

American Traditional JuJutsu Association

Ethics Committee

(herein referred to as “ the Committee”)

Procedures and Definitions

Committee Membership and Purpose

Membership on the Committee is upon recommendation by the Chairperson and is subject to The ATJA Board of Directors approval. Each member serves at the pleasure of the ATJA Board.

The purpose of the Committee is to :

- 1.) serve the ATJA community
- 2.) protect the ATJA's reputation
- 3.) support the membership in standards and ethics matters

The Committee will perform the following functions:

- 1.) Facilitate the Standard and Ethics Process.
- 2.) Counsel members on Standards and Ethics issues.
- 3.) Administer the Background Screening system.

Confidentiality

All necessary communication regarding the complaint, investigation and reporting to the Board of Directors will be dealt with in a manner afforded privileged communication. All records and information which are the concern of the Committee will be kept confidential. It should be noted here that such information, although held confidential by the ATJA, does not have a protected status by law and may be vulnerable to disclosure through legal process or court order. The ATJA may have to make disclosures regarding the proceedings of the Committee as necessary to prosecution or in litigation defense, regarding legal action between a member and the ATJA.

The Complaint

Any person, member or non member, may submit a complaint alleging improper action of a ATJA member. The complaint will be in writing and signed by the complainant and submitted directly to the Chairperson of the Committee. Upon receipt of a signed, written complaint, the Chairperson will determine on a case by case basis, what the protocol of informing the parties involved will be, based on the timing and external involvement of the investigation that is anticipated.

Committee Proceedings

After a complete investigation has concluded, the committee, within a reasonable time, will do one of the following:

- 1.) Dismiss the complaint because it does not allege a violation of the ATJA Code of Ethics, lacks merit or for other good cause as determined by the Committee.
2. Try to resolve the complaint to the satisfaction of all parties involved, through mediation, counsel or advice, if deemed appropriate by the Committee in a non criminal case.
- 3) Present a complete and detailed report of the investigation to the ATJA Board of Directors. This report will include recommendations to the Board for the final disposition of the case.

Records

All records will be archived. All notes from entire proceedings, including phone call logs, notes, all letters (original and copies) and recordings from any investigation proceedings will be kept secured by the investigating Committee member or members. Records cannot be destroyed unless ordered by the Board of Directors.