

# SCAPA

**Subject:** Dismissal of Board Member

**Primary Responsibility:** Personnel Committee  
President

**Date:** May 25, 2007

## **POLICY STATEMENT:**

Board members may be dismissed from the Board should they be derelict in carrying out their job responsibilities.

## **Purpose:**

To assure proper procedures are followed in dismissing any Board member for dereliction of duties.

## **Procedures:**

1. If any Board member feels another Board member is not following their job description and is derelict in their duties, they are to report to the President and give corroborating evidence if possible.
2. The President will call together the Personnel Committee to discuss what has been reported. This can be done by mail, phone or email, as well as a special meeting.
3. If the Personnel Committee does determine that said Board member has been derelict in their duties, the President will send them a certified letter to express the concerns of the Personnel committee, the areas in which the Board member needs to improve, and a deadline for response.
4. The Board member will then need to send in writing, to the President, how they plan to correct their actions and by what date.
5. Should said Board member not improve in their job duties, the Personnel Committee may vote to dismiss them from the Board. They will be sent a written notice as to why they are being dismissed.
6. Said Board member must immediately return anything belonging to SCAPA including, but not limited to, Policy and Procedure Notebook, any SCAPA supplies in their possession, any notebooks or records in their possession, etc. If there is a SCAPA account in their name, they are to go with a representative, assigned by the Board, to transfer said account out of their name.
7. If said Board member does not comply with this policy, the Board may elect to take legal action.