

BARBERSHOP HARMONY SOCIETY

ETHICS MANUAL

ETHICAL STANDARDS & ETHICS VIOLATION COMPLAINT REPORTING AND RESOLUTION PROCEDURE

Effective January 1, 2026 | Authorized by the Chief Executive Officer | Version 2026.1

PART ONE: BHS ETHICAL STANDARDS

I Introduction

The Barbershop Harmony Society ("**BHS**" or the "**Society**") aspires to preserve for its members and for all future generations of prospective members, the sacred right of all people to seek haven from the burden of their daily cares through indulgence in old-fashioned vocal quartet harmony. To that end, all Members solemnly pledge to abide by the precepts of the Code of Ethics.

We pledge to:

- Endeavor to perpetuate the Barbershop Harmony Society and the barbershop style of singing.
- Deport ourselves and conduct BHS functions in such a manner as to reflect credit upon the Society and its membership.
- Conform to the bylaws of the Barbershop Harmony Society and any other rules set forward by its Board of Directors.
- Accept for membership only congenial persons of good character who love barbershop harmony or have a desire to harmonize.
- Exhibit a spirit of good fellowship toward all members and strive to resolve any conflicts with civility and respect.
- Refrain from forcing our songs upon unsympathetic ears.
- Refrain from taking improper advantage of our membership and BHS fellowship for personal gain.
- Not permit political, religious, or other controversial issues to hinder or inhibit the enjoyment of barbershop harmony.
- Through our service to the Barbershop Harmony Society, endeavor to spread the spirit of barbershop harmony throughout the world.

II Society Purposes

- To perpetuate the old American institution: the barbershop quartet and barbershop harmony.
- To promote appreciation of barbershop harmony.
- To initiate and maintain a broad program of musical education, contests, and appreciation in support of barbershop harmony and the allied arts.
- To establish and maintain foundations that support our vision.
- To initiate, promote, and participate in charitable projects that support our vision.

III Society Core Values

Inclusion

BHS Members welcome all singers and potential singers into our community and create environments for them to thrive regardless of their circumstances or abilities.

Service

BHS Members regularly give our time, talent, and treasure to support the organization and ensure it thrives in perpetuity.

Humanity

BHS Members assume positive intent, treat others with integrity and respect, and embrace opportunities to learn and improve.

IV Society Statements of Affirmation

- We change lives through close harmony singing.
- We embrace opportunities to grow as musicians and as people.
- We go out of our way to welcome others.
- We treat each other with dignity.
- We celebrate shared successes.
- We foster, encourage, and enable others' growth.
- We encourage all to contribute in meaningful and impactful ways.
- We respect and acknowledge our differences.
- We create an environment where everyone can participate and be empowered to succeed.
- We elevate one another musically and personally.

V Society Statement on Harassment

The Barbershop Harmony Society does not condone harassing or threatening behavior toward any individual. As noted in the BHS Code of Ethics, members shall exhibit a spirit of good fellowship toward all Members and strive to resolve any conflicts with civility and respect.

Whether communicating in a BHS channel, in a public or private social media setting, or by sending messages directly, people should always treat each other with dignity while acknowledging their differences.

BHS cannot — and should not — monitor every private communication or intervene in every setting. While BHS cannot control non-members' actions, BHS Members who maintain active membership have agreed to and should exhibit qualities that adhere to our core values and statements of affirmation.

Person-to-person social media forums are subject to moderation by their owners and by providers' terms of service. We encourage all forums to create and support harmony in a healthy and productive manner.

Harassing or threatening behavior may also be subject to legal or criminal action depending on jurisdiction. Please notify local authorities immediately if you ever feel threatened or unsafe.

VI Prohibited Conduct

The Society Code of Ethics rests on the primary principle that members shall not, through actions or words, discriminate against or cause financial, emotional, or physical harm to another member, supporter, or patron at a barbershop event.

The following list, which is not necessarily exhaustive or exclusive, identifies specific behaviors that constitute a clear violation of the Code of Ethics. Violations may result in a written reprimand, corrective action, suspension, or expulsion of Society membership as further outlined in the BHS Ethics Complaint Reporting and Resolution Procedure.

Discrimination

- Acts or words that discriminate based on race, ethnicity, national origin, sex, gender, gender identity, sexual orientation, religion, disability, or disease.
- Creating an unsafe environment through discriminatory words or acts.
- Gender or sexual-based harassment.

Financial Misconduct

- Theft of property.
- Fraud in financial dealings.
- Conflict of interest in leadership or financial dealings.
- Embezzlement.

Defamation / Libel

- Use of social media to falsely malign another Society member.
- False statements against a Society Member distributed by means other than social media.

Harassment

- Any behavior that a reasonable person would find causes distress, feelings of lack of safety, or physical harm to another person based on their actual or perceived race/ethnicity, religion, age, gender, gender expression or identity, socioeconomic status, disability, sexual orientation, citizenship status, geography, place of origin, marital status, or familial status.
- Displays of derogatory or offensive pictures, graffiti, or materials toward people because of one of the identities listed above; demeaning remarks, jokes, or innuendos about another BHS Member or group of Members, guests, staff, or volunteers.
- Harassment does not need to have malicious intent; the impacts on the person reporting the harassment must be addressed regardless of the intent.

Physical Misconduct

- Gender or sexual-based violence.
- Threat of violence.
- Sabotage or vandalism of property.

