

Policy Manual  
 of  
 Canadian Organization of Medical Physicists  
 (February 2025)

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## **Definitions**

“Administrators” - COMP Office representatives or COMP members (in good standing) who have password-protected access in order to make content changes to the website or social media accounts.

COMP administration - COMP Office (Executive Director and Administrative Support Staff)

AMC – Association Management Company

“Associated business” means any business entity, whether incorporated or not, including any legal entity organized for profit, not for profit or charitable purposes, in which the Director has a financial interest or serves as Director, officer, employee, or consultant.

“Authorized users” – members of a particular social media channel that may or may not include COMP members, depending on the of social media’s target audience, as determined by administrators of that account.

“Board” means the Board of Directors of COMP;

“Candidate” means a Nominee who has been vetted by the Nomination Committee and placed on the slate for election.

“COMP administration” – COMP Office (Executive Director and Administrative Support Staff)

“Conflict of interest” means a situation in which an independent observer might reasonably question whether an individual’s independent judgment may be compromised by considerations of personal gain, financial or otherwise. Without limiting the generality of this definition, for the purposes of this Policy, the following shall constitute a conflict of interest:

- (a) Financial interest in an entity, including through ownership, investment in, or service as a Director, officer, employee, member or consultant, which does business or competes with COMP.
- (b) Financial interest in an entity under circumstances in which the Director could use his or her influence or position with COMP to benefit the enterprise or himself.
- (c) Receiving payment other than approved honoraria or any other type of compensation for providing.

“Days” means business days not including weekends and statutory holidays

“Director” means a Director of the Board. A person becomes a Director of the Board of COMP in accordance with COMP’s bylaws: by nomination and election by the members of the corporation or as a non-voting member by virtue of their office (such as the Past-President and the Executive Director). Directors oversee the affairs of COMP.

“Family member” means the spouse, parent, child, brother or sister, and the spouse of any such child, parent, brother or sister, and includes the partner of any person, as herein defined.

“Financial interest” means an interest in anything having monetary value and includes the opportunity to receive anything of monetary value, for example, salary or other payments, consulting fees, gifts, equity interests, and intellectual property rights.

“Gift” includes, but is not limited to, articles of value such as cash, personal loans, offers of travel, accommodation, meals, entertainment, equipment, equities and other securities, the right to receive any of the foregoing, or other special considerations.

“Nominal value” means small and intrinsic in nature, of an amount that is unlikely to be perceived to influence the exercise of the Director's fiduciary obligations.

“Nominee” means a member in good standing who has submitted his or her name to stand as a Candidate for election to the Board

“Partner” means one of two persons who have lived together for at least one year in a close personal relationship that is of primary importance in both persons' lives.

## 1. INTRODUCTION

The focus of this Policy and Procedure Manual is to provide a living document with sound policies that will enable the Canadian Organization of Medical Physicists to achieve its desired governance objectives.

### **POLICY**

The development of effective policies should support the vision, mission and values of the organization. It is important to consider the following:

- a) Input from all relevant stakeholders;
- b) Relevant, complete and understandable content;
- c) Effective communication to all stakeholders;
- d) Consistency of formats for all policies;
- e) Appropriate authorization and accountability for administering the policy; and
- f) A periodic review process to validate appropriateness and completeness

Policies should contribute to the growth and development of a high performance organization. This policy manual will be maintained by the COMP Board Secretary with support from the Executive Director. The Secretary will keep track of new policies required as well as changes needed to existing policies and will update the policy manual as required. In addition to the Executive Director, the Secretary may enlist the support of volunteers to assist as required. All new policies as well as changes to existing policies will be approved by the COMP Board of Directors.

## 2. GOVERNING THE BOARD OF DIRECTORS

### 2.1. Role of the Board

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#### **PURPOSE**

The Board of Directors plays an important role providing leadership and overseeing the activities of the Canadian Organization of Medical Physicists. The Board is responsible to the members and has the obligation to render an account for the responsibility conferred. The Board represents the interests of the members and the broader community. In setting direction, the Board will actively consult with members and the community at large. The Board will ensure that COMP operates with appropriate transparency and is active and forthright in its communications.

The Board is responsible to be knowledgeable about risks inherent in the Corporation's operations and ensures that appropriate risk analysis is performed as part of Board decision-making. The Board ensures that appropriate programs and processes are in place to protect against risk.

#### **POLICIES**

##### 2.1.1. Strategic Planning

In providing leadership, the Board shall work with the Association Management Company (AMC), volunteers, members, and stakeholders in building a vision for the future, developing mission and objectives, determining outcomes and evaluating overall organizational results.

The Board shall participate in the development and approval of the strategic plan, oversees Corporation operations for consistency with the strategic plan and receives regular progress reports on implementation of strategic directions and initiatives.

##### 2.1.2. Operational Oversight

The Board will adhere to the approved budget and to best practices in dealing with members, staff and volunteers. The Board will rely on regular reviews of operational practices rather than approving or advising on day-to-day management decisions of the Executive Director.

##### 2.1.3. Governance, Organizational Development and Training

The Board is responsible for the quality of its own governance. The Board shall establish governance structures to facilitate the performance of the Board's role and enhance individual director performance.

The Board shall be responsible for ensuring that appropriately qualified individuals are nominated as Board members and shall ensure ongoing Board training and education.

The Board shall assess and review its governance by periodically evaluating Board structures including Board recruitment processes and Board composition and size, number of committees and their terms of reference, processes for appointment of committee chairs, processes for appointment of Board officers and other governance processes and structures.

#### 2.1.4. Resource Management

The Board is responsible for stewardship of financial resources including ensuring availability of, and overseeing allocation of, financial resources. Therefore, the Board shall approve policies for financial planning and shall approve the annual operating and capital budget.

The Board shall approve investment policies and monitor compliance and ensure management has put measures in place to ensure the integrity of internal controls.

The Board shall recruit an association management company (AMC) to manage the affairs of COMP. The AMC will assign an Executive Director who will be the primary liaison with the Board.

The Board shall ensure succession planning is in place for the AMC and the assigned Executive Director.

## **2.2. Duties, Obligations and Expectations of Individual Directors**

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### **PURPOSE**

Directors have a duty to act honestly and in good faith with a view to the best interest of the Corporation. This is a duty of loyalty. Directors may not profit at the expense of the Corporation and must avoid, or at least disclose all conflicts of interest.

A Director breaches his or her duty to act in the best interests of the Corporation where the Director prefers the interests of a particular group, person or entity over the interests of the organization as a whole.

### **POLICIES**

#### 2.2.1. Statutory Liabilities

Directors shall ensure that appropriate procedures are in place to promote compliance with statutory requirements and that these procedures are periodically reviewed to confirm compliance.

#### 2.2.2. Duty of Care

Directors have a duty to inform themselves, prior to making a decision, of all the material information relevant to the decision which is reasonably available

#### 2.2.3. Education

A Director shall be knowledgeable about:

- a) The operations of the Corporation
- b) The needs of the community the Corporation serves
- c) The duties and expectations of a Director
- d) The Board's governance role
- e) The Board's governance structure and processes
- f) Board adopted policies

#### 2.2.4. Teamwork

A Director shall develop and maintain sound relations and work cooperatively and respectfully with the President, members of the Board and the AMC.

#### 2.2.5. Time and Commitment

- a) A Director is expected to commit the time required to perform Board and committee duties. It is expected that a Director will devote an average of five hours per month.
- b) The Board shall meet at least three times per year and Directors shall attend two of those meetings, one being a face-to-face meeting, at minimum.
- c) A Director shall serve on at least one committee, or otherwise be involved in a COMP initiative other than Board meetings.

#### 2.2.6. Contributions to Governance

Directors shall contribute to the governance of the organization through:

- a) Reading materials in advance of meetings and coming prepared to contribute to discussions
- b) Offering constructive contributions to Board and committee discussions
- c) Contributing his or her special expertise and skill
- d) Respecting the views of other members of the Board
- e) Voicing conflicting opinions during Board and committee meetings, but respecting the decision of the majority even when the Director does not agree with it.

#### 2.2.7. Conflicts

If a Director feels that the conduct of a fellow Board Member or the Board as a whole is inappropriate, the Director shall:

- a) Speak with the Board Member, if the matter is still unresolved
- b) Speak with the President, if the matter is still unresolved
- c) Raise the issue at an in-camera board meeting.

#### 2.2.8. Confidentiality

Directors may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with COMP to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom COMP has authorized disclosure.

Directors shall use confidential information solely for the purpose of performing their duties for COMP. This policy is not intended to prevent disclosure where disclosure is required by law.

Directors must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and public transportation, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, Directors should be sensitive to



the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

Although a Director may be nominated by a specific region or constituency through a selection process or an election, Directors are elected by the entire membership and must represent the best interests of the Corporation. Directors speak for themselves rather than for a group of members.

Directors ensure that the vision, mission and goals of the Corporation are relevant and continue to inspire the work of the Corporation.

Directors abide by the bylaws and policies of the Corporation.

- a) Every Director shall respect the confidentiality of information about the Corporation whether that information is received in a meeting of the Board or of a committee or as otherwise provided to or obtained by the Director. A Director is in breach of his or her duties with respect to confidentiality when information is used or disclosed for other than the purposes of the Corporation.
- b) Regardless of their personal viewpoint, Directors shall not speak against, nor in any way undermine Board solidarity once a Board decision has been made.
- c) Directors are expected to attend all Board meetings unless there are extenuating circumstances that are discussed with the President.
- d) Directors shall avoid, in fact and in perception, conflicts of interest, and comply with the Conflict of Interest Policy.
- e) Directors' contributions to discussions and decision-making shall be positive and constructive. Outside of Board meetings, Directors do not create factions nor limit free and open discussion.
- f) Directors' interactions in meetings shall be courteous, respectful and free of animosity. Directors shall strive to be balanced in their efforts to understand others, and to make themselves understood.
- g) Directors shall participate in the Corporation in ways other than attending Board meetings.
- h) Directors shall represent the Corporation actively and positively in the community.
- i) Directors shall refrain from giving direction, as an individual Board member, to the Executive Director or AMC representatives.
- j) The President is the only official spokesperson for the Board. The Executive Director may speak on behalf of the Corporation. No Director shall speak or make representations on behalf of the Board unless authorized by the President or the Board. When so authorized, the Board member's representations must be consistent with accepted positions and policies of the Board.

### **2.3. Conflict of Interest**

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#### **PURPOSE**

The Canadian Organization of Medical Physicists ("COMP") strives to promote the highest standards of public trust and integrity in all of its activities and decision-making and to develop

procedures to ensure that the fact or perception of conflict of interest is avoided or effectively managed. The Directors of COMP have a fiduciary obligation to act solely in the best interests of COMP in all transactions, decisions, actions, and consultations in which they engage on COMP's behalf. To avoid conflicts of interest, Directors must do more than merely act within the law. They must conduct their affairs in such a manner that their performance will at all times bear public scrutiny. The appearance of conflict of interest, as well as the conflict itself, must be avoided.

## **POLICIES**

### **2.3.1. Disclosure of Conflicts of Interest**

To the extent reasonably possible, Directors shall arrange their private and professional interests in a manner that will prevent a conflict of interest from arising. In the event that a Director has a conflict of interest with respect to any matter brought before the Board, or any committee of the Board, the Director:

- a) Shall declare the conflict of interest to the meeting, together with a description of the nature of the conflict;
- b) Shall withdraw from the meeting for the duration of any discussions and deliberations relating to that matter; and
- c) Shall not vote, or seek to influence the vote of any other Director, on that matter.

Directors shall make annual disclosure of all actual and potential conflicts of interest, both of a financial and non-financial nature. Such disclosure shall include any situation in which they may become involved that could result in an actual, potential, or perceived conflict of interest, and shall include those of their family members and associated businesses. The disclosure shall be in a prescribed form and shall be submitted by Directors to the President upon their appointment to the Board and thereafter by the first Board meeting following the Annual General Meeting of Members of each year. The President shall submit his or her disclosure(s) to the Board.

If at any time, any Director, or any family member or associated business of a Director, shall come to have an actual or potential conflict of interest, the Director shall promptly declare that conflict to the President in writing, and at the first meeting of the Board of Directors after becoming aware of the conflict. If the Director is absent from that meeting, they shall make all reasonable efforts to ensure that the conflict is brought up and read at that meeting.

For the purposes of this policy, interests of nominal value, including tokens of appreciation, need not be disclosed.

Nominations to the Directors shall sign the Conflict of Interest form. The Conflict of Interest Form will be reviewed by the Awards and Nominations Committee to assess if potential conflict of interest exists. For example, a nominee employed by a federal organization may have conflict of interest while serving as a Director.

*See Appendix 3: Conflict of Interest Form*

COMP Directors must be able to contribute to a public discussion regarding medical devices, Canadian healthcare services, and any other aspects of healthcare or healthcare policies in Canada. This may include public discussions relating to federal, provincial or other legislation and regulations. This contribution is expected to be for the benefit of COMP and its members and so all COMP Directors must be reasonably free to be able to contribute to these public discussions. To minimise problems such as these, Directors and potential Directors are required to disclose any employment relationship or circumstances which could reduce their effectiveness as a COMP Director.

### 2.3.2. Gifts, Benefits and Confidential Information

A Director may not accept any benefit or gift given as result of his or her position at COMP if that benefit or gift is of greater than a nominal value, except that a Director may accept:

- a) Reimbursement for expenses actually incurred in the service of COMP;
- b) Token gifts such as souvenirs, mementos or commemorative gifts; and
- c) Occasional meals if there is an appropriate COMP business justification.
- d) An honorarium in accordance with the bylaws or Board approved policy

A Director shall not accept or grant preferential treatment to any person relating to any benefits offered by COMP, including employment or contracting.

A Director shall not make use of COMP property, including the Corporation's name or symbols unless otherwise approved by Bylaw or a policy.

A Director shall not use COMP's confidential information, for any private advantage, commercial purpose, or other personal gain. A Director may use COMP's confidential information only for COMP purposes and will protect COMP confidential information from improper disclosure. A Director may divulge COMP confidential information if they are authorized by the Board or by a person designated by the Board to release it and it is to a person who has a lawful right to the information. If a Director is in doubt about whether COMP confidential information may be released, they should request advice from the Board or from a person the Board designates.

A Director shall not use his or her position at COMP to attempt to unfairly or unduly influence the recommendations any member of the staff of COMP is to make to the Board of Directors or to any Committee of the Board.

### 2.3.3. Undisclosed Conflicts of Interest

If a Director or the Executive Director have reason to believe that another Director has an undisclosed conflict of interest, and has been unable to resolve the matter by informal discussions with the first Director, the first Director should bring the matter to the attention of the President. The Secretary of COMP will ensure that the conflict of interest is adequately reflected in the minutes of the Board meeting.

In the event of uncertainty or disagreement as to whether a Director is in a position of conflict, or as to the appropriate management of a conflict, the President and the Executive Director shall be notified and they shall make a recommendation to the Board. If necessary, the Board shall determine the matter by majority vote.

