

Disciplinary Actions

Members

Offenses in a Meeting

Minor Offense

Repeatedly speaking out of turn and/or disrespectfully to another member(s).

1. **First Warning** - The President will remind the member to speak courteously and in turn
2. **Second Warning** - The President will ask the member to remain quiet for the remainder of the meeting.
3. **Third Warning** - The President will require the member to leave the meeting and the member's name, contact information (email and/or mailing address, if possible), and the incident shall be notated on the Minutes by the Recording Secretary.
4. Two or more repeated minor offenses will result in an Executive Board vote at the next Regular or Special Meeting, to either suspend membership or expel the member from the organization.
 - A. The member shall be given notice of the vote and is encouraged to attend the meeting.
 - B. The charge(s) and its specifics shall be read by the President.
 - C. The offending member may then present a brief defense and/or apology to the assembly.
 - D. Recommendations from all attending members to either suspend or expel the offender will be taken at this point.
 - E. The President shall then move to either suspend or expel the member.

Minor Offense cont.

- F. The motion shall be adopted by a majority vote of the Executive Board Members in attendance, where a quorum is present.
5. An official letter from the Hui shall be emailed/mailed to the member, detailing either:
- A. Suspension - The duration (specific dates) and member rights and privileges that shall be revoked during this time period.
 - B. Expulsion - The permanent removal of a member and forfeiture of all their rights and privileges with regards to the Hui.

The letter shall also mention an Appeals Process, but further details will require formal inquiry on the member's part.

Major Offense

Any physical altercation by a member or between members.

1. Investigation as to the cause of the altercation shall be conducted right away, by the Executive Board Members, led by the President. The incident, name(s) of the involved party/parties, and their contact information (email and/or mailing address, if possible) shall be recorded into the Minutes by the Recording Secretary.
2. If necessary, the meeting shall be adjourned by the President, to be rescheduled at a later date.
3. The incident will result in an Executive Board vote at the next Regular or Special Meeting, to either suspend the membership(s) of the involved party/parties or expel that member(s) from the organization.
 - A. The member shall be given notice of the vote and is encouraged to attend the meeting.
 - B. The charge(s) and its specifics shall be read by the President.

Major Offense cont.

- C. The offending member may then present a brief defense and/or apology to the assembly.
 - D. Recommendations from all attending members to either suspend or expel the offender will be taken at this point.
 - E. The President shall then move to either suspend or expel the member.
 - F. The motion shall be adopted by a majority vote of the Executive Board Members in attendance, where a quorum is present.
4. An official letter from the Hui shall be emailed/mailed to the member(s), detailing either:
- A. Suspension - The duration (specific dates) and member rights and privileges that shall be revoked during this time period.
 - B. Expulsion - The permanent removal of a member and forfeiture of all their rights and privileges with regards to the Hui.

The letter shall also mention an Appeals Process, but further details will require formal inquiry on the member(s)'s part.

Offenses Outside of a Meeting

Non-Formal Complaint Against a Member

1. Name and contact information (email and/or mailing address) shall be taken from the informer and kept confidential from all members except the Executive Board.
2. The matter shall be addressed by the Executive Board at the next Regular or Special Meeting.

*Non-Formal
Complaint Against a
Member cont.*

- If the informer refuses to leave their name and contact information, then the complaint shall be noted in the Minutes, by the Recording Secretary, as a “Possible Future Complication,” and any further action regarding the matter shall cease.
3. If the Executive Board determines that further investigation is needed, the President shall appoint an Investigating Committee to do so.
- The investigation is to be kept confidential.
 - Any findings shall be verbally reported at the next Regular or Special Meeting of the Executive Board ONLY, and a written report signed by all Investigating Committee Members shall be submitted to the Recording Secretary to keep in the Hui’s records.
 - If more time is required to look into the incident, the committee must request for it here.
 - All attendees shall also be bound by this confidentiality until the Executive Board has concluded the matter. Failure to do so can result in that violator’s suspension or expulsion.
4. Complaint Verification:
- A. If the complaint cannot be verified, it shall be notated in the Minutes, by the Recording Secretary, as “Inconclusive,” and a notice of such shall be emailed/mailed to the informer. Any other action regarding the matter shall cease.
- B. If the complaint is verified, the Hui shall require a preferral of charges from the accuser.
- If the accuser refuses to submit a preferral of charges, then an official letter from the Hui shall be emailed/mailed to the accused,

*Non-Formal
Complaint Against a
Member cont.*

detailing their misconduct and the possibility of suspension should they continue in like manner. Any other action regarding the matter shall cease.

