

## THE POULTON & WYRE RAILWAY SOCIETY DISCIPLINARY PROCEDURE

(As accepted at the 20<sup>th</sup> September 2017 Annual General Meeting)

### 1. Purpose:

The purpose of this procedure is to:-

- a. Promote generally accepted standards of performance and behaviour.
- b. Provide a fair system of dealing with perceived breaches of conduct.
- c. Provide a fair procedure for dealing with any unsatisfactory situation(s).

### 2. Statement:

All members shall conduct themselves in an acceptable, polite and peaceful manner that does not bring discredit to the Society; and are required to behave in an appropriate manner when conducting Society business, especially when in the presence of the public.

All misdemeanours, complaints and grievances will be dealt with in a fair and consistent manner by the Society Executive Committee.

### 3. Informal Resolution:

Any grievance or minor breach of acceptable conduct by a Society member should be reported to a Society Executive Committee member and it is expected that the Society member should co-operate and accept his guidance to resolve the issue.

If the problem cannot be resolved by such means then it should be reported to the Society Chairman for his advice and it may then be dealt with informally by the Society Chairman or by an impartial member of the Society Executive Committee appointed by him.

If this process cannot resolve the matter, then it should be moved on to a formal procedure.

### 4. Formal Action:

In the case where an informal resolution is not possible or if what is considered a serious breach of conduct occurs, then the following procedures should be followed:-

- a. The Society Chairman should appoint a Society Executive Committee member, who shall be and remain impartial, to investigate and establish the relevant facts.
- b. The Society Chairman and the appointed investigative Committee member should then consider the facts and produce a report, including their recommendations, for presentation to the full Executive Committee.
- c. The report should be considered by the Society Executive Committee and a decision should be made as to the course of action to be taken.
- d. If a serious breach of conduct is judged to have occurred, then this may lead to the member being suspended and, under the terms of the Constitution, a Disciplinary Hearing may be conducted by the Society Executive Committee.

## **5. Disciplinary Hearing:**

If a Disciplinary Hearing is called for by the Executive Committee, the Secretary shall outline the case against the member in writing and the member shall be invited to attend to answer the charges.

The member has the right to be accompanied by another member, but who does not have the right to answer on his behalf.

The Disciplinary Hearing will be conducted by the Society Chairman with the full Society Executive Committee present.

If the Society Executive committee decide the member is guilty of the charges, then the decision will be communicated to the member by the Society Secretary, along with the sanctions imposed, in writing within fourteen calendar days.

## **6. Disciplinary Sanctions:**

Depending on the severity of the misdemeanour, a written warning may be issued or a term of suspension ordered.

Termination of membership will only be sanctioned in extremely serious circumstances and only by a unanimous decision resulting from a vote of the Society Executive committee.

## **7. Right to Appeal:**

A member has the right to appeal against any formal decision of the Society Executive Committee, which must be in writing and within fourteen days of receiving that decision.

If the Executive Committee considers that new information is available for consideration, then the Society Chairman may call for a review of the decision and arrange an Appeal Hearing.

## **8. Appeal Hearing:**

The Appeal Hearing will be heard by the Society Executive Committee and conducted by the Chairman within fourteen calendar days of receiving the appeal in writing, in order to re-consider the facts.

The member may be accompanied, under the same terms as those at the Disciplinary Hearing.

The member will be notified in writing of the result of the appeal decision which will be final.

## **9. Records:**

Confidential reports of the details of all informal or formal disciplinary matters including investigations, reports, appeals and actions will be kept by the Secretary.