

Procedure for Declaring a Member Inactive

This procedure is designed for only the most serious situation. It should never be used until all other methods have been tried. The first method, obviously, is for two or three members to talk to the member in question to see if she can be convinced of a need to change. The next step, if that does not work. Would be to tell the member that her actions are distressing to the chapter and ask her to take a member-at-large status. If that fails, the following procedure can be used:

1. The Executive Board is notified of the possible need to declare a member inactive and given the supporting reasons for that action. If the Executive Board determines that the supporting reasons are of sufficient seriousness, a meeting is arranged with the complaining member, the member who is charged with violation of her promises, and the Executive Board. If the situation is common knowledge in the chapter and there is no complaining member, the Executive Board and the member charged attend the meeting without a complaining member. At that meeting the member is advised of the complaints against her. Only matters of fact, which are definitely provable, should be dealt with. The member is given an opportunity at that time to explain or defend her actions. When both sides have been presented, all who are not members of the Executive Board are excused and the Executive Board decides by vote whether to proceed with the action to declare the member inactive. A majority vote of the Executive Board is required.
2. If the vote in the Executive Board is in favor of declaring the member inactive, this is reported to the chapter at a regular or special meeting to which all members must be invited including the member being declared inactive. The President then explains to the chapter that it is the recommendation of the Executive Board that the chapter consider and vote on the action of declaring the member inactive, listing at that time the matters of fact which are provable upon which the action is based. She should give the chapter also a summary of the response made by the member in question at the Executive Board meeting and permit her a reasonable amount of time to add any information she feels is important at that time. Any member of the chapter may ask questions of the Executive Board or the member in question. When that is accomplished, a vote is taken by secret ballot.
3. If two-thirds of the votes cast are in favor of declaring the member inactive, the motion is carried and the member in question and the chapter are notified immediately of the decision. The member in question is then excused from the meeting. If the vote fails, the member in question may excuse herself from the meeting at that time or remain if she wishes.
4. If the chapter has not voted by a two-thirds vote to declare the member inactive, the President should then state that the matter is closed and will not be discussed further, but that the fact of the action being considered at all indicates a problem which the member in question and every member of the chapter will need to make a serious effort to correct and overcome.
5. If the vote has been to declare the member inactive, the action must be reported to International by letter immediately. At that time, the member in question will be placed in a member-at-large status in the International Organization. She will be eligible to apply for transfer to another chapter of her own degree.

6. No other action of any kind should be taken and no statements of any kind whatsoever should be made by any member or members of the chapter in regard to the action that the chapter has taken. It must remain entirely within the confines of the chapter and every care must be taken to avoid in any way the possibility of written or oral statements which would leave the chapter and individual members open to charges of slander or defamation of character, and which would injure the member in question in the eyes of the community.

NOTE: If there are any questions at all about this procedure, please write or call International before you use it. This is a very serious step and one that should not be lightly considered by the chapter.

Situations serious enough to cause consideration of declaring a member inactive would include, but not be limited to:

1. Behavior which is immoral or obscene.
2. Gross miscarriage of duties such as diversion of funds belonging to the chapter.
3. Refusal, without excuse, to participate in most or all chapter activities.
4. Behavior toward one or more other members such as verbal attack, malicious gossip, or dishonesty.
5. Conviction of a criminal offense when the chapter determines that the member does not warrant or deserve the continued moral support and friendship of the chapter. This would not, of course, include such things as traffic offenses or other minor infractions.