

Society for Ethnomusicology
Procedures for the Submission and Review of Ethics Complaints
August 27, 2018

The Society for Ethnomusicology encourages the highest standards in ethics in its events, publications, and other activities. To this end, the Society has implemented the following procedures for the submission and review of complaints or concerns pertaining to ethics within its annual meeting and other programs, official publications, and business operations. These procedures will apply to incidents that occur after September 1, 2018.

The Society's procedures are as follows:

- 1) A member with a complaint should submit it by email (with the subject heading "Ethics Complaint") to the Executive Director at semexec@indiana.edu. If the complaint involves the Executive Director, the member should submit the complaint to the [Board President](#).
- 2) The Executive Director or President will acknowledge receipt of the complaint.
- 3) The President and/or Executive Director will review the complaint and take *one or more* of the following actions in order to respond to the submitter.
 - a. Investigate the complaint.
 - b. Solicit advice from the Society Board.
 - c. Solicit advice from the Society Ethics Committee.
 - d. Solicit advice from an attorney and/or other specialists with relevant expertise.
- 4) In the event that the Society cannot effectively investigate the complaint, the Executive Director or President will notify the submitter.

The Society is committed to responding in writing to complaints in a professional and timely fashion, with the timeframe dependent on the complexity of the incident, the availability of information, and the degree of consultation required (e.g., with an attorney). The Society will maintain confidentiality to the extent reasonably possible, but the Society may be required to contact certain individuals or disclose certain information in order to fully investigate a complaint. To the extent that confidentiality allows, the Society will provide status updates on the review to the parties involved and will seek to maintain transparency in carrying out the procedures. In addition, the submitter may contact the Executive Director or President at any time for an update on a submitted complaint. No individual will be retaliated against for making a complaint or assisting with the investigation of a complaint.

Note: This procedural statement is informational only, is not a contract, and does not create any legally enforceable protections or obligations on the part of the Society for Ethnomusicology. It is not intended, nor should it be used, to support a cause of action, create a presumption of a breach of legal duty, or form a basis for civil liability.