

# IAABO Board 111

## Ethics Policy

Members of the IAABO Board 111 are expected to abide by the NFHS Code of Ethics (current edition) and the current Board 111 By-Laws/Constitution Ethical Standards for members.

The members of BOARD 111 hereby adopt this policy

**Ethics Committee** – The President of the Organization shall appoint a committee to deal with any ethical complaints that may come before BOARD 111. This committee shall consist of at least three members, and the term of office for each appointed member shall coincide with the term of the President of BOARD 111. The appointments by the President are subject to confirmation by the Board of Directors of BOARD 111. The Ethics Committee members shall choose a chairman of the committee.

The role of the Ethics Committee shall be to:

- Investigate all allegations of unethical behavior by BOARD 111 members.
- Following investigation, prepare written findings of fact for consideration of a final determination for the appropriate sanction, if warranted.
- As a committee, based on the written findings, decide on the appropriate sanction.
- Communicate the sanction to the Board of Directors and the alleged offender.
- If the alleged offender appeals, the ethics committee will be represented at a hearing before the Board of Directors which acts as the Appellate authority.

**Complaint Process** – The procedure for making an allegation of ethical violation is as follows:

1. The complaint must be in writing and made to either the Board of Directors, an officer of BOARD 111, or to the Ethics Committee. The complaint shall specify the date of the alleged violation, the alleged offender, and the tenet of the Ethics Code or Standard the offender is alleged to have violated. It may include additional information and/or documentation of the alleged offense.
2. The complaint must be submitted within 60-days of the alleged violation.
3. Once received, the complaint will be transmitted by the most expeditious means possible to the chair of the Ethics Committee.
4. All complaints are confidential.
5. Once received, the chair of the Ethics Committee shall have 10-business days to initiate action as follows:
  - a. Other members of the Ethics Committee will receive a copy of the complaint
  - b. A copy of the complaint will be provided to the alleged violator via certified mail, return receipt requested. An additional copy shall be sent to the alleged violator by first class mail.
  - c. A copy of the complaint will be sent to the BOARD 111 President for informational purposes only.
  - d. Simultaneous to the notification to the violator, the Ethics Committee shall determine the following:
    - i. **Whether the complaint is a potential violation of the code of ethics.** – If the Committee determines that the complaint is not a violation, it shall

so inform the complainant and the alleged violator of such, and no sanctions will be imposed by the Ethics Committee.

- ii. **Whether the complainant has standing to make the complaint.** - Standing includes being a BOARD 111 member; or being a participant at an event officiated by a BOARD 111 member. If the complainant is determined not to have standing, the Ethics Committee shall notify the complainant and the alleged violator of such, and no sanctions will be imposed by the Ethics Committee.
- iii. **Whether any members of the Ethics Committee have a conflict of interest in the matter, and can the committee judge the situation fairly.** - If a member of the Ethics Committee declares a conflict, the chair shall inform the BOARD 111 President who shall appoint an alternate Ethics Committee member to serve during adjudication of the complaint. If the complaint alleges a violation by a member of the Ethics Committee, the BOARD 111 President shall be notified and the alleged violator will recuse him/herself from participation on the Ethics Committee for the duration of the complaint process and the President shall appoint an alternate in their place for the duration of the process.
- iv. **Whether the complaint received within the proper time frame.** - If the complaint was not transmitted (mailed, e-mailed or by other written means) within the 60-day deadline, the Ethics Committee shall inform the complainant that filing was not timely and will not be considered and the Ethics Committee shall impose no sanctions. In such a case, the alleged violator shall be notified that a complaint was received, but it was not received in a timely manner and will not be processed by the Ethics Committee.
- e. The alleged violator will have 10-days from the time of receipt of the notice of violation to respond in writing to the Ethics Committee. This 10-day time period shall start on the day of the first attempted delivery of certified mail. Should the violator fail to claim the certified mail, the first class delivery shall be considered to have been made, unless the delivery is returned to the sender. Should the notice not be received by mail by the alleged violator, the Chair of the Ethics Committee shall notify by telephone and/or e-mail the alleged violator of the complaint. The chair shall document the date of the attempts to contact by other means than mail, and the 10-day period will begin on the date of the alternate means of communication.
- f. The Ethics Committee will gather to the best of its ability information about the alleged violation. This may include asking additional questions of the complainant, asking for information from the alleged violator, either formally or informally; or requesting information from any other parties involved in the alleged violation.
- g. Within 30-days of receipt of the original complaint, the Ethics Committee will render a written decision. That decision and possible sanctions/penalties will be forwarded to the alleged violator, the BOARD 111 President and the Secretary Treasurer. The Ethics Committee may extend this 30-day deadline in the event that notification of the alleged violator as required in paragraph "e" above requires additional time.

**6. Sanctions –** The following sanctions may be imposed by the Ethics Committee

- a. Letter of Concern

- b. Letter of Reprimand/Probation
  - c. Suspension (no longer than 1-year)
  - d. Expulsion (permanent)
  - e. If the allegation is so egregious as to endanger the welfare of a student athlete, BOARD 111 member or other person, the Ethics Committee shall so inform the BOARD 111 president who has the sole discretion to immediately suspend the alleged violator until such time as the complaint is adjudicated.
7. **Appeals** – The Board of Directors shall act as the appellate board for any sanction imposed by the Ethics Committee. Either party (complainant or alleged violator) may appeal the decision of the Ethics Committee as follows:
- a. Within 10-days a written appeal must be made to the - Board of Directors in care of the Secretary/Treasurer.
  - b. The Board of Directors, within 10-days of receipt of an appeal shall schedule an appeal hearing. During the appeal process, the sanction imposed by the Ethics Committee (other than item 6(e) above) shall be delayed until the appeal process is complete.
  - c. The notice of the appeal hearing shall be given by first class mail to the alleged violator, and members of the Ethics Committee. The notice shall state the time and location of the hearing.
  - d. At the hearing, the Board of Directors shall hear from the appellant, the alleged violator, and the Ethics Committee. The findings provided to the President and Secretary Treasurer will become part of the appeals record. The Board has the right to question all parties involved in the hearing and to receive evidence that may have been previously presented to the Ethics Committee. New evidence not previously introduced shall NOT be allowed.
  - e. Following closure of the hearing, the Board of Directors shall deliberate in private session. Within 10-days of the hearing, the Board of Directors shall make a decision on the appeal and send its findings in writing to the appellant, the alleged violator and the Ethics Committee. The decision of the Board of Directors shall be final.