



# Due Process Flowchart

Determining when to use due process to resolve an issue with a Member can be tricky. Especially when a situation has the potential to negatively impact other Members and Chapter operations, it's important to resolve it swiftly for everyone's benefit. If you have questions about due process, contact the National Office for guidance.

Chapter notices that there is an issue with a Member and someone from the Executive Board--ideally the Brother at Large--checks in with the Member

*If the issue is not resolved, is the Member in violation of Chapter or National policy?*

NO

Brother at Large schedules a follow-up conversation to check-in with the Member

YES

- Formal communication via email:
- policy being violated
- potential consequences if continued
- disciplinary procedure

*Did the Member's behavior improve?*

YES

No further action

NO

- Proceed with disciplinary action
1. Inform the Member via email:
    - specific policy violations for which they are being disciplined
    - details related to the Member's hearing (at least one week out)
  2. Convene trial board

The process should continue as planned even if the Member chooses not to attend the hearing. Chapter policy should outline the protocol for communicating with the Member in this case including notification of the outcome of the hearing and resulting consequences (probation, suspension, expulsion, etc.).

## Following the hearing:

1. Recommendation of consequence based on trial board's findings
2. Chapter debate and vote
3. Formal communication to Member via email
  - trial board's findings and the result of the Chapter vote
  - consequences including timeline and additional action required