



Chapter Modification and Volunteer Dismissal Policy

Based on our commitment to providing the highest quality service to people who contact CHADD for information, education and support and to comply with all IRS requirements, CHADD reserves the right to make modifications to a chapter's status or terminate a volunteer's involvement within our programs.

Dismissal of a volunteer will occur only as a last resort, and will generally take place following progressive disciplinary actions where possible.

Immediate dismissal of a volunteer may occur in extreme cases.

Grounds for volunteer dismissal or a change of a chapter's status may include, but are not limited to the following:

GROUNDINGS FOR CHANGE TO SATELLITE STATUS

- Financial reporting is 12 months or more behind
- The chapter does not have a Secretary or Treasurer
- The chapter does not provide any necessary documentation that is requested in order to be considered a chapter of the CHADD national office.

GROUNDINGS FOR CLOSURE

- Programming which is in conflict with CHADD's mission
- Using a CHADD group or program to promote a personal business or program which is a violation of the conflict of interest policy.
- Sharing confidential information with others that violates CHADD confidentiality agreement.
- Inactivity – no monthly support meetings or activities
- No response after numerous contacts from the public/national office

GROUNDINGS FOR TERMINATION OF A CHADD & VOLUNTEER RELATIONSHIP

- Using a CHADD group or program to promote a personal business or program and any other violation of CHADD's conflict of interest policy
- Violation of CHADD's confidentiality agreement
- One of the following or a combination of the following performance problems, such as:
 - Frequent angry outbursts
 - Threats to others or the association.
 - Accusations not based upon fact or seriously distorting fact.
 - Behavior and verbal assertions that are seriously in conflict with the mission of CHADD.
 - Discriminatory, obscene and sexually explicit behavior.
 - Rude and disrespectful behavior to other CHADD staff, members or guests.

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- Gossiping maliciously or sharing confidential information about other CHADD staff, members or guests.

CHADD will investigate and document all performance concerns and incidents which may serve as grounds for dismissal. This investigation will include hearing the volunteer's account of the incident, or perspective on the situation.

Where appropriate, verbal warnings may be issued to the volunteer, and documented in his/her file.

The director of partner services will inform the CHADD COO of all verbal or written warnings issued to a volunteer. Dismissal of a volunteer will take place after consultation between the director of partner services and the COO.

The director of partner services may change a chapter's status at any time. The chapter will be informed once the change has been made and the chapter must then close out the chapter's bank account and send the balance to the CHADD National office.

The director of partner services or COO may dismiss a volunteer. There will be written documentation of this dismissal.

Subsequent to dismissing a volunteer, all appropriate CHADD staff will be made aware of the dismissal.

A formal notice of termination will be sent to the volunteer following the dismissal. A copy of this letter will be kept in the volunteer's file.

Appeals Process

If a volunteer disagrees with the termination or change of chapter status, he/she has the right to appeal the decision.

This may be done in writing to the COO within 7 days of dismissal. The COO will then review the situation and make a decision based on careful reconsideration of the issues.

If the volunteer is not satisfied with the decision of COO, he/she may appeal in writing to the national president within 7 days of the COO's decision on appeal. The Board will consult with the COO and make a decision within 30 days.

The decision of the national president is final.

Name (please print): _____

Signature: _____ Date: _____