In determining whether a conflict of interest exists, the following matters shall be considered:

- a) Could the competing interest influence the individual's judgment in fulfilling his or her responsibilities to COMP in an impartial, responsible, diligent, and efficient manner?
- b) What is the seriousness of the harm that may result from the influence of the competing interest, including harm to COMP's reputation and/or public image?
- c) Would a reasonable outside observer question the ability of the individual to make proper decision(s) in light of the competing interests if informed of all the relevant facts?
- d) Is there perception of a conflict that could have a negative impact on the organization?

#### 2.3.4. Serving on the CCPM Board

In order to avoid a real or perceived conflict of interest and to ensure that Board members are able to fulfill their fiduciary obligations, those who are currently serving on the Board of the Canadian College of Physicists in Medicine are not eligible to serve on the COMP Board.

#### 2.3.5. Enforcement

With respect to any conflicts of interest identified or described in this Policy, the Board shall take all appropriate steps to ensure compliance with the letter and spirit of this Policy.

If there has been a significant breach of the requirements of this Policy, the Board of Directors is empowered to seek removal of the offending Director from the Board, in accordance with the COMP By-laws.

## **2.4. Communication with the Association Management Company & Directors**

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### **PURPOSE**

Directors are entitled to adequate information in order to make an informed decision. There are three forces at work:

- a) The need for a Director to have additional information, from time to time;
- b) The requirement to share that additional information with all the Directors;
- c) The need to be administratively efficient.

There are two principal types of requests for information:

- d) Requests that any Board member may make;
- e) Requests that relate to the duties and responsibilities of Directors.

## **POLICIES**

- f) Questions that any Board member may ask shall be addressed to the appropriate Association Management Company (AMC) representative (e.g. where can I get a copy of the bylaws? when is the next Board meeting?).
- g) Questions that relate to the duties and responsibilities of Directors shall be addressed to the Executive Director and the President and copied to all the Directors.
- h) In the interests of team building and cooperation, where Directors are discussing issues that will be voted on by the Board, Directors should not communicate with other individual Directors unless they make a concerted effort to communicate with all.

## **2.5. Nominations and Election Process**

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### **PURPOSE**

The Canada Not for profit Corporations Act requires that the membership of an association elect its Board of Directors. The purpose of this policy is to set out nomination and election procedures for candidates to the Board of Directors of COMP. These policies and procedures are subject to the provisions of COMP by-laws. If there is any conflict between these procedures and the by-laws, the by-laws prevail.

### **POLICIES**

#### 2.5.1. Nominations

Candidates shall be nominated to serve on the Board of Directors as defined in the COMP bylaws.

The Awards and Nominations Committee shall publish a call for candidates at least 90 ninety days prior to the next annual meeting of members to fill existing or forthcoming vacancies on the Board of Directors. Directors are nominated to positions on the COMP Board that have responsibilities for existing COMP committees. The Awards and Nominations Committee may use the services of the AMC in searching for or completing background checks on candidates.

Any member in good standing may be nominated to a specific position on the COMP Board of Directors by any other member in good standing of COMP provided that they fulfill the eligibility criteria for the position.

To be eligible for election, nominees must:

- a) Be members in good standing of COMP and be able to demonstrate related volunteer or committee experience.
- b) Have the support of a minimum of two (2) other members in good standing.

The following roles on the Board have specific eligibility requirements:

- c) The nominee for President must be currently serving as the Vice-President on the Board or, if the Vice-President is not able to take on the role of President, currently serving in another role on the Board.

Nominees must provide the following information to the Awards and Nominations Committee:

- d) Completed Board Candidacy Application Form which includes the signatures of a minimum of two members in good standing who support the candidate
- e) Short Biography
- f) A signed Conflict of Interest Form

*Sample forms can be found in Appendices 1 to 3.*

The Awards and Nominations Committee will prepare a slate of candidates for election as Directors using the names of the individuals responding to the call for candidates, in addition to the names of individuals brought to the attention of the Awards and Nominations Committee by other means.

The Awards and Nominations Committee will compile a list of candidates for election to the Board. To satisfy the objective of staggered terms, the Awards and Nominations Committee will recommend to the Board the length of the initial term for each candidate.

In preparing the slate, the Awards and Nominations Committee will ensure that:

- g) The candidates fulfill the eligibility criteria for nomination (as listed above);
- h) The candidates understand the election process;
- i) The candidates understand their responsibilities as Directors;
- j) The candidates have disclosed and signed the Conflict of Interest Form;
- k) The candidates are willing and able to serve their term if elected; and
- l) Directors whose term is expiring and who wish to stand for election or re-election are considered in the same manner as other candidates.

When a nomination is complete, it shall be published in a manner so that the nomination is known to the COMP membership. It is not necessary to wait for all nominations to be completed before publication to the membership.

#### 2.5.2. Elections

The Directors comprising the Board of Directors of COMP shall be elected as required by an ordinary resolution of Full Members entitled to vote.

The election of Directors shall be accomplished by electronic ballot.

The Awards and Nominations Committee shall make a slate of candidates for each Director position available. The qualifications of the individuals on the slate will be made available to the Board for its consideration and approval at least ten (10) days before the voting date. The voting date is the day on which the voting package including access to the electronic ballot will

be sent to the members. The Board may include in the voting package a recommendation that the members elect Directors from among the individuals whose names are on the slate.

Regardless of the number of nominations received for each available Director position, each voting member shall be sent by e-mail a voting package containing the following information and each voting package shall be the same for each voting member:

- a) A copy of the slate of candidates for election to the Board of Directors.
- b) Notice of the voting deadline which shall be 10 days from the date the voting package is emailed to the voting members.
- c) Background information for each of the candidates.

The voting member shall cast their electronic vote online, on or before the voting deadline. Each Voting Member who responds before the voting deadline shall be included in the determination of a quorum. Lack of a response on or before the voting deadline shall be treated as an abstention. The votes shall be tallied within 10 days after the voting deadline.

Once the votes have been tallied, the Chair of the Awards and Nominations Committee shall inform each voting member by email of the outcome of all votes.

The Board will review the election policy on an annual basis.

## **2.6. Notice of Meetings**

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### **PURPOSE**

In accordance with the Canada Not-for-profit Corporations Act notice must be given of the time and place for the holding of a meeting of the Board as provided in the bylaws of the association.

### **POLICY**

- a) Notice of the time and place for the holding of a meeting of the Board including a teleconference meeting shall be given in the manner provided in Article IX of the COMP by-laws to every Director of the Corporation provided that, forty-eight (48) hours written notice of such meeting shall be given, other than by mail, to each Director.
- b) Notice of a meeting shall not be necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting.
- c) Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting. Unless the by-law otherwise provides, no notice of meeting need specify the purpose or the business to be transacted at the meeting except that a notice of meeting of Directors shall specify any matter referred to in subsection 138(2) (Limits on Authority) of the Act that is to be dealt with at the meeting.

## **2.7. Meetings of The Board**

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### **PURPOSE**

The Board of Directors is the policy-making body of the organization and Board meetings are the forums at which the organization's business is officially transacted. The primary purpose of the Board meeting is to create, review and revise policy and to give directives to management, which is responsible for the execution of policy and for all administrative and operational details.

The Board of Directors of COMP is committed to the principle of accountability to its members. The Board of Directors will uphold a policy of openness and transparency, balanced with its roles in representing the interest of COMP and its members. This policy formally outlines rules and procedures to follow in respect of the holding of meetings of the Board.

### **POLICIES**

#### **2.7.1. Time and Place**

The Board shall meet at least three times per year and Directors shall attend two of those meetings at minimum, one being a face-to-face meeting. Alternatively, a virtual meeting may be held if a face-to-face meeting is not possible.

Meetings of the Board may be held at any time and place as determined by the President of the Board, the Vice-President of the Board or any two (2) Directors at any time.

#### **2.7.2. Meeting Agendas and Materials**

Formal agendas and supporting documentation shall be required for all meetings of the Board of Directors.

- a) Agendas for regular meetings of the Board shall be posted to COMP's online collaborative space 4 days in advance of each meeting. This includes any supplemental information required for the meeting (committee reports, budget etc.).
- b) Directors wishing to place items on the Agenda of the Board of Directors should submit a request for same to the Executive Director ten (10) days prior to the meeting in order to provide sufficient time to incorporate the request in the agenda package.
- c) Items, which are submitted by a Director subsequent to the cutoff time, may be considered at the beginning of the Agenda to determine whether they may be added to the Agenda or deferred to another time.
- d) Information items shall be those items that refer to work which is in progress or has been accomplished or other information which may be of interest to the Association.
- e) Discussion items will advise the Board of important considerations concerning the issue under discussions and may contain a specific recommendation as to what action, if any, the Board should take.



The Executive Director will prepare a detailed agenda package in advance of each Board meeting that will contain detailed information regarding each item on the Agenda. The Executive Director will provide the agenda and the agenda package to the president for his/her approval prior to circulating to the other members of the Board. Supporting materials will be provided only to Board members. The agenda items shall be classified as information items or discussion items.

At the outset of each board meeting, the agendas shall be approved by the Directors. At this time, Directors may request that additional items be placed on the agenda contingent upon approval by a majority of Directors attending the meeting. Such items should be limited to information for the Board, or in rare cases, unanticipated matters of an urgent nature.

A consent agenda will be prepared as part of the regular board agenda to expedite the approval of minor, non-controversial items such as minutes of the Board, committee reports, management reports, etc. If in written form, such items may be accepted under the category of "consent". Any member of the Board of Directors may (without a vote of the Board) request that an item on the consent agenda be removed for the purpose of discussion and voting on that item.

#### 2.7.3. Quorum

All the decisions of the Board of Directors shall be made at a meeting in which a quorum of the Board members are present. The quorum of a Board meeting shall be 50% of the Directors plus one. There shall be no proxies by a member of the Board to another Board member or to any other person.

#### 2.7.4. Governing Votes

At all meetings of the Board, every question shall be decided by a majority of the votes cast on the question.

Policy items will be approved, disapproved, referred for future consideration, tabled or amended during the Business Arising and New Business sections of the Agenda.

No item may be discussed until a Member of the Board of Directors has made a motion to take certain and specific action and said motion has been seconded by another Member of the Board.

After a motion and a second, the Members of the Board may discuss among themselves, call upon testimony from the floor, make amendments to the main motion, or make amendments to an amended motion.

All motions will be voted on in the following order: vote on the last amendment, then a vote on the amended motion, finally, there shall be a vote on the original motion as amended.

In cases where there is a tie vote, the motion is defeated.

The President is entitled to vote on all matters.

Upon request, any Director may have his/her vote recorded by name in the minutes.

#### 2.7.5. Minutes

The Secretary shall record minutes of all Board meetings. The approved Minutes shall be kept by the AMC in a secure environment at the Association's formal business address.

### **2.8. Vacancy in Office**

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#### **PURPOSE**

From time to time the Board of Directors may experience vacancies for a variety of reasons including the resignation of Directors. This policy addresses such circumstances and provides a means whereby the Board can fill vacancies for a predetermined period of time.

#### **POLICY**

Subject to subsections 132. (4) and (5) of the Act, a quorum of Directors may fill a vacancy among the Directors, except a vacancy resulting from an increase in the minimum or maximum number of Directors provided for in the articles or a failure to elect the minimum number of Directors provided for in the articles.

A Director appointed or elected to fill a vacancy holds office for the unexpired term of their predecessor.

### **2.9. Election of Officers**

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#### **PURPOSE**

In accordance with the CNCA, Directors may designate the offices of the Corporation, appoint officers, specify their duties and delegate to them powers to manage certain activities and affairs of the Corporation. A Director may be appointed to any office of the Corporation and two or more offices of the Corporation may be held by the same person.

#### **POLICIES**

##### 2.9.1. The Officers

The individuals elected by the membership to the Board positions of President, Vice-President, Secretary and Treasurer shall serve as the officers of the Corporation.

The Board shall appoint the Past-President and the Executive Director as non-voting officers of the Corporation.

##### 2.9.2. Role of the Officers

#### **President**

The President shall preside at meetings of the Board and at the annual general meeting of members.

The president, in consultation with the Board, shall undertake a major review of the strategic plan and adjust it as may be required every 3 to 5 years.

The President shall develop a self-assessment process aimed at improving the Boards performance and improving the quality of Board meetings.

The President is the primary liaison with other organizations.

The President shall ensure that an orientation package is developed to inform new and existing Directors about the role of the Board and the duties, responsibilities and key functions of the directors. Information sessions shall be held on a yearly basis.

### **Vice President**

The Vice-President shall, in absence or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties as shall from time to time be imposed upon them by the Board.

### **Secretary**

The Secretary shall act as clerk recording all proceedings in the books / electronic records kept for that purpose. (S)He shall give or cause to be given notice of all meetings of the members and of the Board. (S)he shall also perform such other duties as may from time to time be determined by the Board.

The secretary shall organize a yearly teleconference to review COMP's by-laws and policies and procedures. Changes may happen more frequently depending on the urgency of the policy or procedure to add or modify.

### **Treasurer**

The Treasurer shall have the custody of the corporate seal and of all funds and securities and shall keep full and accurate accounts of receipt and disbursements in books belonging to COMP and shall deposit moneys and other valuable effects in the name and to the credit of COMP and in depositories designated by the Board.

The Treasurer shall ensure that a yearly budget is maintained. The treasurer shall submit this budget to the Board on a yearly basis. This should include actual and projections of revenues and expenditures.

The Treasurer shall disburse the funds of COMP as may be ordered by the Board, taking proper vouchers for such disbursements, and shall render to the officers whenever they may require it, an account of all transactions and of the financial position of COMP.

The Treasurer shall also perform such other duties as may from time to time be determined by the Board.

## **Past President**

The Past-President shall chair the Awards and Nominations Committee.

## **Executive Director**

The Executive Director, or other title as the Board may determine from time to time if one is appointed, shall be the Chief Executive Officer of the Corporation and shall be responsible for implementing the strategic plans and policies of the Corporation.

The Executive Director shall attend meetings of the Board in a non-voting capacity and, subject to the authority of the Board, have general supervision of the affairs of the Corporation.

## **Officers**

The powers and duties of all other officers of the Corporation shall be such as the terms of their engagement call for or the Board or President requires of them. The Board may, from time to time and subject to the Act, vary, add to or limit the powers and duties of any officer.

### **2.9.3. Terms of Officers**

Officers, except for the Executive Director who will serve at the pleasure of the Board, shall serve from the date of their election, or until their successors are elected as follows: the President, Vice-President, and Past President shall serve two (2) year terms; the Secretary, and the Treasurer shall serve three (3) year terms.

### **2.9.4. Remuneration**

The officers shall serve as such without remuneration and no officer shall directly or indirectly receive any profit from his/her position as such; provided that an officer may be paid reasonable expenses incurred by them in the performance of their duties

## 3. GOVERNING COMMITTEES

### 3.1. Role, Organization and Structure

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#### PURPOSE

Section 7.01 of the bylaws of COMP states: “The Board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the Board shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the Board may from time to time make. Any committee member may be removed by resolution of the Board of Directors”.

