USAPA DISCIPLINARY POLICY AND PROCEDURE FOR AMBASSADORS

Disciplinary Policy

The USAPA has the authority to discipline any Ambassador who, by conduct or neglect, acts in a manner detrimental to the purposes and mission of the USAPA or violates the USAPA’s bylaws, rules, or ethical standards.

Any action taken by an Ambassador that reflects poorly on the USAPA, is inconsistent with USAPA policy, including the Code of Conduct, or is a direct hindrance to the effective performance of USAPA’s volunteer or job functions may lead either to disciplinary action or immediate termination of the Ambassador’s position.

The main objective of the Ambassador Disciplinary Policy is to communicate the requirements for continued service as an Ambassador on behalf of the USAPA. Disciplinary actions include but are not limited to oral warnings, written warnings (with or without restrictions), suspensions, or termination.

Disciplinary Procedure

The disciplinary procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. When the USAPA receives notice of a complaint about the conduct or neglect of an Ambassador, it will take the following actions under normal circumstances:

- The matter or complaint will be referred to the Director of Ambassadors and/or the Assistant Director for action;
- The Director and/or Assistant Director will review the matter or complaint to determine whether the alleged behavior or neglect meets the threshold criteria of reflecting poorly on the USAPA, violating USAPA policy, or hindering others’ duties;
- The Ambassador who is the subject of the complaint will be advised of the nature of the complaint by the Director/Assistant Director and placed on suspension, usually immediate suspension, pending an investigation into the merits of the complaint;
- A review committee of five people will be formed: Director, Assistant Director, and three Regional Directors selected by the Director and Assistant Director. The three Regional Directors will be selected from regions outside the region of the Ambassador who is the subject of the complaint;
- The Ambassador who is the subject of the complaint will be given the opportunity to state his or her defense or justification in writing;
- The committee will conduct a factual investigation to determine whether the complaint should be sustained, partially sustained, or dismissed and will then decide, by majority vote, on whether to dismiss the complaint or sustain it. If it is sustained, the committee will determine the discipline to be imposed and will communicate it to the Ambassador who is the subject of the complaint;
- The decision of the committee is final, except in the case where the charged Ambassador feels that the committee should consider additional or new information. In that case, the Ambassador will present the additional or new information to the committee in writing within 30 days of the date of the decision and request the committee to reconsider its decision;
- The committee will reconvene to consider the request for reconsideration and will involve USAPA’s counsel, who will be added as a non-voting member of the committee, to advise on the procedure followed by the committee and on whether the committee’s decision is adequately supported by the facts, observations and statements discovered in the committee’s investigation;
- The committee’s reconsidered decision is final;
- A record of any written warning, suspension, restriction or termination will be maintained by the committee for three years.