



## **Member Standards Committee (AIATOR-007) Version 1.0**

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## **Member Standards Committee**

### **Terms of reference (AIATOR-007)**

This TOR Policy is issued under the authority of the Amnesty International Australia (AIA) National Board. This endorsed TOR must be followed by Committee members unless otherwise stated.

This terms of reference sets out the membership, responsibilities, authority and operations of the Member Standards Committee of Amnesty International Australia

### **Introduction**

The Member Standards Committee was established by the AIA Board to adjudicate breaches of the Member Undertaking. Where breaches are determined to have occurred, the Committee may impose appropriate penalties or make recommendations to the National Board in relation to suspension of membership or removal from membership as set in the AIA Constitution.

The Member Undertaking seeks to ensure that every member of AIA understands their role in helping to create a safe environment for everyone to participate in which is respectful and welcoming of a diversity of views and experiences. In addition, it assists the board in monitoring compliance with its work, health and safety obligations and diversity and inclusion goals.

The TOR owner is the Chair of the Member Standards Committee.

### **Responsibilities of the Member Standards Committee**

The Committee has the following responsibilities:

- to receive complaints that have been reviewed by the Complaints Officer and found to be material regarding behaviours of members in breach of the Member Undertaking and to investigate and make findings in respect of those complaints;
- to commence an investigation into alleged breaches of the Member Undertaking of its own initiative;
- to make a final ruling on whether a complaint is trivial or vexatious subsequent to the Complaints Officer's determination. If a complaint is determined to be trivial or vexatious, the Committee will not pursue the complaint to investigation;
- to make findings in relation to whether or not a member has breached the undertaking; and



- to make recommendations to the National Board in relation to the consequences for breaches of the undertaking where serious breaches are made out, and to communicate the consequences for breach in all other cases.

## **Powers of the Committee**

The Member Standards Committee has the authority to:

- investigate allegations of breaches of the Member Undertaking;
- request information including confidential information in relation to its work;
- make findings in relation to whether a member has breached the member Undertaking and impose penalties for breach;
- make findings in relation to member behaviour and impose penalties other than in relation to serious breaches of the Member Undertaking; and
- make recommendations to the National Board in relation to the consequences of breaching the Member Undertaking by a member.

The Committee will adhere to principles of due process, fairness, confidentiality and proportionality when conducting its work. The Committee will keep all details of alleged breaches of the Member Undertaking confidential during the investigation, and only release any information in relation to the investigation when it deems appropriate, other than in fulfilling its reporting obligations to the National Board.

## **Delegation of authority to a sub-committee**

The Member Standards Committee may delegate authority to a sub-committee comprised of one or more members of the committee. Any such sub-committee shall have the full power of the Member Standards Committee, subject to the terms of its delegated authority.

## **Structure and composition of the Committee**

The Member Standards Committee consists of three members, other than on an ad hoc basis on the terms below. Two members are members of the National Board, the remaining member is the National Director or their delegate.

## **Appointment**

The National Board will appoint, replace or remove the National Board members to and from the Member Standards Committee and review the composition of the Committee at least every three years. The National Director will retain the authority to appoint, replace or remove their delegate, if any.



In order to strengthen the governance of the Member Standards Committee the Member Standards Committee may appoint from time to time up to two further members on an ad hoc basis on the terms and for the period it sees fit.

## **Chair**

The Chair of the Committee will be one of the members of the National Board and will be appointed by the Committee.

Should the Chair of the Committee be absent from a meeting and no acting Chair has been appointed, the members of the Committee present at the meeting have authority to choose one of their number to be Chair for the particular meeting.

## **Proceedings of the Member Standards Committee**

This section sets out the procedures to assist the committee exercise its functions and includes:

- who will provide support to the committee
- how often the committee will be required to meet during each year
- who has the ability to call a meeting
- who may attend a meeting
- what conditions are required for the meeting to proceed
- how the committee will capture and document their decisions, advice or recommendations, and
- how the committee can access internal and external advice to assist with decision-making.

## **Secretariat**

All records including the agenda, minutes and any reports or recommendation will be prepared and kept by the Chair.

## **Frequency of meetings**

The Committee will meet as frequently as is necessary to undertake its role.

## **Notice for Committee meetings**

The Chair may call a meeting of the Committee if required. Members of the Committee shall be advised of meetings via email at least 5 business days before the meeting is to be held to confirm a date and time. An agenda will be made available as soon as practicable prior to the meeting date. Committee meetings will be held online using the available technology, and/or in person as appropriate.



## **Quorum meetings**

The minimum quorum for a committee meeting is two members.

## **Committee member interests**

Members of the Committee will not participate and will not vote on any issues in respect of which there is an actual or perceived conflict of interest.

## **Reporting**

The minutes/papers of the Member Standards Committee will be included in the papers for the next board meeting on a confidential basis. The Chair of the Committee will report the findings and recommendations of the Committee to the Board as appropriate.

## **Review**

The Committee shall perform an annual evaluation of its performance against its work plan and provide that information to the board. The board will evaluate the performance of the Committee as appropriate

The Board of Amnesty International Australia will review and amend as necessary these terms of reference every two years.

## **References**

### **Applicable Regulatory Requirements**

N/A

### **Policies**

Amnesty International Australia Constitution

Member Undertaking

Values and Behaviour Charter

Code of Conduct

Unreasonable Conduct Policy



**Procedures**

The Member Standards Committee may set its own procedures.

**More information**

For more information contact the Committee Chair.

A full list of AIA Section Policies and TORs are available on the [website](#) (which clicks through to the Section Policies and TORs).

**Version control**

This policy is to be reviewed and updated at least every year or sooner where there is a AIA requirement. Minor changes such as changes to a hyperlink, correcting grammar, or changing a name will not be recorded as a version change.

Version	Date of effect	Brief summary of change
Version 1 - Initial policy	4 Dec 2023	Initial policy endorsed by the Governance Committee on 4 December 2023
Version 2 – Amendment	11 Dec 24	To allow for the appointment of up to 2 further members on an ad hoc basis by the MSC
Version 3 – Amendment		