



Club Disciplinary Checklist

For more in-depth information, please refer to *Policy Violation Quick Reference Guide* and **Protocol 3.0: Ethics and Conduct**, Section 2. Club Procedure to Discipline a Member. **In case of conflict, Protocol 3.0, Section 2 will take precedence.**

Section	Date Started (MM/DD/YYYY)	Date Completed (MM/DD/YYYY)	Action	Notes
1.			Club member(s) files a complaint to Club President or next highest-ranking club officer (Investigative Officer).	
			Investigative Officer completes the confidential investigation of charges.	
			Investigative Officer discusses findings with complainant and charged members(s). If resolved, no further actions are needed.	
			Investigative officer refers unresolved matter to Club Executive Committee (CEC).	
			The CEC determines by majority vote if a hearing is required based on evidence. If disciplinary hearing is required, CEC determines who conducts the hearing (CEC or the club members).	
2.			Start of Disciplinary Hearing Procedure Conducted by the Club Executive Committee (CEC) (If the hearing is to be conducted by club members skip to appropriate Section 3 below)	
			The CEC (Club President) creates the Notice of Hearing and writes to the charged member.	

Section	Date Started (MM/DD/YYYY)	Date Completed (MM/DD/YYYY)	Action	Notes
2.			The charged member responds to CEC (Club President) within required timeframe (15 days from when notice was sent)	
			CEC distributes notice of hearing, and any response to the CEC.	
			The CEC asks the charged member and investigative officer clarifying questions.	
			The CEC holds the disciplinary hearing with the charged member (Hearing is chaired by the Immediate Past Club President).	
			The CEC notifies the charged member and club members in writing of the action taken within one week of the disciplinary hearing.	
			The charged member may appeal the decision of the CEC to the club within 15 days of the date of receipt of decision notification.	
			The CEC conducts appeal in front of the club members.	
			This step only applies to membership termination at the club-level. If a member's appeal is successful, the Club President or next highest-ranking officer notifies World Headquarters of appeal decision using the Member Disciplinary Outcome Notification form within seven days of appeal decision.	
			<i>End of Disciplinary Hearing Procedure Conducted by the Club Executive Committee (CEC)</i>	
3.			<i>Start of Disciplinary Hearing Procedure Conducted by the Club Members</i>	
			The Club Executive Committee (Club President) creates the Notice of Hearing and writes to the charged member.	

Section	Date Started (MM/DD/YYYY)	Date Completed (MM/DD/YYYY)	Action	Notes
3.			The charged member responds to CEC (Club President) within required timeframe (15 days from when notice was sent).	
			The CEC (Club President) distributes the Notice of Hearing, and any response to the club members.	
			The Immediate Past Club President or next highest ranking club officer (Chair) holds the disciplinary hearing.	
			The Chair presents the list of charges to the club members.	
			The charged member addresses the charges to the club members.	
			The club members ask the charged member and investigative officer clarifying questions.	
			The charged member is excused. Club members discuss and vote if charges are substantiated.	
			If substantiated, club members determine appropriate disciplinary action to be taken.	
			The Chair notifies the charged member and the club members of the action taken.	
			This step only applies to membership termination at the club-level. The Club President or next highest-ranking officer notifies World Headquarters on the Member Disciplinary Outcome Notification Form within seven days if the club member was removed from membership in the club. If the Club President is the member removed, the next highest-ranking officer is responsible to notify World Headquarters.	
		<i>End of Disciplinary Hearing Procedure conducted by the club members</i>		