PART TWO: ETHICS VIOLATION COMPLAINT REPORTING AND RESOLUTION PROCEDURE

The Barbershop Harmony Society is committed to maintaining integrity and the highest standards of ethical conduct. This Procedure applies to all Members, volunteers, and participants acting under Society authority or utilizing BHS membership privileges, including conduct occurring at Society, District, Chapter, or Society-affiliated activities.

This document establishes a uniform, impartial, and confidential process for receiving, reviewing, investigating, and resolving alleged violations of the BHS Code of Ethics. Allegations shall be addressed promptly, fairly, consistently, and confidentially.

This Procedure is authorized by the Chief Executive Officer (CEO) and governs all matters related to ethics enforcement. It supersedes all prior Board-level ethics policies and resolutions. A visual overview of the complaint process appears at Exhibit B.

Effective Date: This Procedure is effective January 1, 2026. Any complaint filed or re-opened on or after January 1, 2026 — including matters that may re-emerge from prior situations — is governed entirely by this Procedure. Prior dispositions (suspensions, reprimands, conditions of readmission) issued under prior frameworks remain in effect unless formally reviewed upon a new filing or re-opening on or after the effective date.

I Definitions

The Society Ethics Committee is a single standing body. District Ethics Committees and Chapter Ethics Committees exist at each level of the organization — one per District, and one per Chapter established on an ad hoc basis as needed. Where this Procedure refers to “the” District Ethics Committee or “the” Chapter Ethics Committee, it means the applicable committee for the matter at hand.

CEO Advisory Committee	A committee appointed by the CEO to review qualified appeals and provide recommendations.
Chapter Ethics Committee	An ad hoc committee established by the Chapter President. Chapter Ethics Committees have two distinct roles: (1) Independent authority over chapter membership matters under the BHS Standard Chapter Bylaws (§§8.03–8.07), including the authority to suspend or expel a member from chapter membership for cause — meaning such actions affect only chapter membership and do not, by themselves, constitute or compel Society or District-level action (though chapter ethics actions must be reported to the Society Ethics Committee per Section II); and (2) An investigative and recommendatory role for Society-level matters referred pursuant to this Procedure, in which the Chapter gathers facts and submits recommendations to the Society Ethics Committee.
District Ethics Committee	A committee established by the District Board to serve in an investigative and fact-finding capacity. District Ethics Committees have no independent decision-making authority over Society or District membership. Their role is to gather facts, conduct investigations upon referral, and submit written recommendations to the Society Ethics Committee for final determination.
Major Outcome	Suspension or expulsion.
Member	Any individual holding membership in the Barbershop Harmony Society.
Minor Outcome	Corrective action, written reprimand, or no action.
Prohibited Conduct	Conduct prohibited by the Code of Ethics, including but not limited to discrimination, harassment, financial misconduct, emotional harm, threats or acts of violence, and vandalism.

Reporter	An individual submitting an Ethics Violation Report.
Respondent	A member alleged to have violated the Code of Ethics.
Society Ethics Committee	A committee established by the Society CEO/Executive Director to receive, investigate, and take necessary action relating to alleged violations of the Society Code of Ethics.
Subsidiary	A Society-recognized, separately incorporated organization bound to Society governing documents through a Subsidiary Agreement and governed by its own bylaws (rather than the BHS Standard Chapter Bylaws), subject to the Society Bylaws and that Agreement.
Witness	An individual who provides information, statements, or evidence in the course of an investigation under this Procedure.

Application to Subsidiaries: References in this Procedure to a “Chapter,” “Chapter President,” or “Chapter Ethics Committee” include, unless context requires otherwise, a Society-recognized Subsidiary organization (such as a brigade) bound to Society governing documents by a Subsidiary Agreement, and its chief officer and the ad hoc ethics committee established under its own governing documents — including, without limitation, the fourteen (14) day reporting duties of Section II. A Subsidiary may administer membership discipline under its own bylaws; however, those bylaws remain subject to the Society Bylaws and the applicable Subsidiary Agreement — including the Society Board’s authority to amend them — and do not limit the Society’s authority, or the Subsidiary’s obligations, under this Procedure.

II Responsibilities

Society Ethics Committee

- Conducts unbiased initial reviews, investigations, and deliberations.
- Maintains confidentiality throughout all proceedings.
- Issues decisions as authorized under this Procedure.
- Makes written recommendations to the CEO for all Major Outcomes.
- Monitors and verifies completion of corrective action imposed under this Procedure.
- Determines, through its Chairperson, the appropriate level — Chapter, District, or Society — at which each referred matter will be investigated, and assigns the matter accordingly after consulting with the CEO.

District Ethics Committee

- Names a committee chairperson and notifies the BHS CEO of any change in the person holding this role.
- Maintains an active Ethics Committee chairperson at all times. Each District is required to have a designated Ethics person in this role. If a District Ethics Chair vacancy occurs, the District Board shall appoint a replacement promptly and notify the BHS CEO.
- Encourages Reporters to submit complaints through the Society Online Reporting System (Miratech/Syntrio).
- In cases where a potential ethics violation has occurred but has not been reported directly to the Society Ethics Committee, the District Ethics Committee Chair shall submit the complaint through the Society Online Reporting System.
- Maintains confidentiality.
- **Jurisdictional scope:** District Ethics Committees serve exclusively as investigative and fact-finding bodies with no independent decision-making authority over Society or District membership. District authority is limited to: (a) conducting investigations and submitting written findings and recommendations to the Society Ethics Committee; and (b) independently determining whether an individual is permitted or prevented from attending or participating in District-level events as a participant or attendee. All matters affecting Society membership are referred to the Society Ethics Committee for final determination.
- Takes investigatory or remedial actions requested by the Society Ethics Committee.

