

Texas Recreation and Park Society

Practices and Procedures of the Board of Ethics

The Texas Recreation and Park Society Board of Ethics shall formulate and publish procedures that shall be used for the processing of alleged violations of the Code of Ethics including a opportunity for due process. The Board of Ethics shall determine sanctions for violations in its discretion as it deems appropriate, including revoking membership. Revocation of membership requires a two-thirds vote of the Board of Ethics. Any appeal from a Board of Ethics action shall be decided by a panel of the Board of Directors, whose decisions shall be final.

A fundamental precept that guides the Board of Ethics (BOE) in the discharge of its responsibility is that an effective Code of Ethics requires an orderly and fair administration and enforcement of its terms and requires full compliance by all members of TRAPS. The Board of Ethics recognizes that each case must be judged on an individual basis and that no two cases are likely to be identical. Thus, the Board of Ethics has the responsibility to exercise its judgment based on the merits of each case and on its interpretation of the Code.

Terminology

- Address for Board of Ethics: Texas Recreation and Park Society, P.O. Box 5188 Jonestown, TX 78645
- Answer: A timely, written submission to the Board of Ethics by the Respondent in a complaint
- Appeal: A timely, written request from the Respondent to the Board of Ethics alleging error in the Board of Ethics Decision and asking that it be reversed, in whole or in part, by the Board of Directors
- TRAPS – Texas Recreation and Park Society
- Code: Code of Ethics of the Texas Recreation and Parks Society
- Complainant(s): The person(s) alleging that a violation occurred
- Determination: Decision of the Board of Ethics and appeal, of the (a) finding, (b) proposed sanction, and (c) extent of disclosure as to whether or not a violation of the

Code of Ethics occurred. Determinations require a quorum of the Board of Ethics and, except as otherwise noted a majority vote.

- Quorum: A majority of voting members of the Board of Ethics
- Respondent: The individual alleged to have violated the Code of Ethics
- Sanction(s): Penalties imposed by the Board of Ethics
- Reprimand: A formal rebuke with limited disclosure
- Censure: A public Reprimand with broad disclosure
- Suspension of Membership: A sanction that temporarily interrupts the Respondent's membership for the period of time imposed. Suspension of Membership requires a majority vote of the Board of Ethics. The Respondent need not request reinstatement to regain membership and/or certification at the end of the suspension period.
- Revocation of Membership: A sanction that terminates the Respondent's membership for the period of time specified. Revocation requires a two-thirds vote of those Board members present and voting. The Respondent must request reinstatement in order to have the opportunity to regain membership.

I. Complaint Review

A. Case Review Procedures

1. Alleged violations shall be reviewed by the Board of Ethics in such manner as the Board of Ethics may, in its discretion, deem necessary and proper.
2. The BOE does not accept a single complaint against more than one Respondent. Complainants must file separate complaints for each individual who is the subject of a complaint. Each complaint must stand on its own merits.
3. The BOE does not accept verbal complaints. All complains must be in writing through email or mail.
4. After receipt of the complaint, the BOE will review the complaint within 30 days of receiving the written and signed complaint.
5. The Board of Ethics shall consider all information provided by the Complainant(s), Respondent, or any other relevant source and shall base its Determination on that information in light of the version(s) of the Code of Ethics in effect at the time of the alleged violation.

6. Board of Ethics determinations shall be based on facts established by all information submitted to the Board of Ethics.
7. Except when the Complainant is the Board of Ethics, the Complainant(s) shall submit a signed waiver to the Board of Ethics consenting to allow the Board of Ethics to send a copy of the complaint to the Respondent for the Respondent's response.
8. Upon receipt of the signed complaint, a copy of the complaint shall be sent to the Respondent, and the Respondent's answer to the allegation shall be in writing and must be received by the Board of Ethics no later than 30 days after the date the Board of Ethics notice is mailed to the Respondent
9. Upon review of all information provided by the Complainant(s), Respondent, and any other relevant source, the Board of Ethics shall make a Determination, which may be a finding that there is insufficient evidence to support a finding of a violation or a finding that a violation occurred.
10. For Determinations in which the finding is that a violation occurred, the Determination will include the Code of Ethics principle(s) and rule(s) violated and the proposed sanction.
11. The Board of Ethics shall give the Respondent notice of its Determination. The notice shall also advise the Respondent of the right of an appeal to the Board of Directors.
12. In cases where the Determination of the Board of Ethics is that there is insufficient evidence to support a finding of a violation, the Board of Ethics shall give the Respondent and Complainant notice of its Determination and advise both that the matter is considered closed.

B. Notices and Answers

1. All notices shall be in writing and are effective on the date sent to the Respondent. All answers shall be in writing and are effective when received by the Board of Ethics.
2. Respondents are required to provide an acknowledgment of a complaint and are encouraged to submit a written answer to the Board of Ethics.

C. Sanctions

1. Sanctions shall consist of one or more of the following: Informal Reprimand, Reprimand, Removal from leadership position(s) , Censure, Suspension, or Revocation of Membership
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D. Appeal of the Board of Ethics Decision to the Board of Directors

1. The Respondent may appeal the Board of Ethics Decision to the Board of Directors. The request for appeal shall be in writing and must be received by the Board of Ethics no later than 30 days after the date the notice of the Board of Ethics Decision.
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