DALGETY BAY FOLK CLUB

CODE OF CONDUCT, COMPLAINTS AND DISCIPLINARY PROCEDURE

Code of Conduct

The following are the conduct obligations of all members of Dalgety Bay Folk Club, any breach of which may cause disciplinary proceedings to be commenced against any member alleged to be in infringement. Each member is bound by these terms throughout their period of membership. The obligations are:-

1. To observe and perform all members' obligations apparent within the terms of the Club Constitution including any amendments made to it from time to time.

2. To behave in a respectful and professional manner at all times during club meetings and other activities.

3. Not to behave in any way that is discriminatory or that insults, offends, antagonises or harasses fellow club members or others with whom the club deals from time to time and not to create an environment in which discriminatory, offensive, antagonistic or harassing behaviour may arise.

4. Not to behave in any way that poses a threat to the health and safety of any person.

Complaints

The Disciplinary Procedure shall be initiated by the Club Secretary on receipt of a written complaint from a member.

The Management Committee may also decide to initiate the disciplinary procedure if they believe an incident has taken place that has not been officially reported if it considers that it is in the interest of the club and the welfare of its members for it to be investigated.

Disciplinary Investigation

All complaints should be submitted to the Club Secretary, who shall act as initial Investigating Officer, discuss the matter with instigator and subject of the complaint and attempt to resolve the issue informally to the satisfaction of all parties.

In the event of the Secretary being party to the complaint, the Chairperson shall appoint another suitably experienced independent club member to act as Investigating Officer.

Should the Investigating Officer be unable to resolve the matter informally, the Investigating Officer shall refer the written findings to the Management Committee, which shall appoint a Disciplinary Committee, consisting of three Management Committee members, to undertake a disciplinary hearing on the matter

Penalties

Following receipt of the Disciplinary Investigation Report, the Management Committee shall make final decision on the penalty to be imposed and advise the member concerned in writing within 7 days.

Appeals

If an appeal of the decision or penalty is to be made, written notice of appeal by way of 1st class recorded delivery or email to the Club Secretary must be given by the member within 28 days of being notified of the decision. In the event of the Secretary appealing the decision, notice must be given to the Chairperson.

No appeal shall be valid or considered after that period has elapsed.

If appealing, the member must give full written grounds for the appeal, stating exactly what is being appealed against and the reasons for this.

An appeal hearing shall be convened as soon as practicable and shall be undertaken by an Appeal Panel to include a majority of committee or club members not previously involved in the foregoing disciplinary process.

No new evidence may be considered in an appeal hearing.

The Appeal Panel shall have power to make a decision on the facts as it thinks fit and may:

- Quash the original decision.
- Confirm the original findings.
- Order the case be reheard.
- Increase or decrease the original sanction.

The Appeal Panel shall inform all parties of its decision within fourteen calendar days together with written reasons for its decision.

The decision of the Appeal Panel shall be final.

Confidentiality

All matters relating to any disciplinary process are to be conducted on a strictly confidential and need-to-know basis.