



### **Disciplinary Procedure.**

If a member is alleged to have infringed any of the Rules of the Club or to have behaved in a manner unbecoming a member of the Club or in a manner likely to bring the Club in to disrepute, the Committee may, after due and fair consideration, initiate the following steps:

1. Convene a Disciplinary Committee to investigate the matter. The Disciplinary Committee shall consist of three members of the Club, at least one of whom will be a member of the Committee. The Committee shall appoint one of the members of the Disciplinary Committee to act as chairman and convenor. The Disciplinary Committee shall have the capacity to represent the club in all matters relating to the investigation and any subsequent sanctions.
2. The Disciplinary Committee (and any Appeals Committee) shall have power to fully investigate the matter in whatever way it deems necessary to establish the facts, and shall have power to obtain such professional or other advice as it may require and to have the costs of such advice discharged out of Club funds.
3. The Disciplinary Committee, within seven days of being convened, shall give notice to the member alleged to have committed the infringement, outlining the names of the members of the Disciplinary Committee, details of the alleged infringement, and the date, time and place of a meeting which the member should attend for the purpose of establishing the facts. The member should be advised that at any meeting of this committee or any Appeals Committee, the member may be accompanied by a person of his choosing.
4. The Disciplinary Committee shall, except in exceptional circumstance, within 14 days of any such meeting, reach a decision on the facts and if it finds that an infringement has taken place shall decide on a sanction. Within the same period, the Disciplinary Committee shall notify the member in writing of the findings and of any sanction. Any decision of the Disciplinary Committee shall be unanimous.
5. If a member does not accept the decision of the Disciplinary Committee, within 14 days from the receipt of such decision, he/she may serve notice of appeal stating the grounds of his dissatisfaction on the Hon. Secretary of the Club who shall put the same before the Committee as quickly as is reasonably possible. The Committee shall then initiate the following steps

6. Convene an Appeals Committee to review the decisions of the Disciplinary Committee. The Appeals Committee shall consist of three members none of whom were members of the Disciplinary Committee, and at least one of whom will be a member of the Committee. Committee shall appoint one of the members of the Appeals Committee to act as chairman and convenor.
7. The Appeals Committee shall have power to fully investigate the matter and to examine and review the decision of the Disciplinary Committee. It may, within seven days of its appointment give notice to the member alleged to have committed the infringement of a meeting and if it does so, the notice shall give the same information as the notice of the first meeting with the Disciplinary Committee. If the Appeals Committee decides that it does not require a further meeting, it shall ask the member alleged to have committed the infringement if he/she requires a further meeting or other opportunity to present new evidence or information and if so, the same shall be facilitated as soon as reasonably possible. The Appeals Committee shall have power to carry out any new and additional enquiries it deems fit.
8. The Appeals Committee shall, except in exceptional circumstances, within 14 days of any such meeting and in any event as soon as reasonably possible after it has been convened, report its findings of fact and its decision as to whether an infringement has taken place, and whether such findings and decision are unanimous, to the Committee.
9. Based on the report of the Appeals Committee, the Committee shall have power to confirm, change or set aside the decision of the Disciplinary Committee and the decision of the Committee shall be final. Such decision can be by a simple majority of a quorum of no less than five committee members. The decision of the Committee shall be notified to the member in writing as soon as reasonably possible.
10. Any member of the Committee who sat on either the Disciplinary Committee or the Appeals Committee or who has been involved in any way in the matter under discussion shall absent themselves from the hearing of the Committee at which the report of the Appeals Committee is discussed and/or a decision is reached.

## **Possible Sanctions**

The following is a non-exhaustive list of possible sanctions.

1. Termination of membership. The member will be refunded the balance of the annual subscription which has been paid in advance.
2. Suspension for a period to be determined. During the period, the member shall not attend or participate in any Club activities, functions or committees, or represent the club in any official capacity. No part of the annual subscription will be refunded.
3. Removal from any of the committees of the Club on which the member may sit or from any position of responsibility or privilege.