

IPA Policy Manual

Chapter 4 – Membership

4.1 Discipline of Members

The Board of Directors may censure, suspend or expel from membership any member of the Association for conduct unbecoming to the mission, vision or beliefs of the Association. Discipline of any member shall be in accordance with this policy. Regions of the Illinois Principals Association shall not have disciplinary authority separate or independent from this policy.

1. Any Association member or any IPA Region may submit to the Association's Executive Director in writing a formal request to have a member's conduct investigated. All requests must be signed by the individual making the request.
2. The Executive Director shall direct the Association's General Counsel or hire outside counsel to investigate the matter and prepare a written report. The report shall indicate the particular vision, mission or belief of the IPA that the member is alleged to have violated. In preparing such report, counsel shall communicate with the member whose conduct is under investigation and shall include in the written report the position of the member under investigation. The member under investigation shall also have the right to prepare a written statement, which shall be submitted as an exhibit to the General Counsel or outside counsel's report.
3. The final written report of the General Counsel or outside counsel shall be forwarded to the Executive Committee of the Board of Directors for consideration. Upon an affirmative vote of a majority of Executive Committee members, the matter shall be referred to the full Board of Directors for further action consistent with this policy. If a majority of the members of the entire Executive Committee fail to vote to refer the matter to the full Board of Directors, no further action shall be taken. The Executive Committee shall consider all issues in a timely fashion. The member whose conduct is being investigated shall be immediately informed of the decision of the Executive Committee.
4. Upon receiving a disciplinary matter from the Executive Committee, the Board of Directors shall convene within 90 days to fully consider all evidence and determine whether or not the member should be disciplined and, if discipline is deemed appropriate, the exact discipline to be administered. In the case where discipline is deemed to be appropriate, the Board of Directors shall delineate the mission, vision or belief of the IPA that the member is found to have violated. Discipline may include a written censure, suspension

for a specific period of time or expulsion from membership. The Board of Directors may consider such matters at a regularly scheduled Board meeting.

5. All discussions and deliberations of the Board of Directors shall be done in closed session.
6. A member may be censured only upon a vote of a majority of the Board of Directors. A member may be suspended or expelled only upon a vote of two-thirds of the Board of Directors.
7. All final action shall take place in open session.
8. The following due process shall be provided to any member who the Board of Directors determines should be disciplined.
 - a. Censure: Censure shall be a formal warning and shall be served upon the member within 10 days of the Board's decision. Notice of censure shall include reasons for the censure and information regarding the right of appeal. The member, within 10 days of receiving such notice, may request in writing a hearing before the Board of Directors to challenge the censure. If no hearing is requested within 10 days, the censure shall go into effect. If a hearing is requested, it shall be scheduled within 90 days of the request. The member under investigation, at his or her own expense, shall have the right to be represented by counsel at the hearing. The Association shall be represented at the hearing by its General Counsel or outside counsel hired for such purpose. Upon conclusion of the hearing, the Board of Directors shall consider the evidence and vote to uphold, modify or overturn the censure. The decision of the Board is final.
 - b. Suspension: A notice of suspension shall be sent to the member within 10 days of the Board's decision. Notice of suspension shall include reasons for the suspension, the term of the suspension and information regarding the right to appeal. The member, within 10 days of receiving such notice, may request in writing a hearing before a neutral hearing officer to challenge the suspension. The IPA shall select the hearing officer. If no hearing is requested within 10 days, the suspension shall go into effect. If a hearing is requested, it shall be scheduled within 90 days of the request. The member, at his or her own expense, shall have the right to be represented by counsel at the hearing. The Association shall be represented at the hearing by its General Counsel or outside counsel hired for such purpose. Within 20 days of conclusion of the hearing, the Hearing Officer shall render a decision upholding, modifying or overturning the suspension. Failure of the hearing officer to render a decision within 20 days shall not cause the proceedings to be dismissed. The decision of the Hearing Officer is final.

- c. Expulsion: A notice of expulsion shall be sent to the member within 10 days of the Board's decision. Notice of expulsion shall include reasons for the expulsion, the term of the expulsion and information regarding the right to appeal. The member, within 10 days of receiving such notice, may request in writing a hearing before a neutral hearing officer to challenge the expulsion. The IPA shall select the hearing officer. If no hearing is requested within 10 days, the expulsion shall go into effect. If a hearing is requested, it shall be scheduled within 90 days of the request. The member, at his or her own expense, shall have the right to be represented by counsel at the hearing. The Association shall be represented at the hearing by its General Counsel or outside counsel hired for such purpose. Within 20 days of conclusion of the hearing, the Hearing Officer shall render a decision upholding, modifying or overturning the expulsion. Failure of the hearing officer to render a decision within 20 days shall not cause the proceedings to be dismissed. The decision of the Hearing Officer is final.
9. Any member who is under suspension or expelled shall not be allowed to participate in any Association functions or to represent himself or herself as a member of the Association.
10. A member who has been expelled may seek reinstatement after a period of 5 years. The Board of Directors, by a two-thirds vote, may reinstate an expelled member.
11. Association dues will not be reimbursed for the period of suspension or expulsion.

Adopted: July 19, 2007