

Title: Ethics Committee Charter

Effective Date: June 17, 2022 (B2268)

Revision: 1

Supersedes: May 10, 2018 (B1845)

Purpose

The ethics committee is responsible for administering the Procedures for Review of Member Conduct for the Society.

Background

The Society developed and implemented a Member Code of Conduct & Procedure for Review in 2010. The Ethics Committee was established to ensure that those procedures are implemented and followed consistently and objectively. Effective 7/1/18, the committee was added to the Society Bylaws as a standing committee.

Scope

- In scope:
 - Administer the Procedures for Review of Member Conduct on behalf of the Board of Directors
 - Review each received Ethics complaint. Determine if claim is warranted, investigate as needed, determine if charges are warranted; if charges are warranted, hold hearing and recommend sanctions.
- Out of scope:
 - Actions taken under these Procedures do not constitute enforcement of the law, although referral to appropriate federal, state or local government agencies may be made about a member's conduct when appropriate.
 - Complaints that are essentially of a commercial nature (such as claims alleging defamation by or unfair business practices of a competitor), or primarily requesting judicial-type relief, may not be considered under these Procedures unless they also involve potential violations of the Member Code of Conduct.

Resources & References

- SWE Member Code of Conduct
- SWE Conflict of Interest Form
- SWE Policy against Harassment
- SWE Whistleblower Policy
- SWE Youth Protection Policy
- SWE HQ Staff, including SWE Legal Counsel
- SWE Procedures for Review of Member Conduct

Authority & Limitations

- No budget authority

Deliverables

- Timely review & disposition of complaints per procedure
- Reports to BOD as required per procedure
- Recommendations for revisions to procedure as needed

Membership

- Chair
- Chair-Elect, elected annually through the society nomination process
- At least three (3) committee members, including the chair. Committee members are required to have served on the Society Nominating Committee, Board of Directors, Board of Trustees, or as Region Governors (prior to July 1, 2019).
- The CEO & Executive Director is an invited guest of all Ethics Committee meetings and is carbon copied on all investigation-related communications.

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Criteria for Success

- Continued compliance to the SWE Member Code of Conduct by the Society's leaders and members

Report To

- Society President

Duration

- Review this charter in FY24