

ETHICS COMMITTEE

CHARTER

Goals of the Committee

List the responsibilities and scope of the committee and what problems it solves/benefits it provides.

- The Ethics Committee is responsible for overseeing volunteer compliance to the Code of Conduct, NDA, and Foundational Charter. All volunteers within CSC are bound by these standards of behavior.
- The Ethics Committee may investigate demonstrably unethical behavior in special cases that do not fit under CoC, NDA, or Foundational Charter if the behavior in question can cause reputational harm to CSC or has caused demonstrable harm to other people or there is strong evidence of the risk of future harm to other people.
- The Ethics Committee will investigate and arbitrate officially reported interpersonal disputes among CSC volunteers.
- The Ethics Committee's investigation and arbitration capacity is exclusively reserved for matters that involve:
 - CSC volunteers,
 - CSC clergy, or
 - CSC Pandemonium members in the context of the Discord channels themselves.
- The Ethics Committee is responsible for dictating consequences of CoC violations within CSC, not how Congregations handle their internal processes.
- The Ethics Committee is responsible for conducting, evaluating, and securely storing background checks for all CSC volunteers.
- The Ethics committee makes evidence-based decisions.

If/when the committee will be dissolved

If/when the committee will be dissolved (for example, after completing its goal)

- This will be an ongoing committee in perpetuity with CSC until and/or if its scope is changed by supermajority (76%) of both the Board and Senate.

Autonomous Powers of the Committee

Any autonomous powers the committee has (for example, power to schedule official CSC Services, power to initiate disaffiliation with a member congregation, power to ordain people who have completed the ordination process)

- Investigate Ethics complaints presented about volunteers or potential volunteers.
 - Types of Complaints
 - Volunteer has violated their CSC Code of Conduct and/or Non-disclosure Agreement and/or Foundational Charter
 - Congregation has violated its Congregation Affiliation Agreement and/or Foundational Charter
 - Affiliate organization has violated its [Affiliation Agreement] and/or Foundational Charter
- Impose disciplinary action proportional to the ethical violation:
 - On CSC volunteers
 - Issue a warning or reprimand
 - Discuss the issue with their congregation leadership
 - Temporarily or permanently remove the volunteer from CSC
 - Temporarily or permanently restricting which roles or committees a volunteer is eligible for
 - On CSC member congregations
 - Issue a warning or reprimand
 - Temporarily or permanently remove the congregation from CSC
 - On CSC Affiliate organizations
 - Issue a warning or reprimand
 - Temporarily or permanently end CSC's affiliation with the organization
 - On members of CSC congregations
 - Temporarily or permanently ban member from CSC Pandemonium

Communication Responsibilities

Any communication responsibilities the committee has with the Board, Senate, or other committees or parties in the following order/priority

1. If a decision is made not to impose any consequences on the subject(s)
 - a. Notify the complainant(s) and subject(s)
2. If a decision is made to impose consequences on the subject(s)
 - a. Notify the board when a decision is made
 - b. Notify the complainant(s) and subject(s)
 - c. Notify the Senate leader when a penalty is issued against a Senator
 - d. Notify congregation leadership when a penalty is issued against one of their members
 - e. Notify the leader of any committee the subject(s) is(are) a member of
3. Do NOT notify any parties not specified above. This committee's work is confidential.
4. Do not discuss ongoing cases with anyone outside the committee except when necessary in the course of investigation.
5. In circumstances where the law mandates reporting to law enforcement or other authorities—such as instances involving suspected abuse, imminent harm to self or

others, or other legally reportable matters — we are obligated to comply. In such cases, necessary information will be disclosed only to the extent required by law.

Special Requirements for Committee Membership

Any special requirements for committee membership beyond the requirement that they are a CSC volunteer (for example, the *Ethics Committee* members may be required to have some level of HR experience, or similar)

- The committee leader may not be a member of the Senate or Board
- Preferred conflict resolution experience, HR experience, management experience
- Annual background check clearances per criteria in CSC Volunteer Policies

Minimum and Maximum Committee Size

What is the minimum and maximum number of volunteers necessary for the committee's success

- Minimum 3, maximum 5

Any Term Limits

Term limits for the Committee Leader and Members, if applicable for this committee

- Committee leader role has a two (2) year term limit
- Committee members (inclusive of leader) have a three (3) year term limit
- A term-limited member may return after one (1) year out of a given role, if invited by the committee leader

Resources Required

List the resources necessary to operate the committee, including funds, internet resources, etc.

- A secure storage location
- Encryption keys
- A secure communication medium with no introspection by external people
- Access to CSC's chosen background check system

Dealing with Protected Information

List the kinds of protected information necessary for the committee's operation. This includes personally identifiable information (legal name, age, location, etc).

- PII inclusive of: legal name, satonym, background check results, content of complaints and derived information found during investigations and interviews
- Volunteer and congregation contact lists
- Communications within this committee will not take place on the CSC Discord server. The committee will choose and manage the platform for their communications
- Any stored documents related to Ethics Committee cases will be encrypted before being uploaded to Google Docs, and only the Ethics Committee will have the key to decrypt that data
 - This data may only be accessed as needed in the course of official case work by the Ethics Committee

Operation Policy

Explain how your proposed committee will operate. This may include how they meet, do their business, make decisions, etc.

- For background checks
 - The Ethics Committee will be responsible for conducting and securely storing background checks on all volunteers.
 - For background checks with convictions on the CoC's disqualification list, EC may disapprove at its discretion.
 - For any other case the Ethics committee will need to get Board approval before they may approve a candidate.
 - For items not on automatic disqualification list, or if an ambiguous case, both the Ethics Committee and the Board need to sign off on a background check.
 - When background checks are run there are three scenarios.
 - Clean background check, nothing on record, Committee can approve.
- Ethical violations
 - Decisions to impose consequences on any party shall be made by majority vote
 - In the case of a tied vote, no penalty will be imposed
 - Anyone with a conflict of interest will recuse themselves
 - The committee can vote to force a committee member to recuse themselves
 - Votes will be made virtually, and all committee members must have an opportunity to vote on each issue before a decision is made
 - Witnesses should be interviewed objectively, seeking their own recollections/perspective— do not ask questions in a leading manner that might

influence their testimony. Do not “fill in the gaps” with information gleaned from other witnesses, or share information from other interviews/sources.

- The committee will be responsible for defining their own detailed Standard Operating Procedures
 - These Standard Operating Procedures will be made public

