



Developing a Chapter Disciplinary Process

In order for a disciplinary process to be complete and equitable, it must provide for fair and impartial treatment of Members who violate Chapter or National policy. So what does this mean for your Chapter? Asking the questions below will help you develop an equitable disciplinary process that is complete, document and benefits Members and the Chapter as a whole:

Notification of Member Actions

- How can a Member access governing documents when they are informed of a policy violation?
- What is the process by which a Member may make notification of another Member's actions violating Chapter or National policy?

Check-in with Member

- Who should make first contact with a Member whose actions violate policy and by what method of communication (email, face-to-face, etc.)?
- What steps should be taken to document the conversation and plan follow-up?

If a hearing is required:

Official Communication with Member

- Who is responsible for sending official notification of the hearing to the Member and the Chapter Advisor and in what timeframe?
- How will the Member receive official communication regarding the violation and timing of the hearing?
- What is the process for the Member to communicate if they cannot attend?

Facilitation of a Hearing and Follow-up

- Who will be responsible for overseeing the hearing?
- How will the Member receive communication of the decision and in what timeframe?

The Role of the Parliamentarian in the Disciplinary Process

The Parliamentarian is an Officer position required by the National Constitution, and the Parliamentarian role is integral to the success of any Chapter. The primary goal of the Parliamentarian is to ensure adherence to Chapter and National policy. The position is also the Chapter expert on *Robert's Rules of Order* and is responsible for educating Initiates and Members on parliamentary procedure. The responsibilities of the Parliamentarian may also be expanded to support strong disciplinary policy, as follows:

- Communicate regarding policy violations, hearing scheduling, and disciplinary decisions;
- Oversee the process for randomly selecting Members for a Trial Board;
- Share materials related to the disciplinary matter with Members of the Trial Board;
- Provide answers to policy and process questions from the Trial Board;
- Communicate Trial Board recommendations to the Chapter and motion for disciplinary action.