The current standing committees include: Communications, Imaging, Professional Affairs, Quality Assurance and Radiation Safety Advisory Committee, Science Committee and Education Committee.

#### POLICIES

##### 3.1.1. Committees Composition

Membership on committees shall be open to active members in good standing. Consideration will be given to each member’s area of interest, field of expertise, professional experience, and geographical location.

The Chair of each committee will be responsible for the appointment of members to the committee if required. In order to form a committee that is a cross-sectional representation of COMP, members will be appointed based on their knowledge of committee activities, and the functions of the Board.

The Committee Chair, in consultation with the President, can remove a member from a committee for lack of participation.

Committee Chairs shall be appointed for a term of no longer than three years as recommended by the President and ratified by the Board of Directors.

No one may Chair the same committee more than two consecutive three-year terms.

##### 3.1.2. Committee Member Term Length

Committee members will be invited to serve a term of 3 years on the committee and may serve a maximum of two consecutive terms. A Committee member who has completed two terms, may re-join the committee after a one-year period.

Note: In special circumstances, the Committee Chair may deem that the committee will be best served by the continued participation of a member who has completed two terms. In these circumstances, the Committee Chair may choose to invite the member to continue on the committee.

### 3.1.3. Terms of Reference

The Board of Directors shall establish the terms of reference for each committee. Terms of Reference shall be provided to the committee members on appointment.

The Terms of Reference shall set out the committee structure, mandate, composition & term, number of meetings, budget, and reporting requirements.

Terms of Reference may only be changed with the approval of the Board.

### 3.1.4. Committee Meetings

Committee initiatives for the upcoming year will be in line with the priorities outlined in the strategic plan.

Committees may meet in person or via conference calls.

Committee actions or recommendations should reflect the consensus of their members or the majority of those present.

### 3.1.5. Participation in Committee Meetings by Those Who are Not Members of the Committee

From time to time, COMP members who are not currently members of a committee may wish to attend a committee meeting as an observer. This should be encouraged and may facilitate succession planning as attendance will provide the non-committee member with an opportunity to learn more about the work of the committee and they may consider volunteering should an opening become available.

COMP members (non-committee) should contact the committee Chair to indicate their interest in attending a committee meeting. Attendance of non-committee members is at the discretion of the Committee Chair. Meeting agendas and minutes are not distributed to non-committee members. Non-committee attendees are listed in the minutes as "observers".

Non-committee COMP members in attendance at committee meetings shall not vote, make motions, second motions, or conduct other activities deemed inappropriate by the committee chair. Participation in discussions is permitted only if permission is granted by the Committee Chair. Violation of these terms will result in immediate discharge from the meeting and future attendance will be prohibited.

Committee Chairs may extend meeting invitations to non-committee members.

In the event of in-camera sessions, the Committee Chair reserves the right to ask non-committee members in attendance to leave.

Only non-committee members who are COMP members in good standing are eligible for attendance.

This policy excludes the Professional Affairs Committee (PAC) and Board meetings which are not open to non-committee members.

#### 3.1.6. Reporting

Every committee shall provide reports of meetings and progress with work plans to the Board of Directors of COMP. Minutes of committee meetings shall be kept by the committee chair with a copy sent to the Secretary and the COMP Office.

Every committee shall provide reports of meetings and progress with work plans to the Board of Directors of COMP at least two weeks in advance of each in-person meeting of the Board.

The Committee's work, findings and conclusions will be reported to the Board of Directors.

Recommendations for significant changes in direction or policy will require Board approval for implementation.

### 3.2. Volunteer Recruitment

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#### **PURPOSE**

COMP will strive to be inclusive and afford its members every opportunity to contribute to the association as volunteers on COMP committees. The purpose of this policy is to establish procedures to ensure that members are made aware of volunteering opportunities and that volunteers are provided with meaningful opportunities serving on COMP's committees and workgroups. The lifeblood of COMP is the time that Members volunteer to support COMP committees and related activities. As a result, there is a need to have a mechanism that maintains ongoing volunteer recruitment and to ensure that there is a structured and responsive process for engaging these volunteers. This ensures that equal opportunities are presented to volunteers and that membership on COMP committees reflects the full diversity of COMP members. Diversity within COMP includes, but is not limited to: sub-specialty, geographical locations, gender, race, age, marital status, physical disability, creed, years in the medical physics field.

#### **POLICY**

COMP encourages and will strive to accommodate offers by Members to participate on COMP committees.

The Board is ultimately responsible for recruitment of volunteers. Means for promoting recruitment include personal contact, periodic solicitation through means such as the newsletter, and reminders during events such as the Annual General Meeting.

Any Board member may be contacted by an individual who wishes to volunteer.

- a) Immediate response to a volunteer inquiry is encouraged.
- b) The communication may include:
  - i. An overview of how volunteers are assigned to activities;

- ii. A request for particular areas or roles of interest;
  - iii. A request for a curriculum vitae or other relevant documentation that would support the submission of interest.
- c) The contact information for the volunteer and any particular area of interest are to be forwarded to the Executive Director.

The Executive Director in cooperation with the Awards and Nominations Committee will maintain a registry of volunteers.

- d) When a new volunteer is identified and not immediately assigned to an activity, the Executive Director will advise Committee Chairs of the volunteer.
- e) When Board members determine that a new volunteer is required, they are to first refer to the registry of unassigned volunteers to determine if there is an appropriate individual.
- f) COMP's goal of diversity in committees, may provide guidance to the selection of volunteers, however, efforts are to be made to ensure that no volunteer remains on the registry and unassigned for any more than six months.
- g) A volunteer that is recruited to an activity will be designated as assigned by the Executive Director in the registry of volunteers.

When a Board member becomes aware of a volunteer who is stepping down from COMP activity, the Executive Director is to be notified so that the registry is updated to reflect that the term of service is complete; and to ensure that volunteer receives appropriate acknowledgement of their service to COMP.

Volunteers will be recognized for their service to COMP. A list of COMP volunteers will be published annually in InterACTIONS and on COMP's web-page. Annually, committee chairs identify those volunteers who deserve special recognition and provide their names and information regarding their contribution to the President, who will then write a thank you letter to each of these identified individuals. The Executive Director will provide support to this process.

### **3.3. Process for the Recommendation of CAMPEP Board Members**

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#### **PURPOSE**

COMP is a sponsoring organisation of the Commission on Accreditation of Medical Physics Education Programs. Under CAMPEP Policies and Procedures COMP has two positions on the CAMPEP Board of Directors. COMP has the right to nominate three individuals (requirement is for 3) for CAMPEP consideration to fill a CAMPEP Board vacancy. CAMPEP has sole discretion as to the acceptability or not of COMP nominees. Once appointed to the CAMPEP Board, the nominee is responsible only to CAMPEP for CAMPEP Board business and not to COMP.

#### **POLICY**

Upon request by CAMPEP, COMP will nominate three full members in good standing as potential CAMPEP Board members.



The COMP Nominations Committee will be responsible for identifying the three nominees and will consult with the CCPM in the process.

The successful nominee will maintain a liaison with the COMP Education Committee.

### **3.4. Code of Conduct for Committee Volunteers**

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#### **PURPOSE**

COMP relies on the work of committees and their volunteers to accomplish its objectives. COMP endeavors to provide volunteer opportunities that are positive and enriching and all committee volunteers are expected to act honestly and in good faith with a view to the best interest of COMP. Committee volunteers may not profit at the expense of COMP and must avoid, or at least disclose all conflicts of interest.

#### **POLICIES**

##### **3.4.1. Teamwork**

- a) Volunteers are expected to commit the time required to perform committee duties.
- b) Regardless of their personal viewpoint, volunteers shall not speak against, nor in any way undermine committee solidarity once a decision has been made.
- c) Volunteers' contributions to discussions and decision-making shall be constructive. Outside of committee meetings, volunteers do not create factions nor limit free and open discussion.
- d) Volunteers' interactions in meetings shall be courteous, respectful and free of animosity. Directors shall strive to be balanced in their efforts to understand others, and to make themselves understood.

##### **3.4.2. Conflicts**

If a committee volunteer feels that the conduct of a fellow volunteer or the committee as a whole is inappropriate, the volunteer shall:

- a) Speak with the volunteer, if the matter is still unresolved
- b) Speak with the Committee Chair, if the matter is still unresolved
- c) Speak with the President of the Board.

##### **3.4.3. Confidentiality**

Volunteers may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with COMP to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom COMP has authorized disclosure.

Volunteers shall use confidential information solely for the purpose of performing their duties for COMP. This policy is not intended to prevent disclosure where disclosure is required by law.

## 4. GOVERNING MEMBERSHIP

### PURPOSE

The Articles, and the bylaws of the Corporation establish membership classes and assign to them specific rights and privileges. Further, the bylaws authorize the Board of Directors to develop policies and procedures to deal with topics such as the admission of members, the issuance of titles and designations, the provision of member services, the levying of dues and fees, and the disciplining and removal of members, among other things.

### POLICIES

#### 4.1. Rights and Privileges of Membership

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All members in good standing of COMP are entitled to be:

- a) Registered as, and permitted to hold themselves out as members in good standing within their membership class with COMP.
- b) Enrolled in COMP's sponsored professional development and educational seminars, courses, and events.
- c) Appropriately informed with respect to COMP's standards, policies and programs.

In addition, Full Members are entitled to be:

- d) Represented as active members of a profession
- e) Notified of, attend and vote at all meetings of members
- f) Nominated and stand for office

The COMP office shall register members in good standing in the membership roster immediately upon admission to the association.

Members in good standing shall also be listed within the member section of the COMP website.

COMP will make information about programs and services available to members in timely manner through the association's publications, electronic bulletins, and through its website.

In accordance with the bylaws, the COMP office shall notify all members about upcoming meetings of members including the annual general meeting, and any special meetings as detailed in the Section – Governing Members Meetings.

The COMP office shall notify Full Members of vacancies within the Board of Directors, and/or committees and encourage eligible members to present themselves as candidates in accordance with the nominations policies and procedures under Section 1.6 – Nominations, and Section 2 Governing Committees.

## **4.2. Membership Categories**

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### **4.2.1. Full Members**

Full Member status shall only be granted to:

- a) Those who have graduated with a Master's degree or Doctorate in medical physics, a physical science or engineering from an accredited University (in exceptional cases, other qualifications will be considered), and
  - i. Who also subscribe to the specific objectives of COMP, and
  - ii. Are practicing medical physicists as determined by a review of their membership application by the Board.
- b) Those who are Members or Fellows of the Canadian College of Physicists in Medicine.
- c) Full member status shall be granted to practicing medical physics residents and post-doctoral fellows.

### **4.2.2. Associate Members**

Associate Member status shall only be granted to:

- a) Individuals with interest in the objectives of COMP but are not eligible for any other membership status may apply as Associate Members.
- b) Associate Members can keep their membership as long as they do not become eligible as Full Members.

### **4.2.3. Student Members**

Student Member status shall only be granted to:

- a) Individuals who are in full time study in a field which would eventually qualify them for admission as Full Members of the association and who in each year submit proof of their student status or individuals who have graduated within the immediate past 12 months.

### **4.2.4. Corporate Members**

Corporate Member status shall only be granted to:

- a) Organizations whose interests include the field of medical physics.

### **4.2.5. Retired Members**

Retired Member status shall only be granted to:

- a) Members who, in the past, were eligible for Full Membership, but by virtue of retirement no longer practice medical physics for remuneration, nor are gainfully employed in another field.

Members who retire after 10 or more years of Full member status and are over age 55 shall be granted Retired Member status with zero annual fee

Members who retire with less than 10 years of Full Member status or are age 55 or younger shall be offered Retired Membership status with an annual fee.

#### **4.3. Membership Term**

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Those eligible may become members upon payment of annual dues. The term of membership of a member shall be annual, subject to renewal in accordance with the policies of COMP.

#### **4.4. Attendance at General Meeting and Voting**

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All members are invited to the Annual General Meeting. Only Full members are permitted to vote.

#### **4.5. Membership Dues**

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##### **POLICY**

COMP's yearly operating budget is supported by several income sources, the largest and most stable of which is membership dues. Expenses are subject to continuous change due to inflation as well as changes to the programs and services provided to the membership. As per Article III, Section 3.01 of the COMP Bylaws, the annual fees for membership are set by the Board. As such, the COMP Board will apply the following principles in establishing the dues paid by members annually:

- 4.5.1. Membership dues will be adjusted annually for inflation using the consumer price index (CPI) of the previous year as a guideline. The Board reserves the right however, to choose whether to apply such a change to one or more membership categories.
- 4.5.2. A long-term review of the financial performance will be performed every six years. If the Board judges that prior annual adjustments have been insufficient to cover the cost of services provided to the membership, a further adjustment to the membership dues will then be made.
- 4.5.3. Exceptionally, the board may at any time adjust the membership dues as necessary to remain fiscally sound.

##### **PROCEDURES**

Members shall be notified in writing of the membership dues at any time payable by them and, if any are not paid within three months after the membership renewal date, the members shall be declared in default and subject to late fees in addition to the outstanding membership dues.

If the outstanding membership dues and fees are not paid within six months, members who are in default are removed from the members' register unless they are CCPM members. CCPM members in default are referred to the CCPM Board of Directors for follow-up.

The COMP office administers the annual dues billing for all members of the association. The COMP office commences preparation for dues billing a minimum of three months in advance of the actual billing date, updating the fee schedule to reflect any changes in dues, membership categories and revising the dues renewal form as required.

Renewals notices are sent out by mid-December; members may pay by cheque, Visa or MasterCard, either by mail or online.

#### **4.6. Admission Policy**

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Application for admission to Member status shall be made on the applicable official forms accompanied by supporting documentation and the applicable membership fee. Members who wish to change from one class of membership to another may do so by submitting the appropriate form and documentation to the COMP office.

Applicants shall sign an irrevocable waiver of claim or right of action at law against COMP or its officials, as individuals or as a group, which shall include but not be limited to members of the Board, officers and committees, and employees and all members cooperating with COMP, for any official act in connection with the business of COMP, and particularly, but not limited to, to acts pertaining to admission to membership, the termination of membership, suspension, expulsion or any other discipline.

The applicant shall sign a pledge to uphold COMP's Bylaws, Policies, and Code of Professional Conduct.

#### **4.7. Removal from Membership**

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The Board, may expel, suspend, or reprimand a member for:

- a) engaging in activities that contradict the Code of Ethics as published by the Corporation;
- b) violating any provision of the articles, by-laws, or any of COMP's written by-laws;
- c) carrying out any conduct which may be detrimental to the Corporation as determined by the Board in its sole discretion;
- d) for any other reason that the Board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Corporation.

In the event that the Board determines that a member should be expelled or suspended from COMP membership, the President, or such other officer as may be designated by the Board, shall provide twenty (20) days' notice of suspension or expulsion to the member and shall provide reasons for the proposed suspension or expulsion.

