

JEWISH LAWYERS ASSOCIATION OF PALM BEACH COUNTY, INC.

MEMBERSHIP CONDUCT, DISCIPLINE, SUSPENSION, TERMINATION AND/OR EXPULSION POLICY

Adopted: _____

ARTICLE I. PURPOSE AND AUTHORITY

The Jewish Lawyers Association of Palm Beach County, Inc. (“JLAPBC” or the “Corporation”) is committed to fostering professionalism, ethics, civility, collegiality, character, and respect among its members in furtherance of the Corporation’s mission.

This Policy is adopted pursuant to the authority granted to the Board of Directors under the Bylaws and shall govern the review, discipline, suspension, expulsion, termination and/or expulsion of membership.

Membership in JLAPBC is a privilege extended to individuals who continuously satisfy the qualifications established by the Bylaws and the policies of the Corporation, as well as comply with and/or further the mission of the organization.

ARTICLE II. CONTINUING MEMBERSHIP QUALIFICATIONS

In addition to meeting the eligibility requirements for admission to membership, each member shall continuously:

- A. Maintain active status and good standing with the Florida Bar or another recognized state bar;
- B. Conduct themselves in a manner consistent with the mission, purposes, and values of JLAPBC;
- C. Foster professionalism, ethics, civility, collegiality, and character;
- D. Treat members, guests, sponsors, volunteers, officers, directors, staff, vendors, and event participants with dignity and respect;
- E. Avoid conduct that materially disrupts the operations, programs, events, communications, or reputation of the Corporation, its Board members, Executive Administrator and/or the General Membership; and/or
- F. Refrain from conduct that creates legal, operational, reputational, or safety concerns for the Corporation, its Board members, Executive Administrator and/or the General Membership.

ARTICLE III. STANDARDS OF MEMBER CONDUCT

Members are expected to conduct themselves in a professional manner at all JLAPBC events, meetings, programs, communications platforms, and activities.

Prohibited conduct includes, but is not limited to:

- A. Harassment, intimidation, bullying, stalking, extortion, criminal conduct (exposing to a year or more incarceration), or threatening conduct, whether cyber or otherwise;
- B. Repeated abusive, hostile, excessive, or disruptive communications;
- C. Conduct that interferes with the ability of officers, directors, volunteers, or staff to perform their duties;
- D. Misrepresentation of one's status, qualifications, credentials, or affiliation with the Corporation, its Board members, Executive Administrator and/or the General Membership;
- E. Conduct that materially damages the reputation or mission of the Corporation, its Board members, Executive Administrator and/or the General Membership;
- F. Conduct inconsistent with the standards of professionalism expected of members of the legal profession;
- G. Violations of applicable Corporation policies.

ARTICLE IV. GROUNDS FOR REVIEW

A membership review may be initiated when credible information indicates that a member:

- A. No longer satisfies membership qualifications;
- B. Has engaged in conduct inconsistent with professionalism, ethics, civility, or character;
- C. Has engaged in repeated disruptive, abusive, harassing, criminal, or threatening conduct;
- D. Has materially interfered with the operations or activities of the Corporation, its Board members, Executive Administrator and/or the General Membership;
- E. Has become subject to disciplinary proceedings, sanctions, suspension, disbarment, or other actions that may impact eligibility for membership;
- F. Has engaged in conduct that exposes the Corporation to potential legal, financial, operational, or reputational harm.

ARTICLE V. COMPLAINTS AND REPORTING

Any member, officer, director, volunteer, sponsor, vendor, or event participant may submit a written (paper or electronic) complaint regarding conduct believed to violate this Policy.

Complaints should include, when available:

- A. The identity of the individual involved;
- B. A description of the conduct at issue;
- C. Relevant dates, communications, or supporting documentation;
- D. The names of any witnesses.

Anonymous complaints may be reviewed when sufficient information exists to permit meaningful investigation.

ARTICLE VI. PRELIMINARY REVIEW

Upon receipt of a complaint, the President and Executive Committee shall conduct a preliminary review to determine whether further action is warranted.

The Executive Committee may:

- A. Dismiss the complaint;
- B. Request additional information;
- C. Refer the matter for investigation;
- D. Issue a warning;
- E. Recommend temporary suspension pending review.

The Executive Committee may consult legal counsel at any stage of the process.

ARTICLE VII. EMERGENCY PROTECTIVE MEASURES

When reasonably necessary to protect the Corporation, its members, officers, directors, volunteers, staff, sponsors, guests, vendors or events, the President, with concurrence of a majority of the Executive Committee, may immediately impose temporary administrative restrictions pending review.

Such restrictions may include:

- A. Suspension of event attendance;
- B. Suspension of website access;
- C. Suspension of email distribution privileges;
- D. Removal from committees or leadership positions;
- E. Restriction of access to membership directories, online platforms, or registration systems.

