



ICAI – Canadian National Consortium Terms of Reference

Preamble

The Canadian National Consortium of the International Center for Academic Integrity (hereinafter referred to as ICAI Canada) is affiliated with the International Center for Academic Integrity (hereinafter referred to as ICAI) and is accountable to the ICAI Board of Directors.

Purpose

ICAI Canada serves as an education and evidence informed resource for Canadian universities, colleges, and other educational institutions working to create cultures of integrity. This group aspires to be bilingual in honour of the two official languages in Canada (English and French).

ICAI Canada's goals are:

- Develop and offer education and professional development opportunities to local practitioners;
- Support practitioners day-to-day efforts at their own institutions;
- Disseminate evidence informed practices from international and other national groups to the region;
- Provide academic integrity resources, including connections to the ICAI; and
- Introduce regional universities, colleges, and other educational institutions to the work and benefits of ICAI.

Note: that there are no funds supporting this consortium. All positions are unpaid and filled on a voluntary basis.

ICAI Canada Membership/Composition

Membership is open to all ICAI members and individuals affiliated with a Canadian academic/educational institution. In addition, Canadian non-members, who have an interest in academic integrity, may participate but will not have access to the benefits of ICAI members (e.g., conference discounts, member forum, webinars, free access to ICAI tools and resources etc.).

There are three membership categories:

- a) Canadian academic/educational institution (i.e., your institution belongs to ICAI)
VOTING
- b) Canadian ICAI individual members (i.e., person pays own membership) VOTING
- c) Canadian Non-ICAI members (i.e., no affiliation or fees paid to ICAI) NON-VOTING

Annual Meeting

Members of the ICAI Canada Advisory Committee (see below) will organize and host an annual meeting, typically timed to align with the annual ICAI Conference.

ICAI Canada Advisory Committee

The affairs of ICAI Canada will be governed by an Advisory Committee (hereinafter referred to as the Committee), which shall supervise and direct all of its activities.

- The Committee is made up of a minimum of six members, to a maximum of 15. At least one member should be bilingual. Quorum is reached when one third of Advisory Committee members are present.
- Three members are elected by the voting membership (Chair, Vice-Chair and Secretary). This group will form the ICAI Canada Executive. The individuals holding the position of Chair, Vice-Chair and Secretary must be a current member of ICAI. Effort will also be made to have a bilingual representative on the Executive. The remaining members are appointed. Members of ICAI Canada and other interested parties may submit expressions of interest to the Advisory Committee, to be considered for an appointed position.
- Committee membership will strive for diversity in its composition (i.e., representation from each Province and Territory and in language). Committee member vacancies, both elected and appointed, will be communicated, as needed, via the ICAI Canada listserv, webform and/or webpage.
- Membership will typically last for two-year terms, beginning on July 1 through to June 30.
- Terms may be renewed, subject to continuing membership with ICAI Canada and active contributions to the Committee. Any ICAI Canada position may not be held longer than six consecutive years, unless agreed and voted on by the Committee.
- The Committee may establish subcommittees or working groups to fulfil its aims and objectives.

Advisory Committee Composition

1. One (1) **Chair** [elected] See Appendix

The Chair will lead meetings of the Advisory Committee, as well as the Annual Meeting. In consultation with the Committee, the Chair will set strategic directions, and coordinate the efforts of ICAI Canada. The Chair will act as spokesperson.

2. One (1) **Vice-Chair** [elected] See Appendix

The Vice-Chair will fulfill the Chair's duties, should the Chair be unable to do so. The Vice-Chair will serve as an advisor to the Chair and Secretary, lending support for the functions of the Committee. The Vice-Chair will assume the role of Chair when the Chair's term is complete or if they do not renew or continue their term. This will assist with the transition of leadership and planning, and provide transparency in governance.

3. One (1) **Secretary** [elected] See Appendix

The Secretary will prepare agendas and minutes, receive and distribute supporting documents. The Secretary will maintain a list of current membership, including voting members, and copies of governance documents.

4. One (1) **Event Coordinator** [appointed] See Appendix

The Event Coordinator will support the development and execution of events (e.g., booking venues, promotion, supporting webinars). The Event Coordinator will support planning and hosting of the Annual Meeting. The Event Coordinator may form a subcommittee to fulfill their duties.

5. One (1) **Communications Coordinator** [appointed] See Appendix

The Communications Coordinator will support communication strategies which may include, web, social media, translation, forums, and other communications. The Communications Coordinator will administer the list-serv and oversee the Canadian web forum. The Communications Coordinator may form a subcommittee to fulfill their duties.

6. One to Eleven (**1 – 11**) **Advisors** [appointed] See Appendix

Other Advisory Committee members are appointed, and may have specific responsibilities assigned, or hold their appointment based on special interests, experience/knowledge, defined strategies, or groups (e.g., provincial AI network, K-12 Liaison).

Advisory Committee Meetings

Meetings shall occur, normally via videoconferencing, at a minimum of 4-6 times per year, normally monthly, during the academic year (September to June). Members can anticipate spending an approximate minimum of 1-3 hours per month dedicated to Committee work.

Quorum

Not less than one-third of the voting members shall constitute quorum.

Voting on Advisory Committee positions

During the first term (i.e., two years) of formal organization of ICAI Canada, the three elected member positions (Chair, Vice-Chair and Secretary) will be filled by members who have been part of the development of these terms and the formalization of ICAI Canada and have volunteered for the role. Thereafter, voting by the membership will take place to fill these positions. Eligible voters will be current members of the Committee. The voting process will use a Google form with verification (or other appropriate platform) to record votes. Not less than one-third of the voting members shall constitute quorum.

Voting on agenda items and other business

On occasion, there may be matters that require a vote by the general membership. Eligible voters will be current institutional or individual members of ICAI. The voting process will use a Google form with verification (or other appropriate platform) to record votes. Not less than one-third of the voting members shall constitute quorum.

Appointments

During the first term (i.e., two years) of formal organization of ICAI Canada, appointed positions (Event Coordinator, Communications Coordinator, Advisors) will be filled by volunteers or determined by the Chair, Vice-Chair and Secretary. Advisors will then be appointed by the Chair, Vice-Chair Secretary, and the Event Coordinator, Communications Coordinator. Thereafter, appointments will be made every two years by the Chair, Vice-Chair and Secretary. Expressions of interest for the Event Coordinator, Communications Coordinator and advisory positions will be advertised throughout academic integrity networks in Canada. The Executive may also reach out to qualified parties and offer them an appointment, where appropriate.

Accountability

The Committee is responsible to the ICAI Board of Directors. Major decisions and recommendations (e.g., plans that may involve a conflict of interest) should be forwarded to the Board for discussion. The Committee will provide updates to the Board, typically in the form of an Annual Report, for information.

Terms

Changes to the Terms of Reference, including its dissolution, may be amended by the voting members (by simple majority), at the Annual Meeting. The Terms of Reference will be reviewed and revised (if necessary) every two years.

Governance Approvals

The ICAI Canada Terms of Reference were approved by the ICAI Canada membership at the March X, 2023 Annual Meeting [Indianapolis, Indiana, US], becoming effective, March X, 2023.

Acknowledgements

The Terms of Reference and organization of ICAI Canada were developed in November 2022 by the following individuals, without whom this group would not have been sustained over the years, nor positioned for growth.

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