



Ethics Practitioners' Association of Canada

Dialogue and Networking Forming EPAC Chapters

1 September 2006

Is the opportunity for dialogue on organizational ethics, outreach and networking of benefit to you? Then the formation of a local EPAC chapter may be just what you are looking for.

You can form an EPAC Chapter of two people or a hundred. You can meet once a year or every month should you desire. You set the agenda and activities. You can form a chapter in a school, a company, a city, or a government department. A city could contain a number of chapters. You have the use of the EPAC name, the EPAC logo, and EPAC website resources.

There is no cost to set up a chapter. You look after your own operating costs. Forming a chapter is flexible, easy, and does what you want to do, and when you want. Set it up yourself and register, or contact us for advice.

The EPAC Strategy Paper, as adopted by the Board in 2005, includes an imperative for regional development, membership expansion, outreach, education, and dialogue opportunities. To this end, the EPAC Board has elected to expand dialogue and membership activity and create a very flexible chapters based structure, in support of the more formal EPAC Regional Development structure.

The formation of chapters is a simple process, that of registration and adherence to the negotiated EPAC Chapters Charter. Should you wish to form one, we request that you do so in accordance with the attached procedures.

**Contact Paul Maillet of the EPAC Board of Directors
at (613) 841-9216 or pmaillet@magma.ca**

EPAC Regional Chapters Development Initiative

The aim of EPAC Chapter development is:

- To stimulate organizational ethics outreach, dialogue and networking.
- To promote EPAC membership expansion.
- To promote EPAC values;
- To enable broader participation of members across the country in activities related to EPAC's mission;
- To provide for EPAC chapter consistency of activities; and
- To provide for ease of Chapter formation and operation, and the ability to focus on local interest, flexibility, and relevance in chapter activities and dialogue.

The benefits of having an EPAC Chapter:

- Creates a point of focus for organizational ethics in your geographical area or your special ethics area of interest.
- Maximizes flexibility to organize projects, activities or events as your unique needs require.
- Use of the EPAC name and logo to market participation and in promotional material.
- Promote your events on the EPAC Website.
- A ready-made forum for public, collegial or stakeholder interaction and dialogue.
- Take advantage of EPAC speakers on an as available basis.
- Take advantage of EPAC website resources.
- Take advantage of the EPAC Outreach package to involve, acknowledge and engage the wider community in which you have interest.

EPAC Chapter Formation and General Procedures

Forming an EPAC Chapter:

If you wish to form an EPAC Chapter:

- Contact your regional chapter representative or the EPAC BOD;
- Fill out the enclosed application form;
- Negotiate a chapter name;
- Agree to adhere to Chapter charter obligations, rules and ethical principles;
- Register chapter with the regional representative and the EPAC BOD;
- Obtain an approved charter; and
- File an annual chapter activity report with the EPAC BOD.

Operating an EPAC Chapter:

- You are required to re-new the charter upon a three-year expiry date from inception.
- Chapters are encouraged to keep costs to a minimum and should only levy fees to cover operating costs and should include a description of such fees in the annual activity report.
- Chapters are encouraged to take advantage of the EPAC Members Outreach package to involve, acknowledge and engage the wider community in which you have interest in your activities.
- Chapters are encouraged to copy EPAC BOD on any events, projects, marketing material or other material produced, if convenient.
- Where any doubt or concerns arise as to the appropriateness of Chapter activities under the EPAC name, please consult with your Chapter representative.
- Other obligations, rules and requirements are included in the Chapter Charter.

Reporting Chapter activity:

- A Chapter Activity Report is to be sent annually to EPAC by e-mail or letter. Annual Chapter activity report format:
 - Chapter name.
 - Reporting time period.
 - Events and activities held.
 - Description of fee structure if applicable.
 - Successes, or issues encountered, or comments, questions or suggestions.
 - Way ahead plans for the next reporting period.

Closing an EPAC Chapter:

- **Termination:** This Agreement may be terminated at any time by mutual agreement or upon 30 days written notice by either party to the other.
- **Revocation:** In the case of alleged violations of charter obligations, and notice from EPAC BOD or Chapter representative, the Chapter shall be afforded the opportunity to present information regarding why termination or revocation shall not proceed, to the EPAC Board. Chapter status may suspended until the EPAC Board makes a decision on the matter. The decision of the EPAC Board shall be binding and final.
- **Asset disposition:** Chapters undergoing closure shall remit accrued funds or other holdings back to the national EPAC office for disposition or redistribution.