Chapter Ethics Committee

- Reports all potential ethics violations to the District Ethics Committee Chair and recommends that Reporters submit complaints through the Society Online Reporting System (Miratech/Syntrio).
- Maintains confidentiality.
- **Chapter membership authority:** Retains full independent authority over chapter membership under the BHS Standard Chapter Bylaws (§§8.03–8.07). The Chapter Board may, by majority vote, suspend or expel any chapter member for cause, including willful violation of the Code of Ethics. Such action affects only chapter membership and does not impact Society or District membership.
- **Chapter reporting requirement:** When a Chapter Board suspends or expels a member from chapter membership for cause related to an ethics matter, the Chapter President shall report the action and the basis for it to the Society Ethics Committee within 14 days. The Society Ethics Committee shall review the report and determine whether a Society-level proceeding is warranted.
- For Society-level matters referred by the Society Ethics Committee: gathers facts and submits written recommendations. These may be investigatory or remedial in nature.

Chief Executive Officer (CEO)

- Receives immediate notification of reports through the Society Online Reporting System (Miratech/Syntrio).
- Conducts unbiased reviews and makes final determinations on Major Outcomes.
- Oversees the appeal process.
- Receives reinstatement requests and oversees the review process.
- Appoints the Society Ethics Committee Chair and ensures the Chair role is filled at all times.
- **Acting Authority:** In any matter in which the CEO has a conflict of interest requiring recusal — including any matter in which the CEO is named as a Respondent — the COO/CFO shall assume the CEO's authority and responsibilities under this Procedure for the duration of that matter.

CEO Advisory Committee

- Reviews qualified appeals referred by the CEO.
- Provides written recommendations to the CEO following appeal review.

III Initiating an Ethics Violation Report

Who May File a Report

Any person or representative of an aggrieved person, irrespective of membership in the Society, may file an Ethics Violation Report. Parent(s) or legal guardian(s) may file on behalf of a minor. If a minor child files a report, that child's parent(s) or legal guardian(s) will be made a party to the report. Non-member parents or guardians may file reports that affect youth members. Non-members who are aware of member conduct that may violate the Code of Ethics may file a report in their own right.

Recency and the Committee's Ability to Act

There is no fixed statute of limitations on the filing of an ethics complaint. However, the Ethics Committee's ability to investigate effectively and to impose a meaningful remedy is directly affected by the recency of the alleged conduct. Complaints involving conduct that occurred a significant time prior to filing may present evidentiary challenges that the Committee will consider in determining the appropriate scope of review and available remedies. This consideration does not preclude review but will inform the Committee's approach.

Reporter Rights and Notifications

Reporters are entitled to the following:

1. Acknowledgment of receipt of the complaint, including the assigned Case Tracking Number, within a reasonable time of submission.
2. Notification of the final outcome of the matter — including dismissal, findings, or the nature of sanctions imposed — subject to confidentiality requirements applicable to the Respondent.

3. Confidentiality protections for the Reporter's identity to the extent practicable, consistent with the requirements of a fair investigation. Where the nature of the investigation requires disclosure of the Reporter's identity to the Respondent, the Reporter will be informed in advance.
4. Protection against retaliation. Any retaliation against a Reporter for filing a complaint or participating in an investigation is strictly prohibited and constitutes a separate ethics violation subject to independent review under Section XIV.
5. The right to appeal any final determination — including a dismissal or a Minor Outcome — on the grounds and within the timeframe set forth in Section VII (Appeal of Decision).

Witness Rights: Witnesses who provide information in the course of an investigation are entitled to the same confidentiality protections and retaliation protections afforded to Reporters under this Procedure. Any retaliation against a Witness for participating in an investigation constitutes a separate ethics violation subject to independent review under Section XIV.

If a Reporter submitted anonymously and the investigation cannot proceed without their participation, the Society Ethics Committee may determine that the matter cannot be resolved on the available record and may document and close the case accordingly, without prejudice to re-filing should the Reporter choose to identify themselves at a later date.

Filing an Ethics Violation Report

An Ethics Violation Report must be submitted through the designated reporting channels set forth below. The Report must clearly identify all alleged violations of the Society Code of Ethics and provide supporting details and documentation.

Reports may be submitted confidentially or anonymously. There are four ways to submit an Ethics Violation Report: online (preferred and encouraged), by telephone, by email, or by mail. Step-by-step instructions for every channel are available at www.barbershop.org/guide-to-bhs-ethics-procedures. The preferred and encouraged reporting channel is the online system:

Preferred: Online Reporting System (Miratech/Syntrio)

Available 24/7 in English, Spanish (USA, Canada, Mexico), and French (Canada)

Access the online system at: www.barbershop.org/guide-to-bhs-ethics-procedures

English (USA & Canada): 833-214-2442

Spanish (USA & Canada): 800-216-1288

French (Canada): 855-725-0002

Spanish (Mexico): 800-681-5340

Telephone reports are received and logged directly by the Miratech/Syntrio system. No additional BHS staff transcription is required.

If needed, a printable violation report form (updated 2026) [available at: www.barbershop.org/guide-to-bhs-ethics-procedures] may be completed and:

- **Emailed to:** ethics@barbershop.org
- **Mailed to:** Barbershop Harmony Society, 110 7th Ave. N, Nashville, TN 37203 (Attn: Ethics Complaint — Confidential)

Paper & Email Reports: Mailed and emailed complaint forms will be received and opened only by the CEO, COO/CFO, or their designee, and will be forwarded immediately to ethics@barbershop.org for logging in the Miratech/Syntrio system. No other staff member is authorized to open a sealed ethics complaint.

