

USHJA POLICY STATEMENT

Subject: USHJA Internal Conduct Review Process

Policy Number: GA121

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Board Approved Effective Date: July 12, 2021

USHJA Internal Conduct Review Process

Purpose: The USHJA Internal Conduct Review Process has been established to outline the procedural steps to be taken with USHJA volunteer (Board, Committee member) conduct issues. This is an internal review and does not extend to externally received complaints or grievances which are administered under USHJA Policy GA112.

Conduct issues are defined as those actions by a USHJA volunteer which violate the USHJA Conflict of Interest and Ethics Policy GA101; USHJA Board Contract; or any illegal, criminal, immoral, and/or other act, conduct, or behavior which is or may be deleterious in any way to the reputation or public image of USHJA.

Review and Determination Process:

Upon identification or receipt of an internal conduct issue, the following steps are to be taken:

1. The President, USHJA Legal Counsel and the Chair of the Conduct Review Committee will be informed of the allegation(s), and to determine the steps to be taken to investigate and review the matter. If the allegation involves any of the above individuals they must recuse themselves and will be replaced by the National Vice President.
2. Following Step 1 (above), and majority decision of the above individuals, parties to the allegation shall be notified, informed, and provided the opportunity to respond.
3. All responses shall be provided in writing within 30 days, and on receipt will be marked "confidential."
4. As determined by the President, USHJA Legal Counsel and the Chair of the Conduct Review Committee, the allegation(s) and written responses by the parties will be forwarded to the USHJA Conduct Review Committee (USHJA Policy COM107). The Committee will meet to review all the materials, make a determination, and impose any action to be taken.
5. The USHJA President and Legal Counsel are to be informed of the USHJA Conduct Review Committee's determination, and with the support of the USHJA Executive staff they shall draft the official determination letter to be sent to the person(s) involved.

All findings and outcomes of the proceedings and final determination letter will be maintained as confidential material. In all cases a written recording of the issue(s), allegation(s), and proceedings will be maintained.

Appeals Process: A volunteer may request an appeal of the findings and any final determination under the following process.

1. A request for appeal must be submitted within thirty (30) days, by e-mail to the USHJA Executive Director.
The appeal must cite the reasons for objections to the final decision, and must include a statement signed by the person(s) agreeing to the procedures outlined below and further agreeing that the recommendation of the Review Panel or, alternatively, the Board of Directors is final and binding.
2. Following receipt of the written and signed submission, the USHJA Officers shall convene a meeting within thirty (30) days.
3. If the USHJA Officers confirm, by majority vote, the decision of Conduct Review Committee, the Conduct Review Committees decision is final and binding, and that finding will be sent to the applicant.
4. If the USHJA Officers recommend any modification to the initial decision of the USHJA Conduct Review Committee, that recommendation shall be prepared and directed to the Board of Directors for review.
5. The Board of Directors shall review the USHJA Officers recommendation within thirty (30) days of receipt and its decision shall be final and binding on the applicant and USHJA.