- e) The member may make written submissions to the President, or such other officer as may be designated by the Board, in response to the notice received within such

twenty (20) day period. In the event that no written submissions are received by the President, they, or such other officer as may be designated by the Board, may proceed to notify the member that the member is suspended or expelled from membership in the Corporation.

- f) If written submissions are received in accordance with this section, the Board will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further twenty (30) days from the date of receipt of the submissions. The Board's decision shall be final and binding on the member, without any further right of appeal.

#### **4.8. Reinstatement**

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A former member who wishes to reinstate as a member in good standing may do so by submitting a reinstatement application form and the appropriate documentation to the COMP office.

The COMP office shall review the reinstatement application and ensure that the member has fulfilled any conditions for reinstatement that may have been imposed by the Board of Directors. The COMP office shall provide reinstatement applications that are compliant to the Board of Directors for consideration and reinstatement of the member.

A former member who was subject to expulsion under the terms of subsection 3.03 a) of the Bylaws shall not be considered for reinstatement, for a period of not less than five (5) years. A former member applying for reinstatement in this situation shall be required to attend a formal admissions hearing, at which time reinstatement may be approved or denied.

All former members who were removed from membership in good standing because of non-payment of dues in accordance with the Bylaws of COMP shall be required to apply for reinstatement and comply with the appropriate requirements for their membership category.

Reinstatement of all former members shall be contingent upon a signed declaration reaffirming their original membership pledges.

Reinstatement of all former members shall be subject to completion of all fee or other requirements as determined by the Board from time to time.

The date of reinstatement shall be the final date when all required documentation, applicable dues/fees and all other outstanding monies due, are received at the COMP office.

## 5. GOVERNING MEETINGS OF THE MEMBERS

### 5.1. Notice of Meetings

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#### **PURPOSE**

In accordance with the Canada Not-for-profit Corporations Act section 160. (1), the Directors of a corporation shall call an annual meeting of members. Further, the Directors of the Corporation may at any time call a special meeting of members.

The Act also states that the membership of an association of a corporation who hold the prescribed percentage of votes that may be cast at a meeting of members sought to be held, or a lower percentage that is set out in the by-laws, may requisition the Directors to call the meeting for the purposes stated in the requisition. In this respect, the bylaws of COMP require that 10% of the Full Members be present at a meeting of members to constitute a quorum.

The Act and the bylaws of COMP require that appropriate notice be provided to the members in advance of the annual meeting, or any special meetings.

#### **POLICY**

COMP shall notify all members of upcoming meetings:

- a) Directly via email or similar electronic means at least 30 days prior to the meetings; and/or
- b) Through its newsletter provided that it reaches members at least 40 days prior to the meetings.

The President may also notify and invite non-members of upcoming members meetings at his or her discretion.

The order of business for member meetings shall be as announced in the meeting notice.

### 5.2. Meeting Rules

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#### **PURPOSE**

Formal meetings of members, including the annual meeting, and any special meetings must be conducted in accordance with the requirements stated in the Act and the COMP bylaws. The following policies are aimed at achieving compliance with the Act and the bylaws, and ensuring orderly proceedings.

#### **POLICIES**

##### 5.2.1. Persons Entitled to be Present

In accordance with the COMP bylaws, the only persons entitled to be present at a meeting of members shall be those entitled to vote at the meeting, the Directors and the public accountant of the Corporation and such other persons who are entitled or required under any provision of the Act, articles or by-laws of the Corporation to be present at the meeting.

Any other person may be admitted only on the invitation of the Chair of the meeting or by resolution of the members. The COMP office shall ensure that all participants to meetings of members have been identified and registered in advance.

At the start of the meeting, the chair shall remind the assembly of the persons entitled to vote are Full Members only. This may be enforced by issuing voting cards to the full members upon registration.

#### 5.2.2. Quorum

A quorum, as defined in the COMP bylaws shall be 10% of the number of Full Members. If a quorum is not present, business transacted by the body shall be unofficial and non-binding on the association.

The Chair shall ask the Secretary or such other person assigned the responsibility to confirm that the Full Members in attendance constitute a quorum.

#### 5.2.3. Votes to Govern

Voting shall be by general consent or by voice vote, unless a vote by standing is ordered by the presiding officer or by request of a member present.

A simple majority of votes shall be sufficient for the adoption of ordinary resolutions.

Special resolutions shall require a two thirds majority of votes.

Voting by proxy shall not be permitted.

Voting on motions shall be conducted by a simple show of hands.

Votes for and against motions may be counted and reported to the assembly by the Secretary

The Chair shall announce the count, stating "motion carried" or "motion defeated."

At any time, a voting member may ask that a vote be conducted by secret ballot.

The Secretary shall collect the ballots, tally the results and report them to the chair, who shall subsequently announce the results.

#### 5.2.4. Chair of the Meeting

The presiding officer of the annual meeting of members or any special meeting of members shall be the President. In the event that the President of the Board, and the Past-President of the Board, and the Vice-President of the Board are absent, the members who are present and entitled to vote at the meeting shall choose one of their number to chair the meeting.

The presiding officer shall determine the presence of a quorum and call the meeting to order.



#### 5.2.5. Rules

As specified by COMP's bylaws, Roberts Rules of Order shall govern the conduct of the member meetings in all cases where they are not inconsistent with the bylaws and any special rules of order COMP may adopt.

The Chair or other presiding officer shall ensure the orderly conduct of business before the body. To that end, no member may speak before the body unless properly recognized by the presiding officer.

In an effort to ensure against one-sided presentations, the presiding officer may recognize speakers in such order as to present alternative pro and con presentations on a proposition before the body.

In an effort to ensure that all members have equal opportunity to be heard on a proposition, and that the efficient conduct of business is not thwarted by needless repetition of the same argument or point, the presiding officer may limit the number of times a member is recognized to speak on the same proposition.

In order to ensure that there is adequate time to consider all matters scheduled to be considered by the body, the presiding officer may limit the time for consideration of each agenda item, the number of speakers to be recognized on each item and the amount of time available to each speaker.

#### 5.2.6. Bylaw Amendments

Unless the articles, the by-laws or a unanimous member agreement otherwise provides, the Directors may, by resolution, make, amend or repeal any by-laws that regulate the activities or affairs of the Corporation, as referred to in Part 10 subsection 152 of the Act, except in respect of matters referred to in subsection 197(1).

The Board of Directors shall amend existing bylaws, or create new ones by ordinary resolutions adopted at formally constituted meetings of the Board.

Further to their adoption by the Board, ordinary bylaw amendments may be enacted at any time but must be ratified by the voting membership at the next meeting of members.

For certain issues such as those affecting the fundamental rights of members, a two thirds majority vote by the membership will be required to approve the amendment as outlined in the Act.

#### 5.2.7. Member Proposals

A member entitled to vote at an annual meeting of members may, in accordance with section 163 of the Act, make a proposal to make, amend or repeal a by-law.

A proposal may include nominations for the election of Directors if the proposal is signed by not less than 5 percent of the Full Members at the meeting at which the proposal is to be presented.

A corporation is not required to bring a member proposal to a members' meeting if:

- a) The proposal is not submitted to the Corporation within the prescribed period;
- b) It clearly appears that the primary purpose of the proposal is to enforce a personal claim or redress a personal grievance against the Corporation or its Directors, officers, members or debt obligation holders;
- c) It clearly appears that the proposal does not relate in a significant way to the activities or affairs of the Corporation;
- d) Not more than the prescribed period before the receipt of the proposal, the member failed to present — in person or, if authorized by the by-laws, by proxy — at a meeting of members, a proposal that at the member's request had been included in a notice of meeting;
- e) Substantially the same proposal was submitted to members in a notice of a meeting of members held not more than the prescribed period before the receipt of the proposal and did not receive the prescribed minimum amount of support at the meeting; or
- f) The rights conferred by this section are being abused to secure publicity.

The COMP office shall include any member proposal in the notice of meeting.

If so requested by the member who submits the proposal a statement in support of the proposal by the member and the name and address of the member shall be included with the notice of meeting.

The member who submitted the proposal shall pay any cost of including the proposal and any statement in the notice of the meeting at which the proposal is to be presented.

### **5.3. Policy Against Inappropriate Behaviour at COMP Sponsored Events**

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#### **PURPOSE**

COMP (the Canadian Organization of Medical Physicists) is committed to providing a safe and productive meeting environment that fosters open dialogue and the exchange of professional and scientific ideas, promotes equal opportunities and treatment for all participants, and is free of harassment and discrimination. All participants in COMP sponsored events are expected to treat others with respect and consideration and to follow venue rules. All meeting attendees are expected to uphold standards of scientific integrity and professional ethics, as described in the COMP Code of Ethics. COMP recognizes that there are areas of science and professional practice that are controversial. A COMP meeting can serve as an effective forum to consider and debate science and profession-relevant viewpoints in an orderly, respectful, and fair manner.

## **POLICY**

COMP prohibits any form of harassment, sexual or otherwise, as well as other disruptive or inappropriate behaviour at its meetings and events.

The policy herein applies to all members, attendees, speakers, exhibitors, staff, volunteers, and guests at COMP sponsored events, including the Annual Scientific Meeting (ASM), Winter School (WS), committee meetings, and social activities. In this context, the policy applies to rooms where COMP-sponsored educational or scientific sessions or COMP committee meetings are being conducted. It also applies to other areas within a meeting venue controlled by COMP such as the registration area, poster halls, and exhibit space, and applies to events held in conjunction with the meeting and facilitated by COMP such as receptions, student's night out, and social activities. The policy also applies to virtual meetings, teleconferences and other venues for electronic discourse hosted, organized or sponsored by COMP.

## **DEFINITIONS**

- a) Behaviour that is welcome or acceptable to one person may be unwelcome or offensive to another. Consequently, individuals must use discretion to ensure that their words and actions communicate respect for others. This is particularly important for those in positions of authority since individuals on the lower end of a power differential may be reluctant to express their objections or discomfort regarding unwelcome behaviour. Behaviour, such as harassment intended in a joking manner, still constitutes unacceptable behaviour. Behaviour resulting in fear for one's safety and well-being is a criminal offense and therefore beyond the scope of this policy.

The forms of conduct covered in this policy are defined below.

- i. Harassment - Harassment is any behaviour by an individual or group that contributes to a hostile, intimidating, and/or unwelcoming environment and is prohibited. Harassment includes speech or behaviour that a reasonable person would find unwelcome or offensive, whether it is based on ethnicity, gender, religion, age, physical appearance, disability, veteran status, marital status, sexual orientation, or gender identity. Harassment on the basis of any other characteristic is also prohibited. This conduct includes, but is not limited to, epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; demeaning jokes and display or circulation of written or graphic material that demeans or shows hostility or aversion toward an individual or group. Retaliatory harassment is also included.
- ii. Sexual Harassment - Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical actions of a sexual nature. Sexual harassment does not include occasional compliments of a socially acceptable nature. The following examples may constitute sexual harassment if unwelcome: sexual flirtations, advances, or propositions; unnecessary touching; verbal comments or physical actions of a sexual nature; sexually degrading words used to describe an individual; a display of sexually suggestive objects or images including electronically sent material; and sexually explicit jokes.
- iii. Other Inappropriate Behaviour - Bullying including verbal, social, physical, and cyber bullying. This generally involves the use of force, coercion, hurtful teasing or

language, threats or other means to aggressively dominate or intimidate an individual. Other inappropriate behaviour also includes the sustained disruption of presentations, events, or meetings.

- b) Complainant: Anyone filing an alleged inappropriate behaviour complaint.
- c) Witness (if applicable): Anyone who observed an incident of alleged inappropriate behaviour.
- d) Individual Implicated / Respondent: The individual who allegedly caused the inappropriate behaviour.
- e) Points(s) of Contact: Organizers of COMP events shall designate specific individuals as point(s) of contact. These individuals shall be:
  - i. Approachable or reachable by any event participants in a reasonable time-frame,
  - ii. Able to communicate with complainants/witnesses in discrete and private manner on request,
  - iii. Familiar with this policy, and
  - iv. In a position to communicate directly with event organizers and COMP board members and bring forth complaints or allegations of inappropriate behaviour for timely review.

For large COMP events (e.g. ASM, WS, etc.) the point(s) of contact will be members of the planning committee or the Executive Director, unless otherwise identified. For other events, the point(s) of contact shall default to the chair of the event organizing committee, or the individual event organizer, unless otherwise identified.

## **PROCEDURE**

All COMP members, affiliates, and meeting participants shall abide by the Policy Against Inappropriate Behaviour at COMP Sponsored Events. This expectation, and the policy, shall be widely communicated.

### **a) Reporting Inappropriate Behaviour**

Any individual covered by this policy who believes that they have been subjected to or witnessed inappropriate behaviour may file a complaint through a point of contact or a COMP board member directly. All complaints will be deemed confidential. A report of inappropriate behaviour should include pertinent information such as the name of the individuals involved, type of incident, location, and date of the incident.

A sample reporting form is attached as Appendix 4. It is intended to assist in facilitating a formal report but use of this form is not necessary for a complainant to make a report.

### **b) Responding to Inappropriate Behaviour**

Individuals acting as point(s) of contact shall have the authority to take immediate action when necessary to ban an implicated individual from an event (e.g. scenarios where the inappropriate behaviour is preventing the event proceeding in an orderly, respectful, and fair manner, or where the inappropriate behaviour has potential to escalate to an unsafe situation). However,

in general, implicated individuals are entitled to due process, and reports of a non-urgent manner shall be investigated by the individuals acting as point(s) of contact and referred to the COMP Board and/or authorities as appropriate, factoring in the wishes of the complainant. The COMP Board is the ultimate arbiter, within the organization, of inappropriate behaviour at COMP-sponsored events and has the power to impose sanctions on individuals found in violation of this policy. Incidents reported to individuals acting as point(s) of contact during the meeting will be referred to the COMP Board after the meeting. Appropriate action will be based on a review of the report and any further investigation deemed necessary. The COMP Board shall determine if follow-up action is required and/or if a formal complaint will be filed with the appropriate authority within or beyond COMP. Sanctions may include immediately banning perpetrators of inappropriate behaviour from events without warning or reimbursement of fees, banning from further events, and in extreme circumstances, revocation of COMP membership.

COMP reserves the right to remove an individual from any COMP meeting without warning or refund and/or to prohibit attendance at future COMP events. COMP also reserves the right not to proceed with an investigation following an allegation of inappropriate behaviour by an individual if it is considered that there are insufficient grounds or evidence to do so. The COMP Board shall notify the individuals involved in writing of the findings and the action to be taken.

## 6. GOVERNING COMMUNICATIONS

### 6.1. External

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#### **PURPOSE**

As COMP is the voice of medical physicists in Canada, it is important that the information issued externally by the organization is accurate, consistent, timely and serves the best interests of the profession. The purpose of this policy is to establish how COMP shall communicate with its external audiences.