Voluntary Reporting Encouraged: BHS does not impose a formal mandatory reporting obligation on staff, Board members, District officers, or Chapter officers beyond what is required by applicable law. However, any staff member, Board member, District officer, Chapter officer, or member who has direct

knowledge of conduct that may violate the Code of Ethics is strongly encouraged to submit a report through the designated reporting channels. Early voluntary reporting supports a prompt, fair, and effective resolution process. Nothing in this Procedure limits or supersedes any applicable state, federal, or provincial mandatory reporting obligation. Where law requires reporting to governmental or child protection authorities, that legal obligation takes precedence and must be fulfilled independently of and in addition to any internal ethics filing.

Case Logging and Tracking

Upon receipt, every report shall be logged in the Miratech/Syntrio system indicating the date and time received and assigned a Case Tracking Number. Reports shall be maintained securely and confidentially.

District-Level Reporting Requirement

For any Ethics Violation Report submitted directly to a District and not through Harmony Hall (BHS headquarters) or the Society's designated reporting channels, the District Ethics Chair is responsible for ensuring that the report is entered into and managed through the Society's confidential reporting system (Miratech/Syntrio). This requirement ensures consistency, confidentiality, and proper case management across all levels of the Society.

IV Notification of Filing

Notification to CEO and Society Ethics Committee

The CEO and Society Ethics Committee shall be notified immediately upon receipt of an Ethics Violation Report. Notification shall include: a summary of the alleged conduct; the parties involved; and any immediate risk considerations.

Notification to Respondent

The Respondent shall be notified of the Ethics Violation Report by email, or in the absence of a current email address of record, by first-class mail to the last known address listed in the Society member database.

Notification to Reporter

The Reporter shall be notified of the receipt of the Ethics Violation Report, including the assigned Case Tracking Number, by email, or in the absence of a current email address of record, by first-class mail to the last known address listed in the Society member database.

Notification of District or Chapter Assignment

If the Society Ethics Committee requests the involvement of a District Ethics Committee, notification of the assignment will be made through the Miratech/Syntrio system, and the District Ethics Chair will receive email notification that action is required. If a Chapter is engaged, that assignment will be made through the District Ethics Committee Chair via the Miratech/Syntrio system.

V Review and Investigation

All Ethics Reports referred to the Society Ethics Committee, a District Ethics Committee, or a Chapter Ethics Committee for factual gathering and recommendations shall follow the same process outlined in this Section. When a District or Chapter Ethics Committee is requested to assist in gathering facts, the Society Ethics Committee remains the ultimate reviewer and may, if it believes desirable or in the best interests of fairness, conduct additional factual review.

The gathering of facts shall be conducted confidentially, with information regarding allegations limited to members of the applicable ethics committee. This process is administrative in nature and is not a legal proceeding; it shall not be governed by the laws, rules of evidence, or rules of legal procedure of any state or national jurisdiction.

Timelines

Process Timeline Summary		
Stage	Timeline	Notes
Initial review determination	14 days from receipt	Society Ethics Committee; documented
Respondent opportunity to respond	7 days	Prior to deliberation
Investigation completion	30 days from initial receipt	Clock does not reset on referral; extensions by reasonableness standard
CEO review of findings	14 days from receipt	Minor outcomes may be delegated to Committee
Appeal filing (Respondent or Reporter)	14 days from decision notice	Respondent: Major Outcomes; Reporter: any final determination; certified mail or email
CEO Advisory Committee deliberation	21 days from referral	Full record review
CEO final appeal determination	14 days from Advisory Committee recommendation	Final and binding; no further appeal
Corrective action completion confirmation	30 days from imposed deadline	14-day cure notice before escalation

Timeline Variance: The timelines in this Procedure are administrative targets designed to keep matters moving promptly and predictably. In certain circumstances — including complex fact patterns, the number or availability of witnesses, holiday or convention periods, or parallel legal proceedings — a variance from these timelines may be warranted. Any variance shall be for good cause and documented in the case record, and the applicable committee will make reasonable efforts to keep the Reporter and Respondent apprised of expected variances and revised timeframes when possible. A variance does not affect the validity of any subsequent determination.

Initial Review

The Society Ethics Committee shall conduct an initial review to assess: validity of the report; jurisdiction; scope; and seriousness of the allegation. The Committee shall determine whether a formal investigation is warranted.

The Committee Chairperson shall determine whether the matter would best be completed at the Chapter, District, or Society level, and shall consult with the CEO prior to making a referral decision. The Chairperson shall either initiate an investigation at the Society level or refer the Report to the Chapter or District of the Member against whom the Report is made. If the Respondent is the Chapter President, the matter shall not be referred to that Respondent's chapter; it shall be referred to the District Ethics Committee or retained at the Society level. The nature of the CEO's consultative role in referral decisions may be further defined in a future policy review. A Chapter President or Chairperson of a District Ethics Committee may decline a referral, in which case the matter shall be resolved by the Society Ethics Committee.

The Committee may dismiss reports that are outside its scope of authority, jurisdiction, or that do not constitute an ethics issue. A determination regarding formal investigation shall be made within **14 days** from receipt of the Ethics Violation Report and shall be documented.

30-Day Investigation Clock: The 30-day investigation window begins at initial receipt of the complaint by the Society Ethics Committee and continues through any referral to a District or Chapter — it does not

reset upon referral. Extensions may be granted by the Society Ethics Committee Chairperson based on a reasonableness standard (e.g., geographic complexity, multiple witnesses, parallel legal proceedings), and must be documented with written notice to the parties.

