

## 1. Purpose and Scope

The Society's Disciplinary Procedure will be used only when necessary and as a last resort.

This procedure applies to all members and is designed to help and encourage members to achieve and maintain standards of conduct, including at rehearsals and at external venues. The aim is to ensure consistent and fair treatment for everyone within the group.

## 2. Principles

Every effort will be made by the society to resolve any issues or problems informally before embarking on the formal disciplinary route.

This procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter is fully investigated.

At every stage, the member will be informed in writing of any alleged transgression and have the opportunity to state their case at a disciplinary meeting. Members have the right to be accompanied by a fellow member or relative at this meeting if a reasonable request is made.

A member has the right to appeal against any disciplinary action.

## 3. The Procedure

### Stage 1 - First Written Warning

If conduct is unsatisfactory, the member will be given a written warning which will provide details of the members conduct and why it is considered unsatisfactory. Such warnings will be recorded, but disregarded after the membership year ends and no further warnings have been issued in respect of the members' conduct.

Below are listed examples of misconduct which may warrant First Written Warning. The list is not exhaustive:

- Persistent lateness and poor time-keeping at rehearsals and venues.
- Absence from rehearsals without a valid reason and/or notification.
- Smoking within unauthorised areas.
- Failure to observe the society's health and safety rules.
- Unreasonable standards of dress or personal hygiene.
- Failure to observe the Society's rules.

The member will also be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change.

Where the first transgression is sufficiently serious, for example because it is having, or is likely to have, a serious harmful effect on the group, the Society may move directly to a final written warning.

### Stage 2 - Final Written Warning

If the transgression is serious, or there is no improvement in standards, or if a further transgression of a similar kind occurs, a final written warning will be given which will include the reason for the warning and a note that if no improvement results within the membership year, action at Stage 3 will be taken.

Such warnings will be recorded but disregarded after 12 months of satisfactory membership and no further warnings have been issued in respect of the member's conduct.

### **Stage 3— Membership Termination**

If the conduct of the member has failed to improve during 6 months from the time the Final Written Warning was issued the person's membership may be terminated.

Membership will be terminated if gross misconduct occurs, in which case the Society will forego Stages 1 & 2.

## **4. Gross Misconduct**

If, after investigation, it is confirmed that a member has committed an offence of the following nature (the list is not exhaustive), the normal consequence will be termination of membership:

- theft or fraud
- physical violence or bullying
- deliberate and serious damage to property
- serious misuse of the Society's property or name
- unlawful discrimination or harassment
- bringing the Society into serious disrepute
- serious incapability at rehearsals or at venues brought on by alcohol or illegal drugs
- a serious breach of health and safety rules

While the alleged gross misconduct is being investigated, membership may be suspended. Any decision to terminate membership will only be taken by the Society after a full investigation of the matter.

## **5. Appeals**

Members who are unhappy with the action taken by the Society may wish to appeal. If this is the case, members should set out their appeal in writing giving their reasons for the appeal.

The basis of an appeal should normally relate to one of the following areas:

- The Society's Procedure had not been followed correctly.
- The resulting disciplinary action was inappropriate.
- The need for disciplinary action was not warranted.
- New information regarding disciplinary action has arisen

The committee will review the appeal and decide the case as impartially as possible. Usually within 2 weeks after the appeal meeting, the member will receive a decision in writing from the committee.

This decision is final.