procedures

Schedule: As required to fulfill its mandate and responsibilities.

Format: E-mail, telephone or in person.

Hearing agenda: Developed by committee chair.

Quorum: A majority of the committee.

Conflict-of-interest disclosure

Members must declare conflicts of interest at the beginning of the hearing.

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the Committee activities. A conflict of interest may be real, potential or perceived in nature.

Individuals must declare potential conflicts and absent themselves or put the decision regarding the conflict of interest to all parties of the hearing.

Confidentiality

By participating in this Committee each member agrees to maintain the confidentiality, security and integrity of all materials during and after their term on the committee.

Amendment to terms of reference

The Board may amend Committee terms of reference from time to time.