Investigation by Chapter

The chapter president, upon receipt of a referral, shall appoint three members of the chapter — with one designated as chairperson — to serve as an ad hoc ethics committee. The chapter ethics committee shall gather information related to the complaint and make a recommendation of disposition as set forth below.

Investigation by District

District ethics committees receiving a referral shall gather facts and make a written recommendation of disposition to the Society Ethics Committee. District committees serve in an investigative and advisory capacity; final determination on all matters affecting Society membership rests with the Society Ethics Committee.

Investigation by Society Ethics Committee

If further review is warranted, the Society Ethics Committee shall conduct an impartial investigation, which may include:

- Interviews with relevant parties and witnesses.
- Written statements.
- Review of relevant documentation.
- Collection of other relevant evidence.
- Consultation with legal or subject-matter experts.

These proceedings shall be conducted with respect for due process, fairness, and confidentiality, and in accordance with Society policy. The Committee shall document all statements and review all pertinent records and evidence.

Standard of Proof: Findings shall be based on a preponderance of the evidence — meaning it is more likely than not that the alleged conduct occurred. This standard applies at all levels of investigation and deliberation.

Conflicts of Interest

Any Committee member (including members of the Society, District, or Chapter Ethics Committees) or the CEO with a conflict of interest must disclose such conflict promptly and recuse themselves from any participation in the review, investigation, deliberation, or decision-making process related to the matter.

A conflict of interest exists when an individual's ability to act impartially may be compromised, including:

- The individual is the Reporter, Respondent, or a potential witness.
- The individual has a personal, familial, romantic, or close professional relationship with the Reporter or Respondent.
- The individual is a member of the same chapter, chorus, or quartet as the Reporter or Respondent.
- The individual has a supervisory, financial, or leadership relationship with any party involved.
- The individual has prior involvement in the matter that could influence objectivity.
- The individual has expressed a predetermined opinion or bias regarding the matter or parties involved.

Any individual uncertain whether a conflict exists shall disclose the relevant facts to the Chairperson of the applicable Ethics Committee or the CEO, who shall determine whether recusal is required. Failure to disclose a known conflict of interest may constitute a separate violation of the Code of Ethics.

CEO Recusal: When the CEO has a conflict of interest requiring recusal, the COO/CFO assumes the CEO's authority and responsibilities under this Procedure for the duration of that matter. When a recusal occurs for any committee member, the appropriate authority shall appoint a qualified replacement to ensure continuity and fairness.

Criminal Charges and Parallel Proceedings

The ethics process does not adjudicate guilt or innocence — that is exclusively the province of the courts. The Society Ethics Committee evaluates suitability for membership based on credible facts and/or patterns of behavior. A criminal conviction is not required to act, and a finding of innocence does not automatically preclude Committee action if the underlying conduct or pattern warrants it.

The following rules govern the interaction between criminal proceedings and the ethics process:

1. **Automatic Complaint Triggers:** Certain criminal charges or convictions automatically trigger an ethics complaint without requiring a third-party filing. See **Exhibit A** for the complete list of mandatory complaint triggers, organized by category.
2. **Interim Suspension:** The Society Ethics Committee may impose a temporary suspension of Society membership pending the conclusion of criminal proceedings when the underlying conduct poses a credible risk to member or public safety, or involves conduct in the mandatory trigger categories.
3. **Sex Offender Registry:** A criminal conviction that results — or would result — in placement on a sex offender registry triggers a mandatory ethics complaint and action upon BHS becoming aware of the conviction. This obligation is not deferred during incarceration.
4. **Effect of Criminal Conviction:** A criminal conviction in the mandatory trigger categories is treated as establishing the underlying facts for purposes of the ethics review. The Committee retains authority to determine the appropriate membership consequence independently of the criminal sentence.
5. **Parallel Proceedings:** The ethics process may proceed concurrently with criminal proceedings unless the Society Ethics Committee, in consultation with the CEO, determines that a stay pending criminal resolution is in the best interests of fairness.
6. **Criminal Activity Discovered During Investigation:** If an investigation reveals criminal activity, the Committee or CEO may be legally obligated to report the matter to the appropriate agency.
7. **External Mandatory Reporting Laws:** Nothing in this Procedure limits or supersedes any applicable state, federal, or provincial mandatory reporting obligation. Where law requires reporting to governmental, law enforcement, or child protection authorities — including but not limited to mandatory reporting laws applicable in Canadian provinces — that legal obligation takes precedence and must be fulfilled independently of and in addition to any action taken under this Procedure.

Ethics Committee Deliberation, Findings, and Possible Actions

Prior to deliberation, the Respondent shall be provided an opportunity to respond to the allegations. The Respondent shall have 7 days from notification to submit a written response or request an interview with the investigating committee. Upon receipt of the Respondent's response (or expiration of the 7-day period), the Ethics Committee shall deliberate and determine whether a violation of the Code of Ethics has occurred.

The Committee shall prepare written findings and recommendations for action:

Society Ethics Committee may:

- Dismiss the report.
- Assign remedial tasks to the relevant District or Chapter.
- Issue a written reprimand to the Respondent.
- Recommend to the CEO temporary suspension of Society membership for a stated period.
- Recommend to the CEO expulsion from Society membership.

District Ethics Committee may:

- Gather facts and submit a written recommendation to the Society Ethics Committee for resolution, based on one of the Society Ethics Committee actions above.
- Determine whether an individual is permitted or prevented from attending or participating in a District-level event as a participant or attendee.