#### **POLICY**

COMP regularly communicates with its membership and with adjacent communities. From time to time, COMP publishes position statements and reports that are made available via its website and its quarterly newsletter, InterACTIONS. COMP manages its external communications in an open and pragmatic way and strives to be responsive to the legitimate interests of its stakeholders as well as the media. The COMP President is the designated official public spokesperson of the organization. The President may request that another member of the Board, the Executive Director or subject matter expert perform this function, if circumstances warrant.

#### 6.1.1. Requests for Information

Requests for information will be made to the Executive Director of COMP. When possible, the Executive Director will request that specific questions be outlined in writing.

The Executive Director will contact the COMP President with the request. The COMP President and Executive Director will discuss the request to determine the benefits/risks of responding and the appropriate timing for a response. The President will then deal with the request as follows:

- a) For routine requests, the COMP President will respond directly to the request.
- b) For complex or controversial issues, the COMP President will discuss the request with the Board via email or teleconference and a position will be developed by consensus. The President will clearly indicate to Board members when COMP must respond to the request so that the Board can discuss the issue in a timely manner. If necessary, the Board will consult with subject matter experts in the medical physics community.

The Board position will then be communicated by the COMP President.

### 6.2. Internal Communications Policies

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#### **PURPOSE**

As COMP is the voice of medical physicists in Canada, it is important that the information issued externally by the organization is accurate, consistent, timely and serves the best interests of its members. The purpose of this policy is to establish how COMP shall communicate with its members.

## **POLICIES**

### **6.2.1. Bilingualism**

COMP will provide information and services to its membership and the public in the official language of their choice, English or French. Further, all information of importance to the membership and/or the public shall be in both official languages simultaneously.

### **6.2.2. Privacy Policy**

The Canadian Organization of Medical Physicists (COMP) is committed to protecting the privacy of personal information of its members and all users of its services. This Privacy Policy has been prepared to affirm COMP's commitment to maintaining high standards of confidentiality, to provide information on COMP's practices concerning the collection, use and disclosure of your personal information and to comply with the PIPEDA (Personal Information Protection and Electronic Documents Act) and other applicable statutes.

### **6.2.3. Defining Personal Information**

Personal information is any information about an "identifiable individual" that can be used to distinguish, identify or contact a specific individual. Business contact information such as information on your business card and certain publicly available information, such as names, addresses and telephone numbers as published in telephone Directories are not considered personal information under federal legislation (PIPEDA). Information about corporations is not considered personal information.

Where an individual provides his or her home address to COMP as their business contact information, COMP considers it to be business contact information, and is therefore not subject to protection as personal information.

### **6.2.4. Collection of Personal Information**

If you request information, products or services from COMP, we will collect name and contact details including address(es), mailing preference, telephone and fax numbers, email address, and language preference.

We collect no personal information about you unless you choose to provide that information to us. We do not use techniques that collect personal information about anyone without their knowledge. We only collect personal information about individuals when they specifically and knowingly provide it to us, for example when they apply for membership, register for a program or complete a registration form. You may also provide us with your credit card information in order to pay dues or to register for events. We collect this information only to set up your account, process the order, and provide you with the services you are purchasing. We do not store credit card information for later use.

COMP collects and retains information about your transaction history when you use COMP services and various programs.

COMP also provides individuals with an opportunity to specify certain preferences in service delivery; if an individual chooses to provide such information, COMP will collect information requested for a specific event (i.e., meal preference).

#### 6.2.5. COMP Website

A visitor to the COMP website is not required to reveal any individually identifiable information, nor is such information collected passively by electronic means. Personal information is only collected when an individual voluntarily submits his or her information such as in an online membership application form, meeting registration form or an online survey. The personal information collected in this manner is subject in full to the Privacy Policy contained in this document.

If you do nothing during your visit but browse through the website, read pages, or download information, we will neither gather nor store any personal information about you. Our web server collects statistical data about visitor information used only in aggregate. This tracking system does not record personal information about individuals or link this information to any personal data collected.

#### 6.2.6. Use of Information

COMP commits to you that individual information will be used to establish and maintain responsible relationships with you, to provide you with products, services and support, and to respond to member needs. Your personal information will be used to provide you with the specific transaction that you applied for or services requested in the application you submitted.

One of COMP's primary objectives is disseminating information to its members and customers. The achievement of COMP's objectives involves, among other things, providing you with information about programs and services that are of interest to medical physicists such as position statements, professional development programs, and other services.

#### 6.2.7. Consent by Individuals

The information you provide to COMP – such as your name, address, etc. – allows COMP to inform you about events and activities and to notify you of issues, events or special offers which may be of interest to you. By becoming a member or by requesting information or registering for events or courses offered by COMP, you are giving COMP permission to contact you by way of the information you provide. Members may choose not to be contacted by COMP by contacting the COMP office or choosing to “unsubscribe”.

#### 6.2.8. Disclosure of Personal Information

COMP may share aggregate information about its members– not individual data – with sponsors, potential sponsors and other organizations to help them better understand COMP members and the medical physics profession. As CCPM members must be COMP members in good standing, the COMP office does provide the CCPM Board with information about membership status as required.



Such aggregate information is used to give COMP demographic data about its members in order to improve the organization and the programs and services we provide.

#### 6.2.9. Security of Information

COMP endeavours to maintain appropriate safeguards and adequate physical, procedural and technical security with respect to our offices and information storage facilities so as to prevent any unauthorized access, disclosure, copying, use, or modification of personal information. The COMP office is authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed. To ensure the integrity and privacy of the personal and credit card information you pass to us via the Internet when you make an online transaction, COMP has obtained a Secure Socket Layer (SSL) Server Certificate, the industry standard with the strongest level of 128-bit encryption.

### **6.3. Social Media External Policy**

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#### **PURPOSE**

As part of fulfilling its mission and within its mandate to facilitate communications amongst members, the community and the general public, COMP encourages the use of various social media platforms, as well as of the COMP website forum. The present policy refers to the use of the COMP logo and branding and indicates the official reference for COMP position statements.

#### **POLICIES**

##### 6.3.1. External Links

The information provided on social media platforms is offered for the benefit of its members and the general public. However, COMP does not independently verify or substantiate the information provided on other websites that may be linked to these platforms or the COMP website.

##### 6.3.2. Use of COMP's Logo

The COMP logo, associated graphics, button icons and images are the exclusive property of COMP and may not be reproduced or copied in any manner without the express written permission of COMP and should not be used in material posted or disseminated by anyone other than the COMP Office.

##### 6.3.3. Endorsement

COMP does not endorse any products, manufacturers, or suppliers. Nothing on the COMP website or social media should be interpreted as implying such endorsement.

##### 6.3.4. COMP Official Position Statements

The COMP website ([www.comp-ocpm.ca](http://www.comp-ocpm.ca)) and the InterACTIONS newsletter are the only official reference for COMP position statements.

## **6.4. Social Media Internal Policy**

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### **PURPOSE**

As a part of our mandate of improving communication with and amongst our membership, community and the general public, it is vital that our Social Media strategy remains accurate, consistent, timely and serves the best interest of the profession.

### **POLICIES**

#### **6.4.1. General**

This policy governs the publication of and commentary on social media from board members, social media managers, and the administrative team within COMP. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation, COMP website discussion lists, blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Instagram and YouTube. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail and the internet.

Only those authorized by the COMP Communications Committee are allowed to publish or comment via social media in any way that suggests they are doing so in connection with COMP. This includes any events, committees, sub-committees or organizations that are affiliated with or sponsored by COMP. Only the COMP Office or COMP members (volunteers) may be social media administrators. These administrators are free to publish or comment via social media and promote discussion within the social media in accordance with this policy. Such persons are subject to this policy to the extent they identify themselves as from the COMP Office or volunteer (other than as an incidental mention of place of employment in a personal social media on topics unrelated to COMP).

Before engaging in work related social media or becoming administrators of a social media account, an individual must obtain the permission of the COMP Communications Committee, Executive Director, or the COMP Board.

Publication and commentary on social media carries similar obligations to any other kind of publication or commentary.

All uses of social media must follow the same ethical standards that the COMP Office and COMP members must otherwise follow.

#### **6.4.2. Setting up a Social Media Channel**

Assistance in setting up social media channel/account and their settings can be obtained from COMP's Communications Committee and Executive Director.

Social media identities, logon ID's and user names may not use COMP's name without prior approval from the COMP Office. The COMP Office will maintain all passwords and must be made aware of any changes to passwords for any COMP-related social media account.

Any profiles created on social media sites must be consistent with the COMP website and style guide. Profile information may be obtained from the COMP Office.

Official COMP logo, photographs, and mission/vision statements (where applicable) must be used in the profile. These details can be obtained from the COMP Office.

#### 6.4.3. Separating Social Media Channels

In order to have consistent messaging and fulfil the strategic needs of the organization, the creation of social media accounts for the sole purpose of a committee, working group, or COMP sponsored events, is discouraged. Instead, these groups should work with the administrators of COMP's official social media accounts in order to have the largest impact possible. See Appendix 5 for a list of important considerations when setting up a social media channel.

If a committee working on behalf of a COMP-sponsored activity, committee or working group finds it necessary to create a separate social media account, a request must be made to the Communications Committee. A case must be made on the advantages and disadvantages of creating a separate channel, and a lead administrator/manager must be defined. This case should be presented to the Communications Committee Chair. The Communications Committee Chair will discuss the proposal with the Committee and render an opinion to the COMP Board. The COMP Board will then offer a decision to accept or deny the request. If the decision is accepted, the COMP Board will direct the Communications Committee to work with the group to help promote the social media account, and provide best practice guidelines (see Appendix 5 for Responsible Use of Social Media).

A manager for the social media account must be identified. It is important to have at least one dedicated person from the COMP administration or COMP volunteer whose job responsibilities include overseeing the day-to-day operation of the account, so that the account does not become inactive or inaccessible. This individual should also identify back-up personnel with account access and provide details of the account to the COMP Office. Any manager of a COMP-sponsored social media account is expected to read and abide by this policy.

If the social media account has a finite time period such that it eventually will no longer be used, the account must be deleted at an appropriate time, and when possible, content archived.

### **6.5. Representatives at Professional Meetings**

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#### **PURPOSE**

There are a number of national and international professional meetings and conferences that COMP may benefit from having a recognized representative in attendance. Moreover, there are often members of COMP in attendance at these meetings. Members attending such meetings who would be willing to act as a representative are encouraged to identify themselves to the Board. The purpose of this policy is to outline the steps that need to be taken to recognize COMP members as official representatives of the organization at professional meetings.

## **POLICY**

Individuals deemed appropriate may be designated by COMP to act in an official capacity as representatives at select professional meetings. Members are to be encouraged to act as COMP representatives at relevant professional meetings and conferences.

As required, members will be contacted and invited to consider volunteering to be a COMP representative at a meeting or conference.

The minimum information required of a volunteer would include:

- a) The organizing body responsible for the meeting;
- b) The purpose of the meeting;
- c) Relevance of the meeting to COMP and its mission (one or two lines); and,
- d) Indication if there is a sponsoring Board member.

Although any Board member may be approached, under normal circumstances those who volunteer to act as a COMP representative will be directed to contact the Executive Director.

- e) Board members that are contacted are to forward the submission to the Executive Director.
- f) Board members are also encouraged to promote such participation with specific Members, e.g., members of standing COMP committees.
- g) The Board is ultimately responsible for approving formally recognized COMP representatives.
- h) The Executive Director will distribute any requests for recognition as a volunteer representative to all Board members.
- i) If there is a sponsoring Board member and no objection is received by the Executive Director within five working days, representation will be deemed approved.
- j) If there is a no sponsoring Board member then the submission will be considered at the next Board meeting.

Under extenuating circumstances, such as a time sensitive situation, the Executive Committee has authority to approve a representative.

Identified representatives are to be formally recognized.

- k) The volunteer is to be provided a written acknowledgement of their appointment, capacity, and role as a representative, including duration which should typically be no more than one year.
- l) The detailed role of the representative is to be defined by mutual agreement with the Executive Director.
- m) The Executive Director will consult as necessary with appropriate Board members in defining the role and expectations of the representative.

- n) A typical expectation would be for the representative to provide a brief report of any relevant information or interaction arising from the meeting.

No financial obligation on the part of COMP will be assumed as a result of the appointment of a representative although, dependent upon the importance of the representation and associated expectations, provision of financial support may be considered.

- o) Requests for financial support are to be submitted in writing with justification and in advance of incurring the relevant expenses.
- p) Each request for support is to be sponsored by a Board member.
- q) The Executive will evaluate requests for support.
- r) When the Executive deems that support is warranted, final approval of funding must be granted
- s) In accordance with COMP budget guidelines.

## **6.6. Guidelines for Newsletter Content and the Appointment and the Role of Newsletter Editor**

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### **PURPOSE**

InterACTIONS, COMP's quarterly newsletter, is an important vehicle for connecting members to each other, sharing content that is relevant to the medical physics profession and celebrating the success of our members.

### **POLICIES**

#### **6.6.1. Editorial Guidelines**

- a) Editorial guidelines are established and approved by the COMP Board.
- b) Content accepted for publication will not be discriminatory, inflammatory, nor offensive toward any group, based on, but not limited to, profession, sex, gender, religion, race, or creed.
- c) Content accepted for publication must be of interest to the Medical Physics community in Canada.
- d) Content including issues that are before the courts, have potential for litigation, or that discuss radiation incidents, mistreatments or other such events, will be reviewed to minimize the risk to COMP in publishing such content. For example, the content may be de-identified.

#### **6.6.2. Appointment and Role of the Editor**

- a) The Editor of InterACTIONS is a volunteer position and is appointed by the COMP Board for a term of 3 years renewable once.
- b) The Editor must be a full COMP member in good standing.
- c) Decisions on all published content lie with the Editor but must be in line with the Editorial Guidelines as established and approved by the COMP Board.

- d) The Editor can direct questions on applicability of content to the Chair of the Communications Committee and/or to the Executive Director.
- e) The Editor should seek guidance from the COMP Board on potentially controversial topics.
- f) Should the guidelines not be followed, the COMP Board may remove the Editor from the position.

## **6.7. Policy for Submitting Articles to JACMP as COMP Reports (articles not already commissioned by COMP)**

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### **PURPOSE**

Articles submitted to JACMP as COMP reports must be pre-approved by COMP. COMP will support topics of national interest such as CPQR, quality and safety, professional activities, practice guidelines and other material that supports COMP's vision and mission (<https://comp-ocpm.ca/uploads/62dfdb4cefaae.pdf>)

### **POLICIES**

- 6.7.1. Corresponding author should submit their manuscript content details to the COMP office. The submission can be any development stage; it can be a completed manuscript or a summary of a manuscript idea. The latter should contain sufficient detail to demonstrate that it is within the scope of a COMP report.
- 6.7.2. The COMP office will forward the submission to the Chair of the Communications Committee who will use their discretion to forward the article to a specific COMP committee if additional input is required to reach a decision.
- 6.7.3. If an article is approved by COMP, it will be assigned a timeline.
- 6.7.4. The Chair of the Communications Committee will keep a record of the article information (title, article summary, authors and timeline) and will follow up on the article's progress.
- 6.7.5. Each COMP report should have a title as follows: "COMP Report: Article Title".
- 6.7.6. Article submission will be performed by the corresponding author through the JACMP submission site. In the "notes" section, the following should be indicated "This is a COMP approved article. Please assign to a COMP associate editor". The corresponding author should promptly inform the Chair of the Communications Committee that the article has been submitted and provide any relevant information including the manuscript number.

