

## **Process to Impeach an Officer**

**Step 1:** Three or more officers/members must bring the petition to the attention of the Counselor.

**Step 2:** The officer in question must be sent an official letter, approved and signed by the Chapter Counselor, informing him or her that the chapter has begun the impeachment process and outlining the reasons for pursuing impeachment and the process to be followed. The reasons for impeachment must be based on established criteria (refer to the appropriate officer guidebook).

The officer must have the opportunity to respond to the charges in writing and/or in person. The officer must have the right to appeal his or her case before an impartial committee. The impartial committee should be comprised of the Chapter Counselor(s), two Executive Committee members, and one or two (to create an odd-numbered committee) faculty members who preferably are Society members. This committee must decide whether the charges are warranted to proceed with the impeachment process. Individuals who participated in the impeachment request may not serve on this committee. If the committee determines the proposed impeachment to be unwarranted, the process is terminated.

**Step 3:** A vote for impeachment by the Executive Committee will pass with a three-fourths majority vote. Consideration must be based only on the documented criteria. The Executive Committee's decision is final.

**Step 4:** Headquarters must be sent an official letter stating that the chapter has voted to impeach the officer or that the officer has chosen to step down. This letter also must include the name of the member who will fill the vacant position.

The impeached officer will remain a member of the chapter and the Society.