Chapter Ethics Committee may — with respect to chapter membership (independent authority):

- Dismiss the ethics matter at the chapter level with no action with respect to chapter membership.
- Assign remedial tasks to the relevant chapter member.
- Issue a written reprimand to the Respondent.
- Suspend the member from chapter membership for a stated period, in accordance with the chapter Board's authority under the BHS Standard Chapter Bylaws §8.04. Such suspension affects only chapter membership and does not impact Society or District membership.
- Expel the member from chapter membership, in accordance with the chapter Board's authority under the BHS Standard Chapter Bylaws §8.04. Such expulsion affects only chapter membership and does not impact Society or District membership.

Chapter Ethics Committee may — with respect to Society-level matters (recommendatory role):

- Submit a written recommendation to the Society Ethics Committee for Society-level review, based on one of the possible Society Ethics Committee actions.

Note: When a Chapter Board takes action affecting chapter membership for ethics-related cause, the Chapter President must report the action and its basis to the Society Ethics Committee within 14 days. See Section II — Responsibilities.

District Recommendation to Dismiss — Escalation Right: A District Ethics Committee does not have authority to dismiss a matter affecting Society membership; it may only recommend dismissal to the Society Ethics Committee, which makes the final determination. Where a District recommends dismissal, declines to proceed, or acts within its limited independent authority (such as District event participation), any party with a credible basis to believe that the District committee did not properly follow the process and procedures set forth in this Procedure may escalate the matter to the Society Ethics Committee. Escalation requests must be submitted in writing to the Society Ethics Committee Chairperson within 14 days of notice of the District's recommendation or action.

Reporting to Society Ethics Committee

All District and Chapter ethics committee recommendations and dispositions — including any recommendation to dismiss and any action taken within their limited independent authority — shall be reported to the Society Ethics Committee within 14 days of the final District or Chapter determination. The Society Ethics Committee shall maintain a record of all recommendations and dispositions at every level.

VI Submission of Recommendations to CEO

The Society Ethics Committee shall immediately submit its written findings and recommendations to the CEO, including supporting rationale and documentation. The CEO shall acknowledge receipt and complete the review within **14 days** of receipt.

For **Minor Outcomes**, the CEO may authorize the Ethics Committee to issue the final decision.

For **Major Outcomes**, the CEO shall conduct an enhanced review and may concur with or amend the Committee's recommendation. The rationale for any modification shall be documented in writing.

Communication of Decision

The Ethics Committee shall provide written notice of the final decision to the Respondent, including: findings; sanctions, if any; and appeal rights, when applicable. Written notice to the Respondent shall include sufficient detail of the findings and analysis — including a statement for each allegation as to whether it was substantiated and the basis for that determination — to allow the Respondent to understand the basis for the decision. Notification shall be by email or, when no current email address is on record, by first-class mail to the last known address in the Society member database.

The Reporter shall also receive written notice of the final decision, including the nature of the outcome and notice of the Reporter's appeal rights under Section VII, subject to confidentiality requirements applicable to the Respondent. Notification to the Reporter shall be by the same means as notification to the Respondent.

VII Appeal of Decision

A Respondent may appeal a Major Outcome decision. A Reporter may appeal any final determination, including a dismissal or a Minor Outcome. In all cases, appeals shall be accepted only on the basis of:

1. New, material information not reasonably available during the investigation; or
2. Demonstrable procedural error that materially affected the outcome.

An appeal is not an opportunity to relitigate the underlying facts. Absent one of the grounds above, the determination stands.

Filing an Appeal

An appealing party (the Respondent or the Reporter, within the scope set forth above) must file a written notice with the CEO no later than the **14th day** after receiving notice of the determination and proposed actions. The appeal must be in writing and sent by certified mail or email. Appeals are filed directly with the CEO and are not submitted through the Miratech/Syntrio online reporting portal.

CEO Review of Appeal

The CEO shall conduct an initial review to determine whether the appeal meets the standard of review and is eligible for consideration.

Review by CEO Advisory Committee

Eligible appeals shall be referred to the CEO Advisory Committee, which shall complete its review and submit a written recommendation to the CEO within **21 days** of referral. The Committee shall review the full case record, the basis for appeal, and any additional relevant information, and may request additional information if needed.

Final Determination

The CEO shall issue a final and binding determination within **14 days** of receiving the CEO Advisory Committee's recommendation. The decision shall be communicated by email to the Respondent, the Reporter, the investigating Ethics Committee, and other necessary parties. If no current email address is available, notification will be sent by first-class mail. No further appeal is permitted and the case shall be closed.

If the appeal determination **reverses or modifies** the prior final decision, both the Respondent and the Reporter shall be explicitly notified of the change and its effect. Notification shall be by email or, in the absence of a current email address, by first-class mail.

VIII Written Reprimand

A written reprimand may be issued when a violation of the Society Code of Ethics has been determined and the violation does not warrant suspension or expulsion. A written reprimand shall:

- Be issued in writing to the Member and sent by email or first-class mail.
- Identify the specific conduct found to violate the Code of Ethics.
- Cite the applicable ethical standard or provision.
- State that future violations may result in more severe disciplinary action.

A written reprimand does not affect a Member's standing, rights, or privileges, but shall become part of the Organization's confidential ethics records.

IX Corrective Action

Corrective action may be imposed when a violation has been determined and remedial measures are appropriate to address the conduct and prevent future violations. Corrective action may include but is not limited to:

- Required education or training.
- Mediation or facilitated resolution.
- Restitution or remedial measures related to the violation.
- Written acknowledgment of the violation and commitment to comply with the Code of Ethics.

