



EOS Discipline Role Policy

Updated April 2019

In order to keep the laying of charges separate from hearings, and to avoid any appearance of bias, the duties involved in discipline have been separated. There are now 3 separate roles:

- 1. Discipline Case Worker (DCW)**
- 2. District Discipline Chair (DDC)**
- 3. Discipline Panel Members (DPM)**

1. Discipline Case Worker (DCW)

An EOS staff member, the DCW coordinates the administration of each discipline case through to its conclusion including:

- Receive and log each case
- Send the case to, and receive a decision from the DDC on which organization will hear the case, and what charges to lay
- Send out the hearing notices along with background information
- Find objective panel members for each case
- Act as recording secretary at hearings
- Send out hearing decisions and rights of appeal
- Report to ED monthly as to the case results

2. District Discipline Chair (DDC)

The DDC is NOT to sit on any discipline panel. The job of the DDC is to review all discipline cases to decide what organization will hear the charges, and what charges, if any, to lay. The DDC must have their Level 1 Discipline and Appeals Certification and may not be a Board or staff member of the EOS. Ideally this person will reside outside of the District or will have no other affiliation with any Club in EOS, or the EOS itself.

3. Discipline Panel Member (DPM)

Each discipline panel will consist ideally of three panel members. Two panel members can hear a case if necessary, if the accused agrees to it in writing. One member of the panel will be appointed as the Chair of the panel. Each DPM must have their Level 1 Discipline and Appeals Certification and must not have any affiliation with any party to the case being heard. The DPMs will receive the notice of hearing and background information at the same time as the accused, or when assigned to the case. DPMs will not be staff or Board members of the EOS.