

SOCIETY OF COSMETIC CHEMISTS
Charter of the Conduct & Disciplinary Action Task Force

Statement of Purpose

The purpose of the Conduct & Disciplinary Action Task Force is to:

1. Review formal complaints, investigate facts, and recommend action(s) against SCC members for any violations of the Society's Bylaws, Policies and Procedures, or Code of Ethics.
2. Recommend a course of action for the Board of Directors based on their findings.
3. Review and recommended changes, if necessary, to the conduct and disciplinary policies and procedures.

Membership & Terms

The task force will consist of the following individuals, affirmed by the Board:

Position	Term
Chair (Immediate Past President)	One (1) year – voting member
Vice-Chair (Emeritus Member)	One (1) year – voting member
Task Force Members (3)	One (1) year – voting member
Staff – SCC Executive Director/CEO	N/A – non-voting member
Staff – SCC Legal Counsel	N/A – non-voting member

- The Chair shall be the Immediate Past President.
- The Vice Chair shall be an Emeritus member.
- Task Force members shall be comprised of three (3) Past Presidents of the Society (other than the Immediate Past President), in addition to the SCC Executive Director/CEO and SCC Legal Counsel.
- Task force member terms are one (1) year in duration and, ideally, should rotate half the task force each year.
- No voting task force member shall serve more than two (2) consecutive terms.
- All terms of service shall run concurrent with the organization's fiscal year (January 1 – December 31).

Authority & Responsibilities

Operating within the Bylaws, policies and procedures as established by the Board of Directors, the task force has the authority to:

1. Monitor news outlets, media, or other reputable industry sources for any member news which may constitute a potential violation of any Bylaws, policies, procedures, or the Code of Ethics and initiate a complaint;
2. Receive and investigate external complaints against SCC members for violation of any Bylaws, policies or procedures, or the Code of Ethics;
3. Notify members of any charges or complaints against them in accordance with the notice provisions contained in the Bylaws and schedule a meeting to hear evidence;
4. Review the facts pending a completed investigation and recommend a course of action, which may include removal for cause, censure, reprimand, or termination of membership; and
5. Assist with other projects, programs, or initiatives as requested by the Board of Directors.

Meetings

The task force shall meet only on an as-needed basis at such a time and place that will most effectively accomplish their task(s), including, but not limited to, face-to-face, teleconference, or video conference.

Attendance of twenty-five percent (25%) of members of the task force shall constitute a quorum. All questions brought before the task force for a vote must be affirmed by a simple majority of those present to be approved.

The task force shall have written meeting minutes and shall submit a written report to the Board of Directors (or Executive Committee, if requested) for their next meeting.

Budget

The task force shall operate in a fiscally responsible manner and within their budget as approved by the Board of Directors. Any requests for additional funding may be approved at the discretion of the Board of Directors.