6.7.7. The corresponding author should inform the Chair of the Communications Committee of JACMP's final decision or of any reviewer comments that could change or jeopardize the scope of the COMP report.

6.7.8. If the article is accepted, JACMP will provide the corresponding author with an invoice which should be forwarded to the Chair of the Communications Committee and the COMP office so that COMP can make the payment. Payment would be made after the Chair of the Communications Committee confirms with the COMP office.

## **6.8. COMP Member Memorial Policy**

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### **PURPOSE**

To provide a framework for how information of a deceased member of the COMP community will be shared through COMP's various communications channels. Obtaining and revealing information of a member's death requires careful consideration of the family's wishes, the contributions that the member has made to COMP and the Canadian medical physics community, among other factors.

### **POLICY**

This policy is to ensure consistency when celebrating the lives of COMP Members who have served in one of the following capacities:

- a) COMP President
- b) COMP Award Winner (includes Gold Medal, FCOMP, CAP-COMP Peter Kirkby Memorial Medal)
- c) Recipient of another Notable Achievement in the Field
- d) Board/Committee Volunteer/Notable Service to the COMP Community
- e) General Membership

COMP will undertake the following procedures in the event it is notified of the loss of a Member.

### **PROCEDURES**

Honouring deceased Members of COMP who meet the criteria listed above will include the following actions, making adjustments as needed for publicly available information and/or specific family wishes. Upon Board/Office notification of a loss, actions may include:

#### 6.8.1. criteria a-e

- a) COMP Office will notify the Board (vice versa), if not already done.
- b) COMP Office will post the information to social channels and send a brief email to the membership to provide a link to a publicly accessible official obituary/memorial or as directed by a family member.
- c) COMP Office will prepare, with the President, a slideshow honouring all COMP Members who passed away during the previous year, to be presented at an appropriate time during the ASM.

#### 6.8.2. criteria a-d

COMP Office will post a short news article to the website to provide a link to a publicly accessible official obituary/memorial or as directed by a family member.

6.8.3. criteria a-c

- a) COMP Office will notify the Editor of InterACTIONS (if not already done), who will reach out to the network of the deceased Member to coordinate the inclusion of an article in the next edition following the loss.
- b) COMP Office will include a similar article in the next monthly e-Broadcast following the loss.

## **6.9 Assessing Collaboration with Other Organizations**

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### **PURPOSE**

From time to time COMP receives invitations to collaborate with other organizations within Canada or Internationally. COMP must make informed decisions about entering into collaborations.

### **POLICY**

6.9.1. The following information related to the potential collaboration should be gathered for consideration:

- a) Relevance – Is the organization aligned in some way with COMP?
- b) Benefit – In what ways will the collaboration benefit COMP?
- c) Offerings – What does COMP have to offer the collaborating organization?
- d) Costs – What are the costs of this collaboration to COMP?
  - i) Personnel/time
  - ii) Financial
  - iii) Other resources

6.9.2. Relevant COMP Committee or Board (as appropriate) will summarize Cost-Benefits of the collaboration using the above information and make a recommendation on potential the collaboration.

### **PROCEDURES**

- 6.9.3. Recommendation will be put to the Board on suitability of collaboration.
- 6.9.4. Board will have final decision on whether COMP enters into a collaboration with an organization.
- 6.9.5. COMP will maintain a list of organizations with which it holds active collaborations.
- 6.9.6. COMP Board will assess collaborations at least annually.



## 7. GOVERNING AWARDS

### PURPOSE

The purpose of this policy is to describe the processes for each COMP award given at its ASM.

### 7.1. Gold Medal

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The COMP Gold Medal will be awarded to a member of COMP (or retired former member) who has made an outstanding contribution to the field of medical physics in Canada. An outstanding contribution is defined as one or more of the following:

- A body of work which has added to the knowledge base of medical physics in such a way as to fundamentally alter the practice of medical physics.
- Leadership positions in medical physics organizations which have led to improvements in the status and public image of medical physicists in Canada.
- Significant influence on the professional development of the careers of medical physicists in Canada through educational activities or mentorship

The Gold Medal is the highest award given by the Canadian Organization of Medical Physicists and will be given to currently active or retired individuals to recognize an outstanding career as a medical physicist who has worked mainly in Canada. It will be awarded as appropriate candidates are selected but it will not generally be given more than once per year.

Nominations for the medal are due by March 30<sup>th</sup> (or April 30<sup>th</sup>, depending on date of ASM) and must be made by a Full Member of COMP. Nominations must include:

- the nominator's letter summarizing the contributions of the candidate in one or more of the areas listed above;
- the candidate's CV;
- the candidate's publication list (excluding abstracts) which highlights the candidates most significant 10 papers;
- additional 1 to 2 page letters supporting the nomination from three or more members of COMP.

Nominations are forwarded electronically to the COMP office (pdf format).

The COMP office will forward the nominations to the Gold Medal Sub-committee. The sub-committee process will:

- review nominations,
- Make recommendation to the Awards and Nomination Committee Chair who then works with the COMP office to send a letter to the winner.

Candidates selected for the medal will be invited to attend the COMP ASM where the award will be presented by the COMP President. Travel expenses will be paid for the medal winner. The medal winner may be asked to give a 30-minute scientific presentation at the COMP meeting in addition to a short acceptance speech when the medal is presented.

## **7.2. Fellow of COMP**

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Nominations are being accepted for the Fellow of COMP Award. This honour recognizes an active member who has made a significant contribution to the field of medical physics and to COMP. This contribution is to be in *two or more* of the following:

### 7.2.1. Service to COMP

A demonstrated body of work showing an outstanding contribution to research and development in the medical physics profession.

A demonstrated body of work showing an outstanding contribution to professional practice.

Through educational activities or mentorship, particularly regarding the education and training of medical physicists, medical residents, and allied health personnel.

### 7.2.2. Other Criteria that Must be Met:

Nominees must have a minimum of 10 years of experience in the field of Medical Physics.

Nominees must have a minimum of 5 consecutive years as a member of COMP and be a full member in good standing at the time of the nomination.

### 7.2.3. Nomination Process:

- a) Any member in good standing may nominate an individual for the FCOMP Award.
- b) At least two support letters are required in addition to a cover letter from the nominator. If the nominator does not hold an FCOMP, then the nominator is required to solicit two letters of support from members who hold an FCOMP. If the nominator holds an FCOMP, then one additional FCOMP holder must second the nomination and provide a letter of recommendation, and a second letter of support may come from any reference (does not need to be a member of COMP).
- c) In addition to the cover letter and the letters of support, the nominator must also complete the FCOMP Nomination form in order to provide a summary of the nominee's Service to COMP, contributions to research and development, contributions to professional practice and contributions to education and mentorship.
- d) Should the FCOMP Sub-Committee deem the candidate to be eligible, (s)he will be asked to submit a curriculum vitae prior to a final recommendation to the COMP Board
- e) If a nominee is slated to receive the FCOMP Award, both the nominator and the nominee will be notified by COMP. The nominee will be asked to confirm his/her willingness to accept the Award and will be asked to provide a short bio and a recent photograph.

- f) Nominations may be submitted at any time and those received electronically by March 31<sup>st</sup> (or April 30<sup>th</sup>) to COMP Office will be considered for presentation at the AGM.

#### 7.2.4. Decreased or Retired FCOMP Members

- a) If a physicist dies as an FCOMP holder, that status is kept permanently, subject only to revocation by the COMP Board under Bylaw Article 3.03.
- b) Deceased members who held FCOMP shall be noted on the public listing of FCOMP members.
- c) Deceased members who held FCOMP do not count in the limit on the number of FCOMP holders. This limit is currently 15% of full membership.
- d) Members who hold FCOMP at retirement shall be deemed to hold FCOMP permanently, whether or not they continue as Retired Members of COMP, subject only to resignation from FCOMP status or to revocation by the COMP Board under Bylaw Article 3.03.

### **7.3. Sylvia Fedoruk Prize in Medical Physics**

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The Saskatchewan Cancer Agency is pleased to sponsor a competition for the Sylvia Fedoruk Prize in Medical Physics. This award is offered annually to honour the distinguished career of Sylvia Fedoruk, former Lieutenant-Governor of Saskatchewan and previously physicist at the Saskatoon Cancer Centre.

The prize will comprise a cash award of five hundred dollars (\$500), an engraved plaque and travel expenses to enable the winner to attend the ASM.

The prestigious Sylvia Fedoruk Prize is presented for the best paper on a subject falling within the field of medical physics, relating to work carried out wholly or mainly within a Canadian institution and published during the past calendar year. The Sylvia Fedoruk Prize selection process is a multi-stage complex procedure conducted by a panel of anonymous nominators and judges to ensure that the best work is chosen.

In the past, all Canadian manuscripts published in the journals of Medical Physics and Physics in Medicine and Biology were considered for the award. Additionally, other medical physics papers published in other journals could be nominated. As of 2018, the Sylvia Fedoruk Prize selection process is solely based on COMP member nominations.

#### 7.3.1. Nomination Process

Any COMP member can nominate a single Canadian medical physics paper, including one of their own. Nominations for the SFP of a given year are to be made between the beginning of January and the end of February of the following year. Each nomination will have to be accompanied with a maximum one-page justification letter describing each of the Sylvia Fedoruk Prize criteria, which are originality, clarity, science quality and impact on the field. The relationship between the nominator and the authors, such as close collaborators, members of the same committee, friends, family, etc., will also have to be declared in the nomination letter.

- a) All papers should be submitted electronically to COMP Office and must be clearly marked: “Entry for Sylvia Fedoruk Prize” and submitted by March 31st.
- b) Submissions will be forwarded to the sub-committee for review.
- c) A letter from COMP Office will be sent to first author, and cc’ed to other authors. Complimentary transportation and registration will be provided to one COMP member for the upcoming ASM.
- d) Their paper is also forwarded to the CEO of the Saskatchewan Cancer Agency. SCA will send to office a plaque with all authors’ names, as well as a cheque of \$500 in the name of the first author. All authors’ names will also appear on the power point slide at ASM.

#### **7.4. Michael S. Patterson Publication Impact Prize**

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To recognize the authors of such influential papers, the Board decided to establish a new award, the Publication Impact Prize. This prize was introduced in 2016 and is awarded for a scientific paper written by a COMP member that has had a tremendous impact on the field of medical physics.

##### **7.4.1. Criteria and Nomination Process**

Peer-reviewed papers published in any scientific journal in the last ten years will be considered; for example, papers published in 2010 – 2019 are eligible for the 2020 prize.

- a) One award will be made each year encompassing the entire field of medical physics. If, over time, it is apparent that one or more sub-fields are dominating the award, COMP may wish to establish separate awards in recognized sub-fields.
- b) For a paper to be eligible, at least one author must have been a member of COMP when the paper was published.
- c) Papers published in the previous ten years are eligible for the award. For example, the award presented in 2016 recognized the paper published in 2006 – 2015 (inclusive) that had been most cited up to the end of 2015. A paper can win only once. Papers published in any scientific journal covered by the Web of Science are eligible.
- d) The committee will use the Web of Science (all data bases option) to identify the most cited paper.
- e) Eligible papers must describe work performed mainly at a Canadian institution. Review papers, popular articles, editorials, and task group reports are not eligible for the award. The paper must also describe a significant contribution to medical physics – for example, a paper where standard imaging methods were used in neuroscience research would not meet this criterion.
- f) At least one author must have been a COMP member at the time of publication and the work must have been performed mainly at a Canadian institution. Review papers, task force reports, opinion pieces, and standards documents are not eligible, and publications must represent a significant advance in medical physics.

- g) Decisions about eligibility will be made by the Publication Impact Prize Subcommittee.
- h) The winning author(s) will be invited to submit an article presenting their personal reflections on the paper to *Interactions*. This will be co-ordinated by the editor.
- i) A letter from COMP Office will be sent to first author, and cc'ed to other authors. Complimentary transportation and registration will be provided to one COMP member for the upcoming ASM.

## 8. GOVERNING FINANCES

### 8.1 Internal Controls

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#### **PURPOSE**

The purpose of this policy is to ensure the integrity of financial transactions by establishing financial authorities and setting their limits.

#### **POLICY**

The Board of Directors shall have the sole authority to set, approve, or amend major financial policies governing the Corporation including but not limited to:

- a) Banking
- b) Reserves
- c) Investment
- d) Budget
- e) Association Management Company fees

No major financial policies shall be established or implemented without prior approval from the Board.

All cheques issued by COMP shall require two authorized signatures. The list of signing officers is approved by the Board of Directors.

Signing officers must leave proof of signature with the Company Bank.

The Treasurer or the Executive Director in consultation with the Board may develop financial policies from time to time.

In the event that the Executive Director is unavailable to sign cheques, the President and a designated officer of the Board may sign.

### 8.2. Financial Reporting and Budgeting

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#### **PURPOSE**

Budgeting and financial reporting are essential elements of good governance. The purpose of this policy is to ensure that budget and financial information are developed appropriately and provided to the COMP Board in a timely manner.

#### **POLICY**

- a) The COMP annual budget shall be prepared and approved annually prior to the start of each fiscal year. The budget shall only be revised during the year if approved by the Board of Directors.

- b) The annual budget will reflect the strategic priorities of COMP. The CCPM activities that are not directly related to examinations and certification expenditures as per the contract will be clearly outlined in the budget.
- c) Budget planning will commence in August.
- d) Annual budgets will be prepared by each committee and the CCPM for expenses that are not related to examinations or certification. All budgets will be submitted to the COMP Treasurer prior to the end of August. Committee budgets will be related directly to the Committee's objectives and program plan and detail all costs to carry out the program plan.
- e) The Treasurer, in consultation with the Executive Director, will prepare the budget for administration expenses such as management fees and Board meetings.
- f) The operational budget will be in balance or achieve a surplus of revenues over expenses. Operating surpluses achieved will be used for special projects or to augment financial reserves, if necessary.
- g) COMP will strive to maintain a financial reserve equivalent to 50 per cent equivalent to the average of the previous three financial years' operational expenses.
- h) The AMC will prepare financial reports on a monthly basis including a Balance Sheet and a Comparative Income Statement.
- i) The Treasurer will review financial reports on a monthly basis.
- j) The Board will review financial reports at each in-person meeting.
- k) Once the budget is approved, the Treasurer will work with management to monitor the actual expenditures in relation to the budget.
- l) Non-budgeted expenditure requests of less than \$1000 can be approved by the COMP Treasurer. All requests in excess of \$1000 must be submitted in writing and approved in advance of expenditure. Requests between \$1000 and \$5000 require approval by the COMP Executive Committee. Unbudgeted expenses of greater than \$5000 or appeals regarding other requests require consideration and approval by the COMP Board.
- m) Directors or Committee volunteers are reimbursed in accordance with COMP Expense Guidelines for expenses incurred during performance of their duties. Receipts are required. In the event of hardship, exceptions may be made.

