

# Southeastern Massachusetts Chapter Appalachian Mountain Club Incident Committee Charter

1. The incident Committee shall be an Ad Hoc Committee of the SEM Chapter, per by-laws, Article Four, section 4.
2. The Incident Committee Shall be responsible for investigating any report received by the Chair, Vice Chair or Committee Chair about improper or inadequate performance by any SEM leader, and all such complaints must be brought to the attention of the Incident Committee.
3. The Incident Committee for any investigation shall be comprised of the Incident Committee Chair, the SEM Education Chair, and the Chair of the activity committee responsible for the trip.
4. The Committee may meet as a group, or confer via phone and/or email as their Chair sees fit, but shall contact the complainant, the Leader and any co-leader and as many of the other participants as they feel necessary to fully understand the incident.
5. The Committee shall report back to the SEM Board, within 30 days, providing a report of the incident, and their proposal for preventing any reoccurrence. If unable to resolve the incident within 30 days the Committee must provide a status report, and expected completion date within 30 days.
6. The report shall address both any proposed sanctioning of the Leader and/or Co-Leader, if appropriate, as well as any long term proposals to prevent the reoccurrence of the issue which lead to the complaint. These proposals should address how Leadership Training can be improved to help eliminate any reoccurrence.
7. In cases where the Committee believes that the complainant's actions contributed to the incident, proposals to address those actions, up to banning the participant from future SEM activities, shall also be made.
8. The Incident Committee shall keep a log of all complaints received, and the leaders involved, so that multiple complaints against any one leader may be tracked.
9. In cases where a member of the Incident Committee is the complainant, or leader complained about, they shall be excused from the Committee for that investigation.