

**AMERICAN GUILD OF ORGANISTS**  
**Discipline in Cases Regarding Sexual Harassment**

Approved March 12, 2019

The *Discipline in Cases Regarding Sexual Harassment* is to be used when an individual Member of the AGO wishes to file a complaint against another Member for a violation of the *Sexual Harassment Policy*.

Neither the complainant nor the accused may participate through legal counsel. If either party insists upon involving legal counsel in this *Discipline*, the procedures shall be terminated.

Confidentiality: The proceedings relating to the *Discipline* are to be considered confidential. The final determination will be made known to both parties, but all discussions and any supporting documentation will remain confidential.

**I. Initial Filing of Complaint**

- A. The complaint should be filed, in writing, either with the Regional Councillor or any member or designated representative of the Sexual Harassment Policy Review Board. The complaint should outline the nature of the alleged violation, and be accompanied by any supporting documentation. The Member filing the complaint agrees to cooperate fully with this process.
- B. The individual who receives the complaint in accordance with paragraph A above shall forward a copy of the letter to the Sexual Harassment Policy Review Board. At least two representatives of the Review Board will interview the accuser and review the evidence provided.
- C. If the Review Board determines that the accusation is credible, the Review Board will send a copy of the letter and this *Discipline* to the accused Member. The Review Board will also request an interview with the accused. A written record of the meeting shall be kept and distributed to all members of the Review Board as soon as possible following the conclusion of the meeting. Following the interview, the accused will be invited to provide a written response. The *Discipline* process will continue whether or not the accused member consents to an interview or provides a written response. The Review Board may also conduct interviews with other people who may have witnessed the incident or who may have knowledge of the individuals involved and/or the alleged accusations. Under certain circumstances, it may be appropriate for the Review Board to refer the matter to law enforcement for further investigation.
- D. If it is determined that the complaint is unsubstantiated, no other proceedings are necessary. A representative of the Review Board shall notify both Members promptly, in writing, of this determination.

- E. If it is determined that the complaint has merit, the Review Board shall meet to discuss the case and decide upon an appropriate response.

## **II. Review Board Response**

- A. The Review Board will decide on an appropriate response:
- Exoneration, meaning that the complaint was not substantiated.
  - Censure, including a written reprimand from the Review Board. The Review Board, at its discretion, may determine that certain conditions should be met in order to maintain AGO membership. If the censured Member fails to comply with the conditions within a reasonable length of time, the Review Board may recommend expulsion.
  - If the Review Board decides to recommend expulsion, that decision must be ratified by the National Council.
- B. The Review Board shall notify both Members of their decision immediately.
- C. The Review Board shall formulate and permanently retain a final report that includes their recommendation and the reasons for it, as well as the supporting documentation from the investigation.

## **III. AT THE NATIONAL LEVEL**

If the recommendation of the Review Board is expulsion, it will forward its report to the National Council. The National Council will consider the case as soon as possible. It may vote to uphold the Review Board's recommendation of expulsion or take other action as it deems appropriate. The National Council's determination is final. A member of the Review Board will communicate Council's decision immediately to both members.

## **IV. REINSTATEMENT**

A person who has been expelled from membership in the AGO may seek to reapply for membership after 3 (three) years have passed. The application must be submitted to the Review Board and must include a statement from the expelled Member outlining the reasons why his/her readmission is merited. It should also include letters in support of the application from three voting Members in good standing. The application should be addressed to the Chair of the Review Board. The Review Board will make a recommendation to the National Council as to whether the member should be readmitted. The National Council will make a final determination at its next meeting.

## **NOTES**

Geographical Considerations: The Review Board may determine that E-mails, teleconferencing and/or video-conferencing may be used at certain points in this process if the distances involved in travel for Review Board members, the complainant or the accused would constitute an unreasonable financial burden.