

1.3 ABA Discipline Committee

1.3.1 In the case of all disciplinary infractions, the ABA Commissioner or the ABA Discipline Committee, or person(s) designated by them, shall assume responsibility for determining necessary additional penalties, enforcing penalties and for any other disciplinary actions.

1.3.2 Shall consist of a minimum of one (1) member of the ABA Staff, a minimum of one (1) member of the ABA Board of Directors, a minimum of one (1) ABA member in good standing, as determined by the ABA Board of Directors.

1.3.3 In the event that a corroborated complaint is brought by, or against, a serving member of the ABA Executive, Board of Directors, Staff, a minimum of three (3) ABA members in good standing will be appointed by the Executive to serve in place.

1.3.4 The committee shall review written submissions, gather information, and/or testimony from the appropriate parties. The committee shall rule on the grievance and make a recommendation to the Executive detailing the findings of the committee, including any action to be taken.

1.3.5 The ABA Discipline Committee shall notify the complainant in writing, with a copy to the Executive, of the findings within seven (7) days of the decision.

1.3.6 The complainant may appeal the ruling to the Appeals Committee. To appeal the decision made there will be a **\$100 CDN** non-refundable fee.

1.4 Appeals Committee

1.4.1 Depending on the severity, frequency and circumstances related to the infraction, a sequence of progressive discipline may be used at the discretion of the ABA Commissioner or the ABA Discipline Committee.

1.4.2 The Appeals Committee shall consist of three ABA members in good standing appointed by the ABA Board of Directors. The committee members may not be members of the Executive, nor the ABA Discipline Committee or staff of the Association that participated in the initial review.

1.4.3 The committee shall gather and review all written grievances, information and/or testimony from the appropriate parties. The committee shall rule on the appeal and make the decision known to the ABA Board of Directors.

1.4.4 The Appeals Committee shall notify the complainant in writing, with a copy to the ABA Board of Directors, of the results of the appeal within seven (7) days of the decision.

1.4.5 The decision of the Appeals Committee is final.

1.5 Reporting Process

1.5.1 Discipline may be dealt with by the ABA Commissioner and in some instances as set out by the Discipline sections the ABA Discipline Committee

1.5.2 Incident report - major incidents injury/discipline