Emergency restrictions are administrative in nature and shall not constitute a final disciplinary determination.

ARTICLE VIII. NOTICE AND OPPORTUNITY TO RESPOND

Before disciplinary action involving suspension exceeding thirty (30) days or termination is imposed, the member shall receive written notice containing:

- A. The nature of the concerns under review;
- B. The applicable provisions of the Bylaws or policies;
- C. The proposed disciplinary action, if any;
- D. The deadline for responding.

The member shall have no more than five (5) calendar days to submit a one-time written response. No supplements, amendments or further communication beyond the initial submission need be considered by the reviewers.

The member may provide documents, statements, and other information for a one-time consideration.

The notice and opportunity to respond may be revoked by a majority vote of the Board if the member has violated the preliminary and/or temporary warning. Immediate disciplinary action may be taken by the Board under those circumstances.

ARTICLE IX. DISCIPLINARY ACTIONS

After review of all available information, the Executive Committee may recommend one or more of the following:

- A. No action;
- B. Educational counseling;
- C. Written warning;
- D. Probationary membership status;
- E. Temporary suspension of membership privileges;
- F. Removal from committee assignments or leadership positions;
- G. Termination, suspension or expulsion of membership; and/or
- H. Non-admission to, exclusion from, or prohibition against attendance at any event, meeting, program, networking function, CLE, social gathering, sponsorship activity, or other activity that is hosted, co-hosted, sponsored, co-sponsored, sanctioned, endorsed, supported, or otherwise affiliated with the Jewish Lawyers Association of Palm Beach County, regardless of whether

such individual attempts to register, attend as a guest, sponsor, speaker, volunteer, or participant; and/or

H. Submission of a formal complaint to The Florida Bar.

Discipline shall be proportionate to the conduct involved.

ARTICLE X. BOARD REVIEW AND DETERMINATION

The Board of Directors shall possess final authority regarding termination and/or expulsion of membership.

After reviewing the recommendation of the Executive Committee and any response submitted by the member, if any and in absence thereof under the terms herein above, the Board may:

- A. Dismiss the matter;
- B. Modify the recommended discipline;
- C. Impose alternative discipline;
- D. Terminate membership.

Any Director with a conflict of interest shall abstain from participation and voting.

Termination of membership shall require the affirmative vote of one more than 50% of the Directors present at a duly noticed meeting at which a quorum exists.

The Board's decision shall be final.

ARTICLE XI. EFFECT OF TERMINATION

Upon termination or expulsion:

- A. Membership privileges shall immediately cease;
- B. Access to members-only events, communications, committees, leadership roles, and Corporation resources shall end;
- C. The Corporation may revoke website access, email distribution access, online registration privileges, and directory access;
- D. The Board may determine whether any refund of dues is appropriate; and
- E. The Member shall immediately cease any and all forms of communication with the past and present Board of Directors, except for pending litigation in which a notice of appearance is filed on a case unrelated to organization-related matters.
- F. Any individual whose membership has been terminated or expelled may be denied admission to any event, meeting, program, networking activity, CLE, social gathering, sponsorship activity,

or other function hosted, co-hosted, sponsored, sanctioned, endorsed, supported, or otherwise affiliated with JLAPBC, at the sole discretion of the Corporation.

ARTICLE XII. REAPPLICATION FOR MEMBERSHIP

Unless otherwise determined by the Board, an individual whose membership has been terminated may not reapply for membership for a period of one (1) year from the effective date of termination.

The Board may impose a longer period or permanent ineligibility where warranted by the circumstances.

Unless otherwise determined by the Board, an individual whose membership has been expelled may never reapply for membership.

ARTICLE XIII. CONFIDENTIALITY

Membership review proceedings shall be treated as confidential to the fullest extent reasonably possible.

Information shall be shared only with those individuals having a legitimate need to know in connection with the review process.

ARTICLE XIV. NON-DISCRIMINATION

This Policy shall be administered consistently and without discrimination.

No member shall be disciplined, suspended, terminated or expelled on the basis of any protected classification recognized under applicable federal, state, or local law.

ARTICLE XV. FAIR AND REASONABLE PROCEDURE

The Corporation shall administer all membership discipline, suspension, expulsion, and termination proceedings in a fair, reasonable, and consistent manner.

The Corporation shall endeavor to provide notice, an opportunity to respond, impartial review, and consistent application of this Policy in all cases.

ARTICLE XVI. RECORD RETENTION

All records relating to disciplinary proceedings shall be maintained in accordance with the Corporation's Records Retention and Destruction Policy and other applicable governance policies.

ARTICLE XVII. RESERVATION OF RIGHTS

Nothing contained in this Policy shall limit the authority of the Board of Directors to take reasonable actions necessary to protect the Corporation, its members, officers, directors, volunteers, staff, sponsors, guests, programs, vendors or events.

The Board retains ultimate authority to interpret, amend and apply this Policy.