

# Disciplinary Review Committee (DRC) Charge

## Charge

The Disciplinary Review Committee (DRC) shall review matters and take such actions as outlined in the ABGC Policy and Procedures for Disciplinary Review and Appeal.

## Membership

The Disciplinary Review Committee is a standing committee. The Disciplinary Review Committee shall be composed of five members and the ABGC Executive Director, acting as an ex-officio member. Three members shall constitute a quorum. Composition will include 1 former ABGC Board member, two current Board members (1 of whom must be the Public Advisor; the other cannot be the President or the President-Elect) and two Diplomates who will be appointed by the President. The chair of the Disciplinary Review Committee will be selected by the ABGC President and must be an active member or past member of the Board of Directors.

## Term

Those members of the committee who are not current active members of the Board of Directors will serve 2-year terms. These individuals may serve on this committee more than once but not consecutively. The Board of Directors members of the committee will also be appointed by the President and their term length is not limited other than the limitations imposed by their membership on the Board of Directors.

## Responsibilities

The Disciplinary Review Committee is responsible for evaluating and adjudicating documented cases of misconduct and disciplinary and legal action taken against an ABGC individual as described in ABGC's Policy and Procedures for Disciplinary Review and Appeal.

Responsibilities include:

- reviewing complaints/documentated misconduct of ABGC individuals,
- assessing which complaints may need disciplinary measures,
- conducting all aspects of a disciplinary review, when necessary, as described in the Disciplinary Review Policy, including determination whether grounds for disciplinary action exist and, if so, what disciplinary action should be taken; and
- drafting committee reports for Board calls/meetings.

## Meeting Schedule

The committee will meet as needed by conference call or, in rare instances, in person based on the action required.

## Reporting Structure

The Chair of the Disciplinary Review Committee will be responsible for ensuring that in each instance a written DRC Report is created for the historical record that details the final decision. If an adverse disciplinary action occurs, this record must detail the grounds for the disciplinary action, the sanction(s) imposed, and the rationale for these sanctions. This document must be created irrespective of the final committee decision.

## Budget and Required Resources

1. Conference Call
2. Postage

*Approved on 8/4/2014 by the ABGC Board of Directors*