### **8.3. Annual Financial Audit**

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#### **PURPOSE**

In accordance with the Canada Not-for-profit Corporations Act COMP must undergo an external financial audit annually. The purpose of this policy is to set out the steps to follow to ensure that the audit is completed in a timely manner.

#### **POLICY**

- a) A financial audit shall be conducted by a qualified external auditor approved by the COMP membership on an annual basis.
- b) Detailed financial statements covering all financial activities of COMP shall be prepared in advance of the annual financial audit.

- c) The Executive Director and the Board of Directors shall ensure that the financial statements and any other relevant financial records are made available to the auditors as requested by them.
- d) Upon receipt of the Audited Financial Statement the Treasurer and the Executive Director will review the document with the Auditor as well as any associated recommendations.
- e) The Treasurer will present the Audited Financial statement with the associated recommendations to the Board of Directors for their acceptance.
- f) The Treasurer will complete the Treasurer's Report (including Audited Statement) and forward to the Executive Director for inclusion in Annual Report
- g) Following all financial audits, the report of the Auditor shall be provided to the membership of COMP in advance of the annual meeting of members. Further, the auditor's recommendations shall be reviewed by the Executive Director and the Board and acted upon as may be warranted.
- h) Upon receipt of the Auditors Report at the Annual General Meeting the Treasurer will ensure that all recommendations approved at the Annual General Meeting are addressed in a timely manner. This may include changes or additions to this policy and procedures manual.

As part of the annual audit of financial statements, the Auditor shall prepare a Management letter that comments on and lists recommendations relating to COMP's financial management practices and its system of internal controls.

The Executive Director and the Board shall ensure that, where appropriate, the recommendations of the Auditor are implemented.

#### **8.4. COMP Travel Expense Policy**

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##### **PURPOSE**

COMP members travelling on business are reminded to be frugal to keep costs low and to set an example of fiscal responsibility to the membership. As transportation is generally the largest expense, arrangements should be made as early as possible to get the most economical rates. The following policies apply:

##### **POLICIES**

###### **8.4.1. Travel**

- a) Train travel shall be the most economical fare where possible. Via Business Class is allowed if there are no meal charges claimed for the travel time involved.
- b) Air fares shall be the most economical fare possible and no Business Class airfares are allowed.
- c) In general rental cars shall not be paid for, except where it can be demonstrated that this is the most economical solution, or if used to transport multiple people to a meeting (thus saving the cost of airfares). Allowances for the use of the members' own car shall be paid out to the limit of the equivalent lowest total cost



of alternative travel. Claimants should be prepared to demonstrate that their choice is the most economical if required

- d) Ground Transportation to airport will be reimbursed upon receipts. Members are encouraged to share taxis if possible or use shuttles. Receipts for taxi/shuttle fares must be submitted to the COMP Office for reimbursement. Mileage for use of one's car may be submitted.
- e) COMP designated representatives to meetings may have ground travel expenses covered provided they are pre-approved. Expense claims must be submitted to the COMP Office for reimbursement.

#### 8.4.2. Accommodation

- a) Members will be allocated a maximum number of approved nights of accommodations.
- b) Extra charges on hotel rooms (double accommodations for companions or incidentals) will not be covered by COMP. Extenuating circumstances must get the pre-approval of the Treasurer.
- c) In addition to COMP and CCPM Board members, one night's accommodation will be covered for committee members who attend COMP committee meetings that are held in advance of the ASM.

#### 8.4.3. Meals

Meals shall be covered during the entire travel on COMP business to a maximum allowance.

#### 8.4.4. Advances & Payment

Travel advances will not normally be given, except by approval of the Treasurer. Claims shall be submitted on the COMP travel expense forms and instructions for submission shall be followed. Generally hard copy receipts are required. Claims must be submitted within 60 days of the event unless approved by the Treasurer.

### **8.5. Compensation for ASM, WS Volunteers**

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#### **PURPOSE**

The purpose of this policy is to set out the compensation for the ASM and WS volunteers: including Chairs, Organizing Committee Members, ASM Local Arrangements Committee (LAC), other volunteers and invited speakers.

#### **POLICIES**

##### 8.5.1. Chair of ASM and Chair of WS

Chair of the ASM and the Chair of the WS will have their registration, accommodation and travel covered for the duration of the meetings.

8.5.1.1. Transportation

Travel expenses shall be reimbursed in accordance with the COMP travel expense policy.

8.5.1.2. Accommodation

Accommodation will be reimbursed for lodging at the "official" COMP conference hotel or residence.

8.5.1.3. Meals

Meals will be reimbursed as per the COMP travel expense policy.

8.5.1.4. Registration

COMP will waive the registration fee.

8.5.2. The chairs will have the flexibility in utilizing the funds allocated as outlined below for the volunteers and invited speakers in the best way they see fit for the ASM/WS as agreed by the ASM/WS organizing committee. This flexibility is to allow committees to meet different situations and needs of meetings (e.g. location of meeting, availability of speakers, number of CE sessions, special events planned for meeting etc.).

Due to the changing registration fees and costs, it is not possible to outline a set budget amount in a policy. However, this policy is designed to allow flexibility to utilize/move around funds that could be allocated for example to provide free registration for an LAC member or fund a speaker in a CE session.

The Organizing Committee should note that event "registration fees" do not always fully cover all costs per attendee for example food and beverage costs or banquets. COMP meetings heavily depend on sponsorship funds to defray losses associated with complementary registration, travel or accommodation and therefore the Organizing Committee should use caution when offering funding for volunteers.

8.5.2.1. ASM Local Arrangements Committee (LAC)

There will be 5 free registrations, 5 social events entrance tickets and a discretionary fund of \$2000 allocated to LAC.

In a virtual meeting, as there is no physical location for the meeting, it would be expected that there will not be a LAC.

8.5.2.2. Winter School Committee members

There will be 5 free registrations, 5 social events entrance tickets provided to the Winter School Committee.

8.5.2.3. Registration Fees of YIS Competitors

There will be no free registrations provided for YIS Competitors.

#### 8.5.2.4. COMP Meeting Speakers Reimbursement

##### **PURPOSE**

This policy is applicable to persons **eligible invited** by COMP to speak at COMP ASM or the COMP WS. Speakers at conferences that have been accepted through the normal abstract submission processes, including those submitted for continuing education sessions, are not considered to be “eligible invited speakers” and will not receive any compensation for attending the conference.

##### **POLICY**

Persons receiving travel support from COMP will be expected to take all reasonable steps to economize. Claims shall be submitted on the COMP travel expense forms and instructions for submission shall be followed. Generally hard copy receipts are required. Claims must be submitted within 60 days of the event unless approved by the Treasurer.

Following sections describe eligible invited speaker categories and what will be included in the reimbursement.

Keynote Speaker who are not members of COMP (maximum 1 per meeting)

- Transportation

Travel expenses shall be reimbursed in accordance with the COMP travel expense policy for all keynote speakers who are not members of COMP.

- Accommodation

Accommodation will be reimbursed for lodging at the "official" COMP conference hotel or residence for all keynote speakers who are not members of COMP. For the ASM and WS no more than two nights of lodging will be reimbursed.

- Meals

Meals will be reimbursed as per the COMP travel expense policy.

- Registration

COMP will waive the registration fee for keynote speakers to the ASM and WS.

COMP may provide keynote speakers to speak with an honorarium. The decision of whether or not to offer the honorarium should be made by the Committee responsible for planning the program in consultation with the COMP Executive Committee and should be in line with the program budget. Each case should be considered individually and on its own merit.

Invited Speaker for “special sessions” who are not members of COMP (maximum 2 per meeting)

If possible, invited “external” speakers for “special sessions” should be locally located. If this is not possible and the session has been agreed by the ASM/WS committee requires an external speaker, the following will be covered by COMP.

- Transportation

Travel expenses shall be reimbursed in accordance with the COMP travel expense policy.

- Accommodation

Accommodation will be reimbursed for lodging at the "official" COMP conference hotel or residence for speakers. For the ASM and WS no more than two nights of lodging will be reimbursed.

- Meals

Meals will be reimbursed as per the COMP travel expense policy.

- Registration

COMP will waive the registration fee for speakers to the ASM and WS.

- Incidentals

Incidental expenses will be reimbursed where reasonable.

Following section lists **ineligible invited** speaker categories who will not be compensated for transportation, accommodation, meals, registration or incidentals.

- Invited speakers who are members of COMP (no maximum number)
- Invited speakers who are speaking at the Young Professionals Workshop at the COMP ASM and who are members of COMP (no maximum number)
- Invited speakers who are speaking at the Young Professionals Workshop at the COMP ASM And who are not members of COMP (no maximum number)

## **8.6. Requesting Financial Support from COMP to Represent COMP to Other Organizations**

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### **PURPOSE**

The COMP Board includes in its annual budget funds that are available to offset the expenses of COMP members who travel to represent the Canadian medical physics community to other organizations. The funds available will vary from year to year depending on the need to direct resources to other initiatives. The purpose of this policy is to establish the levels of financial support available and the process of applying for and receiving funding.

### **POLICY**

COMP shall make available funds to offset the expenses of Comp members who travel to represent the Canadian medical physics community to other organizations.

The Executive Committee is responsible for reviewing and approving funding requests.

COMP members who are interested in accessing these funds should submit the following in writing to the Executive Director:

- a) A description of the activity requiring funding and the benefit of their participation to the medical physics community (no longer than one page).
- b) A breakdown of the total costs involved and the details of other sources of funding.

Expenses will be reimbursed in accordance with the COMP Expense Policy and receipts must be provided.

Those receiving the funds must submit a short report to InterACTIONS, the Canadian Medical Physics Newsletter within one year of receiving the funds.

### **8.7. Process for the Application Deadline for Educational Funding Supports**

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#### **PURPOSE**

The COMP Board shall make available funds to support regional continuing education programs in Canada. The funds available will vary from year to year depending on the need to direct resources to other initiatives. The purpose of this policy is to establish the levels of financial support available and the process of applying for and receiving funding.

#### **POLICY**

COMP shall make available funds to support continuing education programs offered in regions across Canada.

Awards for support of international and regional meetings will be made on a competitive basis.

Criteria for selection will include relevance of the request for furthering the field of Medical Physics, enhancing COMP visibility to the wider scientific community and enhancing value of COMP membership.

The Education Committee is responsible for reviewing and approving funding requests. CAMPEP accredited programs will be given priority.

Decisions will be made twice yearly at the mid-winter and annual scientific meetings of COMP.

#### **PROCESS**

A maximum of \$5000 is available each year.

COMP members who are interested in accessing these funds should complete the Continuing Education Sponsorship Application Form, that is available on the website by the published deadlines.

The COMP Office will track requests received and keep the Education Chair and Treasurer up to date with respect to the funds available.

Those receiving the funds must submit a short report to InterACTIONS, the Canadian Medical Physics Newsletter within one year of receiving the funds.

## **8.8. Use of Public Relations Fund**

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### **PURPOSE**

The public relations fund consists of an amount in the COMP budget generally aimed at financing activities that are designed to raise COMP's profile and promote the organization. These may include financial support for activities such as travel to represent the organization (ex. for the president or delegate), marketing materials or events, and events with other organizations. It has been used for travel by the COMP president or the Executive to represent COMP nationally or internationally, for the production of COMP marketing materials such as banners and posters, and to finance dinner meetings with international counterparts such as the AAPM executive.

### **POLICY**

- 8.8.1. The request for use of the public relations fund must consider the cost vs the intended benefit to the organization.
- 8.8.2. In general, the use of the fund is only warranted where the benefits are tangible or clear, and where the intent is premeditated. It is not intended for use on in social settings without a clear objective. As an example, using the fund to pay for a meal at an official meeting of the executives of two organizations would qualify, but if an executive were to spontaneously offer to buy drinks for counterparts sometime later in the evening would generally not qualify.
- 8.8.3. While the fund is generally used for events or causes that are meant to promote the organization, it may exceptionally be used for other purposes.

### **PROCEDURES**

- 8.8.4. Requests to use the public use fund should be directed to the COMP Office, the COMP Executive or the COMP president.
- 8.8.5. The request should include a budgetary estimate of the funds needed, a rationale for the use of such funds and the intended benefit to the organization.
- 8.8.6. The COMP Executive will decide on requests for use of the public relations fund. In exceptional circumstances, the COMP president may decide directly on the use of the public relations fund, but never when they are the intended beneficiary of the activity being sponsored by the fund.

## 9. GOVERNING MANAGEMENT AND ADMINISTRATION

### **PURPOSE**

The purpose of this policy is to set out the rules governing the maintenance of data by COMP including information related to membership and operations.

### **9.1. Record-Keeping Policy**

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#### **POLICY**

The COMP office is responsible for the collection and maintenance of data that pertains to the profession and professional activities of medical physics and the operations of COMP. This data may be generated internally by COMP volunteers and members or externally from individuals and organizations that have an interest in or are directly involved in Canadian medical physics.

The COMP office is responsible for retaining and making accessible, as appropriate, the data being retained.

An index of the data on record will be maintained.

Only members of the COMP Board will be permitted access to the data being retained, unless the data has been made public. Non-public data will not be disseminated to anyone outside of the Board without the authorization of the COMP Board.

Data will be retained in a format that is secure and transportable. A backup of the data will be retained at a physical site different from the COMP office.

Data will be reviewed at least once a year, with updates of the index provided to the Board at the annual Board orientation session.

COMP members should be made aware that data should be directed to the COMP office for retention.

### **9.2. Endorsement Policy**

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#### **PURPOSE**

The purpose of this policy is to set out rules and procedures governing the endorsement by Comp of external publications or programs.

#### **POLICY**

Except as provided in this policy statement COMP does not endorse private, commercial publications or programs. No publications, bulletins, announcements, advertising materials, letterheads, or other documents or articles or things other than the official publications and products of COMP namely:

- a) InterACTIONS newsletter
- b) COMP position statements

- c) COMP conference materials shall bear any insignia, monogram, or other mark of COMP in a manner implying the approval thereof has been secured from COMP.

COMP also recognizes that endorsements and expressions of support and co-sponsorship of certain activities conducted by others in public service may serve the best interest of COMP and its membership. When such requests like these are made, pursuant to the policies adopted by the COMP Board, they are to be reviewed by the COMP Board.

Requests for endorsements must be presented to the Executive Director of COMP.

