Governance

Policy Name	Volunteer Removal Policy
Date Approved	October 2026
Updates	

Purpose

On rare occasions, board members and other volunteers may fail to meet the established expectations for conduct or engagement. This policy communicates a transparent process for evaluating the potential need to remove a volunteer from their role.

Related policy: Member Code of Conduct Policy

Policy Statement

Board Member Removal:

If a Board member's actions are in question it should be brought to the attention of the President or CEO immediately. The President or CEO will then discuss the issue with the person in question to gather additional information. If need be, the President or CEO will confer with the Governance Committee to determine the appropriate action. If removal is recommended, it will be brought to the full board for a vote. The board member in question will not be a part of the vote.

Board members accused of violating the AUGS Member Code of Conduct will be evaluated in accordance with the Violations of the Member Code of Conduct Policy.

A board member may be removed in accordance with applicable provisions of the California Nonprofit Corporation Law and in accordance with the AUGS bylaws.

Committee Chair or Vice Chair Removal:

If a Committee Chair or Vice Chair are unable to fulfill their duties, or violate the Member Code of Conduct, the Committee Chair or Vice Chair may be removed from their position. The Board or staff liaison would bring this matter to the attention of the CEO. If the concern is not a violation of the Code of Conduct, the CEO will meet with the Committee Chair or Vice Chair to discuss the concerns. If deemed appropriate, the CEO will bring the matter to the Governance Committee for discussion and action.

Committee Chairs or Vice Chairs accused of violating the AUGS Member Code of Conduct will be evaluated in accordance with the Violations of the Member Code of Conduct Policy.

In the event of an early termination of the Chair, the Vice Chair will assume the role, and the Vice Chair vacancy will be filled with the next call for volunteers or earlier at the discretion of the Governance Committee.

In the event of an early termination of the Vice Chair, the vacancy will be filled with the next call for volunteers or earlier at the discretion of the Governance Committee.

Course Director Removal:

If a Course Director or Co-Director are unable to fulfill their duties, or violate the Code of Conduct, the Course Director or Co-Director may be removed from their position. The Board or staff liaison would bring this matter to the attention of the CEO. If the concern is not a violation of the Code of Conduct, the CEO will meet with the Course Director or Co-Director to discuss the concerns. If deemed appropriate, the CEO will bring the matter to the Executive Committee for discussion and action.

Course Directors or Co-Directors accused of violating the AUGS Member Code of Conduct will be evaluated in accordance with the Violations of the Member Code of Conduct Policy.

In the event of an early termination, the Executive Committee will appoint a new Director or Co-Director.

Additional Volunteers:

If other volunteers (e.g. committee members, task force participants, writing group contributors, etc.) are not actively participating in assigned activities, they may be asked to step down from their position or will not be given the opportunity to renew their term.

Volunteers accused of violating the Member Code of Conduct will be evaluated in accordance with the Violations of the Member Code of Conduct policy.