ICAI – Canadian National Consortium Terms of Reference

Preamble

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

Purpose

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

ICAI Canada's goals are:

- Develop and offer education and professional development opportunities to local practitioners;
- Support practitioners' day-to-day efforts at their own institutions;
- Disseminate evidence-informed practices from international and other national groups to the region;
- Provide academic integrity resources, including connections to the ICAI; and
- Introduce regional universities, colleges, K to 12 schools, and other educational institutions to the work and benefits of ICAI.

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

ICAI Canada Membership/Composition

There are three membership categories:

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

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

ICAI Canada Advisory Committee

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

The Committee is made up of a minimum of six members, to a maximum of 18. At least one member should be bilingual. Quorum is reached when one third of the Committee members are present.

Committee membership will strive for diversity in its composition (i.e., representation from each Province and Territory) and in language. Committee member vacancies, both elected and appointed, will be communicated, as needed, via the ICAI Canada listserv and/or webpage.

The Committee may establish subcommittees or working groups to fulfil its aims and objectives.

Advisory Committee Composition

1. One (1) **Chair** [elected]:

The Chair will lead meetings of the Committee, as well as the Annual Meeting. In consultation with the Committee, the Chair will set strategic direction, and coordinate the efforts of ICAI Canada. The Chair will act as spokesperson. The Chair, in consultation with the Vice-Chair, will set meeting agendas to guide the direction of the Committee. The Chair will plan and host the Annual Meeting. The Chair may form a subcommittee to assist in planning the annual meeting. The Chair will prepare the annual report for the ICAI Board, typically due in March.

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

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

3. One (1) **Secretary** [elected]:

The Secretary will help prepare agendas, meeting minutes, and distribute supporting documentation. The Secretary will assume the role of Vice-Chair if the Vice-Chair does not renew their term. This will assist with the transition of leadership, planning, and provide transparency in governance. The Secretary will assume responsibility for organizing voting procedures (See Voting).

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

The Event Coordinator will support the development and execution of events (e.g., booking venues, promotion, supporting webinars). The Event Coordinator will support the Chair in their planning and hosting of the Annual Meeting.

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

The Communications Coordinator will support communication strategies which may include, web, social media, digital assets, newsletter, forums, and other communications. The Communications Coordinator may form a subcommittee to fulfill their duties.

6. One to Thirteen **(1 – 13) Province/Territory Advisors** [appointed]:

Province/Territory Committee members are appointed by the Executive, and may have specific responsibilities assigned, or hold their appointment based on special interests, experience/knowledge, defined strategies, or groups (e.g., provincial academic integrity networks, K-12 Liaison). Advisors will represent the interests of their province or territory. Efforts will be made to secure one advisor per province and territory.

Terms of Membership/Appointment

The Chair, Vice-Chair, and Secretary are elected by the Committee and must be current members of ICAI. The Events Coordinator and Communications Coordinator are appointed by the Chair, Vice-Chair, and Secretary. This group will form the ICAI Canada Executive. The remaining Committee members are appointed by the Executive. Members of ICAI Canada and other interested parties may submit expressions of interest to the Committee to be considered for an appointed position. Expressions of interest for vacant Committee positions will be advertised through ICAI Canada membership list and provincial academic integrity networks.

Committee membership (elected and appointed) will typically last for two-year terms, beginning on July 1 through to June 30 (the inaugural Committee will hold a term of 3 years to support the development of the group). Terms may be renewed, subject to continuing membership with ICAI Canada and active contributions to the Committee. When the term is ending, the Chair will contact all Committee members to determine their interest in renewing their terms, if applicable. Simultaneously, the Chair will announce the end of term and welcome interest in Committee positions through the ICAI Canada membership list and provincial academic integrity networks. If there is an expression of interest from an ICAI Canada member and the existing Committee member is still interested, both must submit an expression of interest and it will go to vote. If there is no interest in the position, the existing Committee member may extend their term. Any ICAI Canada position may not be held longer than six consecutive years after which efforts will be made to recruit a new Committee member. If these efforts are unsuccessful then the Committee member's term may be renewed as voted on by the remaining Committee members.

If the Chair decides to retire from their position, they shall notify the Committee. The Vice-Chair will move into the Chair role. Subsequently, the Secretary will move into the Vice-Chair role. The vacated Secretary position will then be offered to any eligible Committee member. If this is not possible, a call for the Secretary position will be made for expressions of interest. During times of leadership transition, the Committee will support continuity by temporarily assisting with the duties of the Executive to ensure the group continues to function effectively. In the unlikely event that numerous executive positions are vacated simultaneously, an ICAI Canada meeting will be called and decisions will be made to fill the vacancies through a democratic process.

Voting

Voting is reserved for members of the Committee. Not less than one-third of the voting members shall constitute a quorum.

a) Voting on Committee positions

The Secretary will receive expressions of interest and circulate them to the Committee members for review and to vote. All votes will be tallied and verified by the Secretary and a designated Committee member (i.e. Committee member who is not competing for the position). Successful candidates will be notified of their position by the Secretary and communicated to the ICAI Canada membership list.

Where vote is required to authorize a Committee member to renew their term beyond six consecutive years, the Secretary will circulate a voting poll. All votes will be tallied and verified by the Secretary and a designated Committee member. The Committee member will be notified of their eligibility to renew by the Secretary.

In the event that the Secretary position is up for vote, the Chair will step in to organize voting.

b) Voting on other business

On occasion, there may be matters that require a vote by the Committee. The Secretary will circulate relevant information to the Committee members for review and to vote. All votes will be tallied and verified by the Secretary and a designated Committee member.

Committee Meetings

Committee meetings shall occur, normally via videoconferencing, at minimum 4 times per year, normally monthly, during the academic year (September to June). Recognizing time zones across the country, efforts will be made to choose Committee meeting times that align with working hours. Committee members can anticipate spending approximately 1-3 hours per month dedicated to Committee work. Committee members are expected to demonstrate accountability in their roles by actively contributing to the work of the group and attending scheduled meetings. Consistent participation is essential to support the goals of ICAI Canada and maintain a collaborative and effective Committee. If a Committee member is unable to fulfill their responsibilities or

consistently does not participate, their appointment may be reconsidered and a replacement may be appointed by the Executive.

Annual Meeting

The Chair, along with the ICAI Canada Day Subcommittee, (see Chair duties in section "Advisory Committee Composition") will organize and host an annual meeting, typically timed to align with the ICAI Conference. ICAI Canada will make a reasonable attempt to continue in-person annual meetings. In the event that this is not possible, the Committee can elect to hold the annual meeting independent from the ICAI Conference. The annual meeting is open to all Canadians with an interest in academic integrity.

Accountability

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

Terms of Reference

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

Governance Approvals

The ICAI Canada Terms of Reference were approved by the ICAI Canada membership at the March 9, 2023 Annual Meeting [Indianapolis, Indiana, US], becoming effective, March 9, 2023.

The ICAI Canada Terms of Reference were revised and approved by the ICAI Canada Committee virtually on May 30, 2025, becoming effective May 30, 2025.

Acknowledgements

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

Amanda McKenzie, University of Waterloo, ICAI Board Member
Jennie Miron, Humber Polytechnic, ICAI Board Member

Angela Clark, York University
Sarah Elaine Eaton, University of Calgary
Loie Gervais, University of Manitoba

Allyson Miller, Toronto Metropolitan University
Leeann Morrow, University of Calgary
Martine Peters, Université du Québec en Outaouais
Brenda M. Stoesz, University of Manitoba
Emma J. Thacker, University of Toronto
Brandy Usick, University of Manitoba