

AFT GUILD, LOCAL 1931
MEMBER DISCIPLINE POLICY

Updated and Approved November 1st, 2018

- a. This policy shall apply to current Guild members and applicants for Guild membership, both new and returning.
- b. A member or applicant for membership may be disciplined or denied membership by the organization for actions contrary to the Guild's Constitution or Bylaws, the Guild's Mission Statement, the Guild's Code of Conduct, the interests of the Guild or its membership, or for behavior that has generally been regarded as not meeting general standards of civility as defined in the Guild's Code of Conduct.
- c. Such action may only be initiated by the bringing of written and signed charges to the Executive Council by three or more regular members in good standing of the local; these charges must be brought within 60 days of the time the charging parties knew or reasonably should have known of the alleged offense, and must include a specific and detailed accounting, including any documentation, of the allegations against the member.
- d. Charges must be submitted to the Guild's President, provided that if the charges are against the President, they shall be submitted to the Guild's Grievance Chair. Upon the receipt of such charges, the Executive Council shall cause a preliminary investigation to be conducted in order to determine whether the charges against the member are supported by substantial direct evidence which, if not rebutted, would establish all elements of the charges. This preliminary investigation shall be carried out by a minimum of three members in good standing of the union (who are not Executive Council members), appointed by the Executive Council, who have no formal connection to the accuser(s) or the accused. In addition, at this time, the Executive Council shall give a copy of the charges to the accused member.
- e. This preliminary investigation must be conducted in as timely a manner as possible, but no longer than 60 days. At the conclusion of the preliminary investigation, the results of the investigation will be communicated to the Executive Council.
- f. Following the preliminary investigation, the Executive Council shall vote on the question of whether a disciplinary hearing should be held. If a majority of the Executive Council votes to hold a hearing, the member who has been charged shall be given at least ten (10) days written notice of the hearing.
- g. At a disciplinary hearing, the member who has been charged shall have the right to be represented by a person of his or her choice, and shall have the right to question the charges and present evidence and witnesses to support her/his defense.
 1. The hearing shall be presided over by the Guild President or her/his designee, unless she/he is an accuser or the accused. In this case the Executive Council shall select by majority vote an impartial member of the Executive Council to preside over the hearing.
 2. At the conclusion of the hearing, a two-thirds (2/3) vote of the Executive Council members present shall be required for discipline.
 3. Discipline may include suspension or expulsion from the Guild.
 4. If a member of the Executive Council has brought the charges against the member, or is the subject of the charges, that Executive Council member(s) shall recuse him/herself from the vote.
- h. A disciplined member may appeal the decision of the Executive Council to the membership by requesting a vote at the next regularly scheduled membership meeting. A simple majority of the members voting shall be sufficient to overrule the decision of the Executive Council to discipline.

- i. At any time during this process, a member against whom charges have been filed may be suspended from any appointed or elected office or position s/he may hold in the Guild by a two-thirds (2/3) vote of the Executive Council. The member will be immediately reinstated to her/his position if either:
 1. At the conclusion of the preliminary investigation if the Executive Council opts not to hold a hearing (as specified in (e)), or
 2. The member is exonerated at the conclusion of the disciplinary hearing (as specified in (f)) or on appeal (as specified in (g)).
- j. In all cases, the provisions of this disciplinary process shall be carried out in as timely a manner as possible, and every attempt will be made to keep these matters confidential to the extent possible consistent with the procedures outlined above.