

WHISTLEBLOWER POLICY

The American Musicological Society (AMS) is committed to operating ethically and lawfully and expects all its staff, volunteers, agents and affiliates to conduct their activities in compliance with the Society's policies and applicable law. Staff, volunteers, agents, affiliates and members of the Society have an affirmative duty to disclose and seek guidance if they believe that an agent, employee, volunteer or affiliate of the Society is engaging in wrongful or illegal conduct. Indeed, it is the Society's policy to encourage the communication of good-faith concerns and complaints of wrongful or illegal conduct.

It is also the Society's policy to protect those who make such complaints from retaliation. No staff member, volunteer, agent or affiliate who reports, in good faith, any wrongful or illegal conduct or suspected wrongful or illegal conduct or who cooperates in good faith with an AMS investigation of such a report will be subject to intimidation, harassment, discrimination, or other retaliation or, in the case of employees, adverse employment consequence.

SCOPE OF THIS POLICY

This policy applies to all staff members, volunteers, agents or affiliates of the American Musicological Society, including members of the Board of Directors, Council, committees, chapters and study groups. Moreover, to the extent that this policy is in any manner inconsistent with the laws of any jurisdiction where it is to be applied, this policy will be applied to the fullest extent possible consistent with applicable law, with such modifications as may be necessary to carry out its purposes in compliance with local law.

POLICY ADOPTION AND OVERSIGHT

The AMS Executive Director and Board of Directors has oversight of the adoption and implementation of this policy. They are responsible for establishing avenues and procedures for the reporting of wrongful or illegal conduct, the investigation of such allegations, and the implementation of corrective action in cases of proven wrongful or illegal conduct.

PROCEDURES

Reporting Wrongful or Illegal Conduct

Any staff member, volunteer, agent, member or affiliate of the American Musicological Society who becomes aware of or suspects wrongful or illegal conduct should report such conduct as soon as possible to the AMS Executive Director, unless the Executive Director is the subject of the complaint or otherwise involved in the wrongful conduct, in which case the report should be submitted to the President of the AMS Board of Directors and/or the Secretary of the Board of Directors. In the event that it is not possible to submit the complaint to one of these three persons, it should be submitted to another officer of the Society. Reports of wrongful or illegal conduct must take the form of a written description of the offense with all known and applicable details included.

It is the obligation of the Executive Director or any other officer receiving complaints of wrongful or illegal conduct to begin an investigation of the matter or, as in the case of violations of law or statute, submit the complaint to the relevant local authorities.

All investigations should be conducted in a confidential manner with information disclosed only as needed to facilitate the review of the investigation materials and as otherwise required by law. The person who makes the report is expected to cooperate as necessary in connection with any report and investigation. Any person who is the subject of a complaint may not be present at or participate in the deliberations or vote on the matter relating to such complaint, though he or she may present information as background or answer questions as requested beforehand. Any persons who are the subject of such a complaint must also be afforded an opportunity to defend themselves and present exculpatory evidence.

Where complaints are reported on an anonymous basis, that anonymity will be maintained to the fullest extent possible, subject to applicable law. In the case of complaints not made on an anonymous basis, but where confidentiality is desired or appropriate, confidentiality will be maintained to the fullest extent possible, consistent with the need to conduct an adequate review and subject to applicable law. Prompt and appropriate corrective action should be taken as warranted in response to proven allegations of wrongful or illegal conduct.