Requests must be made in writing and must provide the following:

Information about the program or activity:

- d) What need is being met by the activity/program?
- e) When and where will the program/activity take place
- f) How will the program/activity be delivered?
- g) How will the program/activity be promoted?
- h) What COMP resources, if any, will be required
  - i. Human
  - ii. Financial
  - iii. Technical
- i) Details about the parent organization requesting support,
  - i. The organization's mandate, objectives, beliefs
  - ii. Reasons for seeking COMP support
- j) Checks and Balances
  - i. What are the implications if demand dramatically exceeds or falls short of expectations?
  - ii. What checks and balances are in place to ensure that members and volunteers of your organization are free of allegations of criminal activity and are of ethical behavior?
  - iii. How will your organization maintain the desired level of organizational standard

The Executive Director will review the application submitted. If the applicant has responded sufficiently to the questions above, the request may be referred to the COMP Board for review and approval.

Decision Criteria:

- k) The primary concern of COMP is to maintain its good name and reputation
- l) Greater public interest
- m) Common sense
- n) Medical physics related program
- o) Reputable organization



- p) Program with potential
- q) Consistent with COMP mission, vision and strategic priorities
- r) Consistent with the COMP Code of Ethics
- s) COMP Board discretion

#### Limitation

- t) COMP reserves the right to suspend or withdraw its endorsement at any time for cause.

### **9.3. Membership Surveys**

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#### **PURPOSE**

The need for a survey of the Membership may arise internally or externally. In order to determine whether a survey will be endorsed, there are a number of guiding principles that are to be applied in accordance with the COMP Privacy Policy.

#### **POLICY**

The Board is responsible for assessing and approving all survey requests. Requests are assessed according to the following guiding principles:

- a) Relevance and significance of the purpose of the survey to the profession of Medical Physics in Canada.
- b) Demonstration that there are no other sources of the data that are to be solicited.
- c) Potential to consolidate proposed surveys.
- d) Limitation of the frequency of surveys to minimize respondent fatigue.
- e) Internal survey requirements are to have priority over external requests.
- f) Should an external request be supported, then a copy of the results of the survey is to be provided to COMP and, if appropriate, distributed to the members of COMP.

At all times, care shall be taken to preserve the security of the COMP Membership mailing list. Approved surveys will be circulated by the COMP office on behalf of the external organization. Under no circumstances will the COMP membership list be provided to external organizations.

All such requests must be presented to the Executive Director of COMP. Requests must be made in writing and must clearly outline the following:

- g) The purpose of the survey,
- h) How the results will be used
- i) Details about the organization making the request

The Executive Director will review the application submitted. If the applicant has responded sufficiently to the questions above, the request may be referred to the COMP Board for review and approval.

#### **9.4. Electronic Signature Process**

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The following information outlines the process to be followed for processing cheques for payment for COMP. All accounts must be paid from an appropriate invoice or COMP Expense form and accompanied by supporting documentation. Cheques require 2 signatures and at minimum one of the 2 must be an original (non-digital) signature.

**Timing:**

Accounts Payable to be processed twice per month

**Process:**

1. Invoice is received.
2. Staff reviews invoice, verifies payable, checks for completeness of information, and assigns appropriate GL Code(s) directly on invoice.
3. Invoices are submitted for QuickBooks entry by the Bookkeeper.
4. A list of payments requiring approval with date, payee name, amount and purpose is emailed to Treasurer or designated Executive Committee member who is a signing officer if the Treasurer is not available for approval. The Executive Director will be cc'd.
5. Confirmation of approval from Treasurer (or designate as stated in 4.) by return email must be received before cheques are printed.
6. Upon approval, cheques are printed with the digital signature of one signing officer.
7. Cheque stub is stapled to invoice.
8. Cheque registry is printed with date, payee name, amount, and purpose along with the cheques and supporting documentation with GL code, are forwarded to the second signing officer for signing with an original signature.
9. Once cheques are signed, they are mailed to the payees using the self-stamped envelopes provided.
10. Original invoices with cheques stubs are filed at the COMP office.

## 10. REVISION HISTORY

### 10.1. May 2017

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Amended 2.5.1 (Nominations).

Section 3.1 amended into two sub sections and added new section 3.1.5 (Participation in Committee Meeting by Those Who are Not Members of the Committee).

Revised 3.2 (Volunteer Recruitment).

### 10.2. November 2017

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Added section 6.6 (Guidelines for Newsletter Content and the Appointment and the Role of Newsletter Editor)

### 10.3. February 2018

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Revised 2.3.1 (Disclosure of Conflicts of Interest)

Revised 2.5.1 (Nominations) and 2.5.2 (Elections)

Added section 6.7 (Policy for Submitting Articles to JACMP as COMP Reports).

Appendix 2 - Added Conflict of Interest Form in section and amended Sample Call for Nominations.

### 10.4. September 2018

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Added 3.3 (Code of Conduct for Committee Volunteers)

Added 6.8 (COMP Member Memorial Policy)

### 10.5. September 2019

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Revised 4.5 (Membership Dues Policy – approved September 24, 2019)

Added section 6.9 (Assessing Collaboration with Other Organizations – approved February 4, 2019)

Added section 7.10 (Use of Public Relations Fund – approved February 4, 2019)

## **10.6. December 2019**

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Renumbered 3.3 to 3.4 (Code of Conduct for Committee Volunteers) and added new section 3.3. (Process for the Recommendation of CAMPEP Board Members)

Added 7.0 (Governing Awards) and renumbered subsequent sections (Governing Finances, Governing Management and Administration and Revision History)

Revised 8.7 (Process for the Application Deadline for Educational Funding Supports)

## **10.7. April 2021**

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Revised 2.3 (Conflict of Interest Policy)

Revised 3.3 (Process for the Recommendation of CAMPEP Board Members)

Revised 4.2.5 (Retired Members)

Revised 6.8 (Member Memorial Policy)

Added 5.3 (Policy Against Inappropriate Behaviour at COMP Sponsored Events)

Added 7.2.4 (Deceased or Retired FCOMP Members)

Added Appendix 4: Inappropriate Behaviour Reporting Form

## **10.8. May 2022**

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Whole document: changed pronouns to gender neutral

Revised 2.5 (Nomination and Election Process)

Revised 2.7 (Meeting of The Board)

Revised 6.7 (Policy for Submitting Articles to JACMP as COMP Reports (articles not already commissioned by COMP))

Revised 7.3 (Sylvia Fedoruk Prize in Medical Physics)

Revised 7.4 (Michael S. Patterson Publication Impact Prize)

Revised 8.3 (Annual financial Audit)

Revised 8.5 (Compensation for ASM, WS Volunteers)

Added 9.4 (Electronic Signature Process)

## 11. APPENDICES



### APPENDIX 1: SAMPLE CALL FOR NOMINATIONS

The COMP Awards and Nominations Committee is responsible for presenting a slate of nominations for the COMP Board of Directors to ensure that the organization is governed with excellence and vision. There will be XX openings on the Board of Directors for <insert role names here> as of the 20XX Annual General Meeting.

<Role name> serve for a term of XX years and have the following responsibilities:

1. To work in conjunction with other Board members in the best interest of the organization.
1. To prepare for, attend, and actively participate in all Board meetings and relevant committee meetings. In-person meetings take place in November and at the ASM and there may be up to 4 teleconferences.
2. To be prepared and willing to Chair a committee or lead special projects as required.

On the last point, at present Chair(s) are being sought for the <insert Committee name(s)>

The nomination **must be accompanied** by a duly signed Nomination Form, a short biography including an Expression of Interest and a signed form of Conflict of Interest. The Nomination Form should be endorsed by no fewer than two (2) voting members of COMP and submitted by <insert date here>.

**APPENDIX 2: NOMINATION FORM**

<INSERT ROLE NAME HERE>

<b>Candidate Name:</b>	
<b>Title/Organization:</b>	
<b>Phone/fax/e-mail:</b>	
<b>Candidate Signature:</b>	
	<i>I agree to let my name stand for the position of &lt;role name&gt; for the period 20XX-20XX</i>

<b>Name (Nominator):</b>	
<b>Organization:</b>	
<b>Phone/E-mail:</b>	
<b>Signature:</b>	
<b>Name (Seconder):</b>	
<b>Organization:</b>	
<b>Phone/E-mail:</b>	
<b>Signature:</b>	

Mail, e-mail or fax this form along with a short biography **by <insert date here>**.

Chair, Awards and Nominations Committee  
 C/O COMP Office  
 300 March Road, Suite 202  
 Kanata, ON K2K 2E2  
[info@comp-ocpm.ca](mailto:info@comp-ocpm.ca)  
 fax: 613-595-1155

**APPENDIX 3: CONFLICT OF INTEREST FORM**

The Canadian Organization of Medical Physicians (“COMP”) strives to promote the highest standards of public trust and integrity in all of its activities and decision-making and to develop procedures to ensure that the fact or perception of conflict of interest is avoided or effectively managed. The Directors of COMP have a fiduciary obligation to act solely in the best interests of COMP in all transactions, decisions, actions, and consultations in which they engage on COMP’s behalf. To avoid conflicts of interest, Directors must do more than merely act within the law. They must conduct their affairs in such a manner that their performance will at all times bear public scrutiny. The appearance of conflict of interest, as well as the conflict itself, must be avoided.

The conflict of interest report provides the Awards and Nominations committee with information to assess candidates’ suitability for the positions of Directors.

Potential Directors that are employed by Federal or Provincial governments, or other agencies that have policies limiting their employees ability to engage in public discussions are required to disclose any restrictions on their ability to contribute to public discussions relating to the business of COMP or other public forums that may be of interest to COMP or its members.

Please describe below any relationships, transactions, positions you hold, or circumstances that you believe could contribute to a conflict of interest:

\_\_\_\_\_ I have no conflict of interest to report.

\_\_\_\_\_ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on; any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder; any businesses you or a family member own; and the name of your employer that (potentially) cause conflict of interest):

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



#### **APPENDIX 4: COMP INAPPROPRIATE BEHAVIOUR REPORTING FORM**

Complainant Name:

Complainant contact information:

Individual implicated/Respondent name (if known):

Individual implicated/Respondent contact information (if known):

Witness(es) to the incident (if any):

Witness(es) contact information (if any):

Date of report:

Date of incident:

Time of incident:

Name of COMP event:

Specific location of incident (e.g. room, area, online venue):

Type of incident (Choose from below):

- Harassment
- Sexual Harassment
- Other Disruptive Behaviour

Description of incident:



## APPENDIX 5: SOCIAL MEDIA GUIDELINES

Before considering another social media stream consider the following questions:

- Are there enough resources to properly maintain it at a consistent level? Inactivity, or dead accounts, can cause negative reaction toward the organization.
- What sort of content will be shared? Is it enough to maintain consistency?
- Who is the audience?
- Will the account be used year-round?
- How will it work with existing COMP accounts and other account coordinators? Can the message be spread without having to create a new accounts?
- How will the audience grow? Will it grow? How big is it?
- What platform will serve best? Facebook? Twitter? Instagram? Photos? Links? Videos?

Responsible use of Social Media

### 1. *Don't Tell Secrets*

It's perfectly acceptable to talk about COMP activities and have a dialog with the community, but it's not okay to publish confidential information. Confidential information includes things such as unpublished details about our COMP's software, confidential details of current projects, financial information, and membership information. We must respect the wishes of our membership, our community partners, and the public regarding their confidentiality. We must also be mindful of the competitiveness of our industry.

### 2. *Protect your own privacy*

Privacy settings on social media platforms should be set to allow anyone to see profile information similar to what would be on the COMP website. Other privacy settings that might allow others to post information or see information that is personal should be set to limit access. Be mindful of posting information that you would not want the public to see.

### 3. *Be Honest*

Do not post anonymously, using pseudonyms or false screen names. COMP believes in transparency and honesty. Nothing gains you notice in social media more than honesty - or dishonesty. Do not say anything that is dishonest, untrue, or misleading. If you have a vested interest in something you are discussing, point it out. But also be smart about protecting yourself and your privacy. What you publish will be around for a long time, so consider the content carefully and also be cautious about disclosing personal details.

#### 4. *Respect copyright laws*

It is critical that any postings show proper respect for the laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including COMP's own copyrights and brands. You should never quote more than short excerpts of someone else's work, and always attribute such work to the original author/source. It is good general practice to link to others' work rather than reproduce it.

#### 5. *Respect your audience and the organization*

The public in general, COMP Office representatives and the COMP membership reflect a diverse set of customs, values and points of view. Don't say anything contradictory or in conflict with the COMP website. This includes not only the obvious (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory - such as politics and religion. Use your best judgment and be sure to make it clear that the views and opinions expressed are yours alone and do not represent the official views of COMP.

#### 6. *Protect COMP members, community partners and the public*

COMP members should not be cited or obviously referenced without their approval. Never discuss confidential details of anyone without consent.

#### 7. *Controversial Issues*

If you see misrepresentations made about COMP in the media or in social media channels, you may point that out. Always do so with respect and with the facts. If you speak about others, make sure what you say is factual and that it does not disparage that party. Avoid arguments. Brawls may earn traffic, but nobody wins in the end. Don't try to settle scores or goad competitors or others into inflammatory debates. Make sure what you are saying is factually correct.

#### 8. *Be the first to respond to your own mistakes*

If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses you of posting something improper (such as their copyrighted material or a defamatory comment about them), deal with it quickly - better to remove it immediately to lessen the possibility of a legal action.

#### 9. *Disclaimers*

Many social media users include a prominent disclaimer saying who they work for, but that they're not speaking officially. This is good practice and is encouraged, but don't count on it to avoid trouble - it may not have much legal effect.

The COMP Executive Director can provide you with applicable disclaimer language and assist with determining where and how to use that.

### ***Social Media Tips***

The following tips are not mandatory, but will contribute to successful use of social media.

The best way to be interesting, keep the content fresh, and keep posts positive.

Quality matters. Use a spell-checker. If you're not design-oriented, ask someone who is whether your post looks decent, and take their advice on how to improve it.

The speed of being able to publish your thoughts is both a great feature and a great downfall of social media. The time to edit or reflect must be self-imposed. If in doubt over a post, or if something does not feel right, either let it sit and look at it again before publishing it, or ask someone else to look at it first.

### ***Linking Social Media Channels***

It may be beneficial to link social media content. For example, Facebook posts from the COMP Facebook page automatically generate a Twitter posting. This should be done carefully so as to respect the social media viewership (ex: do not post a Facebook post without text). However, all content should provide links to the COMP website where possible.

### ***Responsibilities of Social Media Administrators***

Administrators of a social media channel are responsible for the management of it. This includes accepting authorized users into the social media stream (membership), monitoring it, responding to requests in a timely manner, and vetting any content on the channel.

### ***Examples of Best Practices / Guidelines***

Some good examples of responsible use of Social Media are located below:

- [http://provost.harvard.edu/files/provost/files/social\\_media\\_guidelines\\_vers\\_2\\_0\\_eff\\_081814.pdf](http://provost.harvard.edu/files/provost/files/social_media_guidelines_vers_2_0_eff_081814.pdf)
- <http://mashable.com/2009/06/02/social-media-policy-musts/>
- <http://www.apa.org/about/social-media-policy.aspx>
- <http://oregonstate.edu/main/social-media-policy-and-guidelines>