5. The submission of the preferral of charges to the Hui shall result in an Executive Board vote at the next Regular or Special Meeting, to either suspend the membership of the accused or expel that member from the organization
 - A. Both the accused and the accuser shall be given notice of the vote and are encouraged to attend the meeting.
 - B. The charge(s) and its specifics shall be read by the President.
 - C. Both the accused and accuser shall be offered time to present their case.
 - D. Recommendations from all attending members to either suspend or expel the accused will be taken at this point.
 - E. The President shall then move to either suspend or expel the member.
 - F. The motion shall be adopted by a majority vote of the Executive Board Members in attendance, where a quorum is present.
6. An official letter from the Hui shall be emailed/mailed to the member, detailing either:
 - A. Suspension - The duration (specific dates) and member rights and privileges that shall be revoked during this time period.
 - B. Expulsion - The permanent removal of a member and forfeiture of all their rights and privileges with regards to the Hui.

*Non-Formal
Complaint Against a
Member cont.*

The letter shall also mention an Appeals Process, but further details will require formal inquiry on the member's part.

7. Notice of the matter's conclusion shall be emailed/mailed to the accuser and any other actions regarding the matter shall cease.

**Formal Complaint
Against a Member**

1. Upon the submission of a formal complaint to the Hui, The President shall automatically appoint an Investigating Committee, to look into the matter further.
 - The investigation is to be kept confidential.
 - Any findings shall be verbally reported at the next Regular or Special Meeting of the Executive Board ONLY, and a written report signed by all Investigating Committee Members shall be submitted to the Recording Secretary to keep in the Hui's records.
 - If more time is required to look into the incident, the committee must request for it here.
 - All attendees shall also be bound by this confidentiality until the Executive Board has concluded the matter. Failure to do so can result in that member's suspension or expulsion.
2. If the complaint cannot be verified, it shall be notated in the Minutes, by the Recording Secretary, as "Inconclusive," and a notice of such shall be emailed/mailed to the informer. Any other action regarding the matter shall cease.
3. Verification of the complaint shall result in an Executive Board vote at the next Regular or Special Meeting, to either suspend the membership of the accused or expel that member from the organization.

*Formal Complaint
Against a Member
cont.*

- A. Both the accused and the accuser shall be given notice of the vote and are encouraged to attend the meeting.
 - B. The charge(s) and its specifics shall be read by the President.
 - C. Both the accused and accuser shall be offered time to present their case.
 - D. Recommendations from all attending members to either suspend or expel the accused will be taken at this point.
 - E. The President shall then move to either suspend or expel the member.
 - F. The motion shall be adopted by a majority vote of the Executive Board Members in attendance, where a quorum is present.
4. An official letter from the Hui shall be emailed/mailed to the member, detailing either:
- A. Suspension - The duration (specific dates) and member rights and privileges that shall be revoked during this time period.
 - B. Expulsion - The permanent removal of a member and forfeiture of all their rights and privileges with regards to the Hui.

The letter shall also mention an Appeals Process, but further details will require formal inquiry on the member's part.

5. Notice of the matter's conclusion shall be emailed/mailed to the accuser and any other actions regarding the matter shall cease.

Appeals Process

For Members

Appeals may only be made to overturn a member's expulsion and not to overturn the details of an offense or complaint.

1. The expelled member must submit a formal apology and three (3) character references from three (3) other members to the Hui.
2. The Hui will then extend an invitation to the expelled member to participate in three (3) upcoming Hui events; either as a non-member during Regular Meetings or a volunteer during fundraisers.
3. This shall be a trial period in which the expelled member's behavior shall be monitored and documented by either the Recording Secretary or, in their absence, the Corresponding Secretary for Public Relations.
4. Upon completion of the Trial Period, the report of the expelled member's behavior shall be presented by the Recording Secretary at the next Regular or Special Meeting of the Executive Board.
5. Recommendations from all attending members to either extend the trial period or overturn the member's expulsion shall be taken at this point.
6. The President shall then move it to a vote.
7. The motion shall be adopted by a majority vote of the Executive Board Members in attendance, where a quorum is present.
8. An official letter from the Hui shall be emailed/mailed to the suspended/expelled member, detailing either:
 - A. Extension of Trial Period - A final number of upcoming events the expelled member will be required to participate in.

For Members cont.

- B. Repeal of Suspension/Expulsion - The specific date the member's status, rights, and privileges shall be returned to them.

The letter shall also remind them of the conduct expected of them as a reinstated member of the Hui.