Your EPAC Regional Chapter Representative or EPAC BOD Chapter Representative Duties and Responsibilities

An EPAC Regional Chapter representative is appointed by the EPAC Board of Directors (BOD). In the event that no regional representative exists in a certain area, the EPAC BOD assumes the duties of the regional Chapter Representative. The Chapter Representative's duties and responsibilities include:

- Represent regional chapter interests to the EPAC Board level;
- Along with the EPAC BOD, promote, negotiate, approve and register chapter formation;
- Along with the EPAC BOD, negotiate regional chapters names (to reflect the constituency, i.e. Toronto Center EPAC Chapter, ABC University EPAC Chapter, XYZ Company/Federal Department EPAC Chapter, Halifax Bioethics EPAC Chapter, etc.);
- Along with the EPAC BOD, revoke chapter charters for non-adherence to Chapter operating principles;
- Advise EPAC BOD of new chapters and any issues that arise.
- Exercise oversight as possible, and review chapter annual activity reports, and forward the report to the EPAC BOD.
- As available, provide set-up advice and support to Chapters, including such things as occasional mail-outs from the EPAC national office to all EPAC members on behalf of the Chapter.

EPAC Chapter Application Form

Please submit the following information by e-mail or letter to the EPAC BOD, or your Regional Chapter representative, if one exists.

1. Proposed EPAC Chapter coordinator's name: _____

2. Coordinator mailing Address:

3. Coordinator Email Address:

4. Coordinator Telephone or Cell phone numbers:

5. Does this Chapter have current EPAC Members: (YES) (NO)

6. Proposed Chapter geographical area of operation: _____

7. Proposed Chapter main ethics are of interest: (Check all that apply)

General organizational ethics [], Corporate [], NGO /Human rights [],
Professional [], Academic [], Government [], Ethics consulting [],
All of the above []. Other: _____.

8. Preferred Chapter Name: _____.

(You may express geographical, organizational or interest areas: i.e. Toronto Center EPAC Chapter, ABC University EPAC Chapter, XYZ Company/Federal Department EPAC Chapter, Halifax Bioethics EPAC Chapter, etc.)

9. Expected types of Chapter activities:

Luncheons [], meetings [], projects [], focus sessions [],
Training events [], public events [], conferences [],
Other _____.

10. Do you require any EPAC setup advisory support or training?

11. I have read, understand and agree to the rules and charter provisions.

12. Application date: _____

13. Signature of Chapter Coordinator: _____



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EPAC CHAPTER CHARTER

The (Name) _____ EPAC Chapter

is granted EPAC Chapter status according to this charter, as of date:

_____.

Chapter Number: _____. **Granting and approving authority:** _____.

This EPAC Chapter and its members agree to commit and adhere to the following obligations, principles and requirements.

1. Chapters will elect or establish a lead Chapter Coordinator and point of contact.
2. Chapters will have a core of EPAC members. As a minimum, the Chapter Coordinator will hold EPAC membership.
3. Non-member invited guests, attendees and the public should always be encouraged and welcome to attend events or gatherings, and should be acknowledged.
4. The Chapter leadership should promote EPAC membership, including commitment to the EPAC Ethical Standards, on a regular basis at meetings or events.
5. Chapters are permitted to use the EPAC name and logo in association with their activities.
6. Chapters and their members will understand that they represent the reputation and goodwill of **all** EPAC members, and accordingly, will conduct themselves with high integrity.
7. Chapters or Chapter members will avoid any real or perceived conflict of interest, including the use of the EPAC name, or the Chapter relationship, to inappropriately promote business or professional interests.
8. Chapters will be respectful and committed advocates of responsible applications of organizational ethics.

9. Chapters will not represent EPAC, or their particular EPAC chapter, as advocating or endorsing any specific positions on contentious ethical, social, religious or political issues. If Chapter forums do discuss contentious issues, it should be made very clear that participants speak for themselves as private persons, and not in any official EPAC capacity. Chapters are encouraged to make meetings and events open to the public, and both their promotion and content shall respect the multi-cultural character and pluralism of our society and the rights and freedoms of all.
10. Chapters will consult with their regional chapter representative or the EPAC BOD if any advice is required, if uncertainties arise about the appropriateness of any proposed activities, or if any contentious issues arise. Chapters may not endorse or sponsor entities or activities that the EPAC BOD has specifically not endorsed.
11. Chapters will be fully responsible for the selection, organization and conduct of their own activities, be they roundtable luncheons, outreach activities, learning activities, research projects, membership drives, networking activities, etc.
12. Chapters will be not-for-profit and fully responsible for any funding or financial matters related to all chapter operations, formation, publicity and activities.
13. Chapters will maintain their own Chapter membership and mailing lists, treating personal information with care.
14. Chapters are encouraged, if applicable, to ensure coordination and cooperation in program activity with other established Chapter programs, or other ethics related activity, in the region.
15. Chapters will file an annual chapter activity report with the regional chapter representative and the EPAC BOD.
16. Chapters will understand that violation of any charter obligations may result in the revocation of charter and chapter status.
17. Chapters will understand that this Agreement may be terminated at any time by mutual agreement or upon 30 days written notice by either party to the other.

On behalf of the above-mentioned chapter, we fully agree to abide Chapter rules and by the above principles and requirements:

Signature of Chapter Coordinator: _____

Date: _____

EPAC Chapter Charter Form, 5 September 2006