

MEMBER DISCIPLINARY PROCESS

Policy

AMT members will be disciplined, if necessary, under Articles IX and XI of the AMT National Bylaws, and this policy.

Purpose

To provide a mechanism to investigate complaints, and discipline, if required, those members whose cases become grounds for such action.

Procedure

Overview

Once an individual is certified by AMT, any person may submit a complaint alleging grounds for disciplinary action against the certificant.

The normal grounds for complaint shall include, but not be limited to:

- Violations of the AMT Standards of Practice
- Violation of AMT Bylaws
- Conviction of a felony for job-related activities.
- Obtaining or attempting to obtain certification by fraud or deception
- Knowingly assisting another individual to attain certification by fraud or deception.
- Misstatement of material facts in gaining certification from AMT.
- Unauthorized possession or distribution of AMT testing materials, including copying and reproducing examination questions.
- Copying answers, permitting someone else to copy answers, or providing or receiving unauthorized assistance during the examination.

Disciplinary Process

1. All complaints must be submitted in writing to the AMT Home Office, with any available supporting documentation or evidence. All complaints will be forwarded to the Judiciary Committee. The Committee will conduct an informal investigation, during which it may seek additional information from the complainant, and will determine within 30 days whether the complaint presents a sufficient basis to initiate a formal disciplinary proceeding. If the Committee decides the complaint is not well founded, it will notify the complainant in writing of its decision. The complainant has no appeal from this decision.
2. If the Committee determines there are grounds for the complaint, the Committee will initiate a disciplinary proceeding by notifying the individual complained against (the “respondent”) of the charges against him or her. The respondent will be allowed 60 days to submit any information and documentation in rebuttal of the complaint. The notification also will inform the respondent of his or her opportunity to be assigned an impartial advisor to explain the Judiciary Committee’s disciplinary procedures and, if desired, to advise the accused member regarding the preparation of a defense to the complaint. Any advisor appointed for this purpose will be an AMT member who is familiar with the Committee’s disciplinary procedures, but is not a current member of the Committee or the Board of Directors. If the respondent fails to reply to the Committee’s notification within 60 days, the complaint will be deemed admitted and the respondent will forfeit his or her right to contest the charges, unless the respondent can demonstrate to the Committee’s satisfaction (1) that he or she did not receive the Committee’s notification, or (2) that extraordinary circumstances prevented him or her from responding in a timely fashion.
3. The Judiciary Committee may meet in person, by telephone, or by other electronic means of communication. It may allow either the complainant or the respondent, or both, to be present at a personal meeting, if one is held, or they may correspond with either or both individuals by telephone or other electronic means. All of the individuals’ expenses will be borne by the individuals involved. The Committee will notify both parties in writing of its decision within 30 days after the decision has been rendered. The complainant has no appeal from the Committee’s decision.
4. The respondent may appeal the decision of the Judiciary Committee to the Board of Directors, in writing addressed to the President, within 60 days of notification of the decision. With the appeal, the respondent may submit any additional documentation he or she wishes the Board to consider. The Board may meet in person, by telephone, or by other electronic means. The Board may allow the respondent or the complainant, or both, to be present at a personal meeting, if one is held, or may correspond with the individuals by telephone or other means. All of the individuals’ expenses will be borne by the individuals. The Board will notify both parties of its decision in writing within 60 days of receipt of the written appeal, unless it notifies the parties in writing that the Board requires additional time to render a decision. Decisions of the Board are final.
5. The Board of Directors may make any decision it deems appropriate. Such decisions may include, but are not limited to:
 - Exoneration or acquittal of all complaints
 - A probation period, with or without conditions
 - An informal oral censure.
 - A formal, written censure.
 - Revocation or suspension of certification
6. The final decision in a disciplinary proceeding may be published in AMT Events, including the name of the individual disciplined and a brief description of the violation.