Corrective action shall be reasonably related to the nature of the violation, clearly defined in writing, and imposed for a stated period of time or until completion of specified requirements.

Completion and Verification

Monitoring and verification of corrective action completion is the responsibility of the Society Ethics Committee Chair. The following standards apply:

- **Documentation:** Written confirmation of completion (e.g., certificate of training, written acknowledgment signed by the Respondent) is required within **30 days** of the imposed corrective action deadline.
- **Recording:** Confirmation of completion shall be filed in the case record and the Respondent and relevant parties shall be notified.
- **Failure to Complete:** If written confirmation is not received within 30 days of the deadline, the Society Ethics Committee Chair shall issue a **14-day cure notice** to the Respondent. Failure to complete within the cure period shall result in escalation to additional disciplinary measures consistent with Society policies and procedures.

X Suspension

When a decision to suspend membership is rendered by the Ethics Committee and affirmed by the CEO, the following shall apply:

Reinstatement

A member suspended for a specified period shall be reinstated to membership upon expiration of the suspension period and following completion of any required corrective action, provided that:

- The suspension period has fully elapsed; and
- The member has satisfied any express conditions imposed at the time of suspension.

Upon reinstatement, the member shall have all rights, privileges, and responsibilities of membership fully restored, subject to the Society's governing documents. The Society may, but is not required to, provide written notice confirming reinstatement. Failure to provide such notice shall not delay or invalidate reinstatement.

Reinstatement following a suspension does not limit the Society's authority to address future conduct. Any subsequent similar violations shall result in automatic expulsion.

XI Expulsion

A. Expulsion of a Current, Dues-Paying Member

When a decision to expel a current, dues-paying member is rendered and affirmed by the CEO, the member must be provided at the time of expulsion:

- A dated notice of the Society's decision to expel.
- A brief summary of the proximate reason for the expulsion.
- An explanation that Society policy does not allow for a return of dues.
- A notice of the member's right to petition the Society for readmission after three years from the notice date, unless a permanent bar has been imposed under this Section.

The member's account shall be flagged to ensure that any future application for membership is reviewed in light of the prior disciplinary action. A copy of the notification and the ethics case file shall be stored in a Society archive, indexed for easy retrieval, and made available to any future Ethics Committee should the expelled member petition for readmission. Expulsion from Society membership renders the individual ineligible to hold chapter membership or to participate in BHS-affiliated activities as a member, officer, or registered volunteer. Upon Society expulsion, the Society Ethics Committee shall notify the relevant Chapter President(s), who shall take appropriate action to reflect the change in status. Where the underlying violation involved a Category 1 mandatory trigger offense (see Exhibit A), the Society Ethics Committee may recommend, and the CEO may impose at the time of expulsion, a permanent bar on readmission with no petition pathway. Any permanent bar must be stated explicitly in the expulsion notice.

Readmission Petition Process

After expiration of the 3-year expulsion period, the former member must submit a Membership Application and payment along with a written petition that:

- Acknowledges the nature of the violation.
- Demonstrates a substantial and beneficial change in the circumstances that led to the expulsion.
- Is sent to the Society CEO/Executive Director, who shall forward it to the Society Ethics Committee Chairperson for review of the archived case file.

If the petition is denied: the membership application and payment shall be returned; the petitioner shall receive written notice of denial, the reasons for denial, and either confirmation that the expulsion is permanent or notice of a further three-year waiting period before the next petition may be submitted. No petition shall be accepted where a permanent bar on readmission was imposed at the time of expulsion under Part A of this Section.

If the petition is accepted: the application and payment shall be processed as any other membership application; the member's account shall be flagged against the possibility of a future complaint.

B. Expulsion of Non-Members

A former member whose membership has lapsed for less than six months shall be treated as a current member and the above procedures apply, irrespective of whether the alleged offense occurred during or after the membership period.

A former member whose membership has lapsed for six months or longer, and who is found in violation of the ethics code, shall be provided a dated notice of the CEO's decision to disallow or permit a future membership application and a brief summary of the proximate reason. The CEO may, in the CEO's sole discretion, stipulate a waiting period after which the non-member could petition for reconsideration following the readmission petition process. If reconsideration is not permitted, the former member shall be sent a form letter stating:

"We regret to inform you that your membership application has been rejected by the Society. This decision is not subject to review. We wish you the best in your future endeavors."

C. Applicants Who Have Never Been a Member

An applicant who has never been a member but is determined to not be a suitable candidate by reason of known violations of the Code of Ethics shall be sent a form letter signed by the CEO stating:

"We regret to inform you that your membership application has been rejected by the Society. This decision is not subject to review. We wish you the best in your future endeavors."

XII Records

All ethics records — including reports, investigation materials, findings, decisions, correspondence, and committee deliberations — shall be maintained as digital records. Any document received in paper form — including mailed complaint forms and appeals sent by certified mail — shall be scanned into the Miratech/Syntrio case record promptly upon receipt; the digital copy shall thereafter constitute the record of authority, and paper originals shall be securely destroyed unless retention is required by applicable law or a litigation hold. Ethics records shall be retained in perpetuity. Records shall be stored securely with access limited to authorized personnel consistent with Section XIII of this Procedure.

XIII Confidentiality

All participants are required to maintain strict confidentiality throughout and after the ethics process. The Society CEO and Society Ethics Committee members are required to sign a non-disclosure agreement. Information shall be disclosed only to those with a legitimate need to know or as required by Society policy or applicable law.

