# CDS-Boston Centre – Process for Reporting a Violation of the Code of Conduct

It is the intent of the Country Dance Society, Boston Centre (CDS-Boston Centre) to provide a safe, harmonious, and respectful atmosphere for all participants to enjoy traditional dance, music, and socializing. With this goal in mind, the CDS-Boston Centre Board of Directors establishes this process for reporting and responding to a violation of the CDS-Boston Centre Code of Conduct:

1. Anyone who feels they have experienced a violation of the CDS-Boston Centre Code of Conduct may contact either CDS-Boston Centre President at president@cds-boston.org, or CDS-Boston Centre Vice-President at vp@cds-boston.orgor any other member of the CDS-Boston Centre Board or any dance organizer to report the violation. As per the Code of Conduct, contacts for reporting violations may be communicated by email, phone call, or in person. The names of the current office holders can be found at https://www.cds-boston.org/about/contact-info/.
2. Once contacted, the CDS-Boston Centre representative will promptly inform the President and Vice-President, and a meeting (teleconference or actual meeting) of the Executive Committee will be called.
3. The Executive Committee will gather facts and interview those involved.
4. If by a preponderance of evidence the CDS-Boston Centre Executive Committee determines that the Code of Conduct has been violated, then one of the following actions will be taken by the Executive Committee:

    A. A written warning will be sent to the offender advising them to change their behavior immediately.
    B. If behavior does not change, the offender will receive a registered letter informing them that they are banned from CDS-Boston Centre events for a term of years. Following the expiration of the ban, the offender may petition the then CDS-Boston Centre Executive Committee for resumed access to CDS-Boston Centre events.
    C. If the situation warrants, the Executive Committee will mail a registered letter permanently banning the offender from any and all CDS-Boston Centre events.
    D. The President will inform CDS-Boston Centre Board, event leaders, teachers, and organizations that co-fund or co-organize camp sessions of any ban resulting from a violation of the Code of Conduct, whether temporary or permanent.
    E. If the situation warrants, legal action maybe initiated by CDS-Boston Centre, in order to protect persons who are covered by this policy. The underlying allegations/facts relied upon for a determination of a violation of the Code of Conduct may also be referred to a law enforcement agency when in the judgment of the CDS-Boston Centre Executive Committee the same becomes necessary.