If an investigation reveals criminal activity, the Committee or CEO may be legally obligated to report the matter to the appropriate authority.

Nothing in this Procedure limits or supersedes any applicable state, federal, or provincial mandatory reporting obligation. Where law requires reporting to governmental, law enforcement, or child protection authorities — including mandatory reporting laws applicable in Canadian provinces — that legal obligation takes precedence and must be fulfilled independently of and in addition to any internal ethics process.

XIV Non-Retaliation

Retaliation against any individual who submits a report or participates in an investigation is strictly prohibited and constitutes a separate ethics violation subject to independent review and sanction under this Procedure.

Any person who believes they are being retaliated against for filing a complaint or participating in an investigation shall report the retaliation through the same reporting channels established in Section III:

- **If the original case remains open or pending:** the Reporter may add information regarding the retaliation through the Miratech/Syntrio system using their existing case credentials, and the retaliation concern will be addressed as part of the active case.
- **If the original case has been closed, archived, or deleted:** the Reporter must file a new complaint through the Miratech/Syntrio system, referencing the prior Case Tracking Number and identifying the conduct as retaliation for the prior filing. The new case will be handled as an independent complaint with the same confidentiality and procedural protections as the original matter.

Retaliation complaints will be investigated and resolved in accordance with the same process set forth in this Procedure. Findings of retaliation may result in any outcome available under Section V, up to and including expulsion.

XV Transition and Effective Date

This Procedure is effective **January 1, 2026**. It supersedes all prior Board-level ethics policies, Bylaws-based ethics provisions, and Board resolutions governing ethics enforcement.

Any complaint filed or re-opened on or after January 1, 2026 — including matters that may re-emerge from prior situations — shall be governed entirely by this Procedure, regardless of when the underlying conduct occurred.

There are no active cases pending under the prior framework. Prior dispositions (suspensions, reprimands, conditions of readmission) issued under prior frameworks remain in effect and enforceable. Any modification, appeal, or re-opening of a prior disposition shall be governed by this Procedure upon filing on or after the effective date.

XVI Policy Review

This Procedure shall be reviewed at least every three years or upon changes to organizational governance requirements. The review shall be initiated by the CEO and shall include consultation with the Society Ethics Committee Chair and legal counsel. Any amendments shall be authorized by the CEO and documented with an updated version number and effective date.

EXHIBIT A

Mandatory Ethics Complaint Triggers for Criminal Charges and Convictions

This Exhibit is referenced in Section V (Review and Investigation) and identifies the categories of criminal charges or convictions that trigger a mandatory ethics complaint and/or interim action under this Procedure. Categories 1 and 2 require mandatory action. Category 3 is subject to Committee-initiated discretionary review.

Exhibit A — Mandatory Ethics Complaint Triggers		
Category	Trigger	Action Type
1 — Sexual Offenses	Criminal charge or conviction for sexual abuse, sexual misconduct, or any offense involving a minor	MANDATORY — automatic complaint trigger; interim suspension available
1 — Sex Offender Registry	Criminal conviction resulting or likely to result in placement on a sex offender registry	MANDATORY — complaint and action upon knowledge; not deferred during incarceration
1 — Crimes Involving Minors	Any criminal charge involving physical abuse, exploitation, or endangerment of a minor	MANDATORY — automatic complaint trigger
1 — Violent Felonies	Felony charges for assault, battery, or weapons offenses	MANDATORY — automatic complaint trigger
1 — Human Trafficking	Any charge or conviction for trafficking or exploitation offenses	MANDATORY — automatic complaint trigger
2 — Financial Crimes vs. BHS Community	Theft, fraud, embezzlement, or financial crimes against a member, chapter, district, or the Society	MANDATORY — automatic complaint trigger
2 — Harassment/Stalking vs. Member	Criminal charges for harassment, stalking, or threatening conduct targeting a BHS member	MANDATORY — automatic complaint trigger
2 — Misuse of BHS Assets	Unauthorized access to or misuse of BHS systems, funds, or proprietary information	MANDATORY — automatic complaint trigger
3 — Financial Crimes (Non-BHS)	Felony conviction for fraud or financial crimes involving non-members, where individual holds a role of trust within BHS (e.g., chapter treasurer, board member)	DISCRETIONARY — Committee-initiated review
3 — Drug Distribution Offenses	Charges involving distribution or exploitation (not personal use)	DISCRETIONARY — Committee-initiated review
3 — Conduct at BHS Events	DUI or similar offenses occurring at or in direct connection with a BHS event	DISCRETIONARY — Committee-initiated review

Guiding Principle: The Ethics Committee's standard is not guilt or innocence — that is exclusively for the courts to determine. The Committee evaluates suitability for membership based on credible facts and/or patterns of behavior. A criminal charge (not yet a conviction) may be sufficient to trigger interim review. A criminal conviction is not required to act, and a finding of innocence does not automatically preclude Committee action if the underlying conduct or pattern warrants it.

Nothing in this Exhibit or this Procedure limits or supersedes any applicable state, federal, or provincial mandatory reporting obligation, including mandatory reporting laws applicable in Canadian provinces. This Exhibit should be reviewed by the Society's legal counsel upon any updates to applicable law governing sex offender registries, mandatory reporting, or member organization ethics standards in any jurisdiction in which BHS operates. Counsel should confirm that Category 1 and Category 2 triggers are appropriate in light of variations affecting out-of-state or cross-border convictions or charges.

EXHIBIT B

Ethics Complaint Process Overview

