

The Ramblers Motorhome Club

Appendix B –Disciplinary Procedure

1. Introduction

All Members of the Club are expected to:

- 1.1. conduct themselves in a responsible manner and not engage in any form of bullying, aggressive behaviour, harassment, discrimination, victimisation or sexual misconduct;
- 1.2. comply with the instructions of the Management Committee and Event Hosts;
- 1.3. have due care and consideration for fellow Members and the general public;
- 1.4. observe the requirements of the Club's Constitution;
- 1.5. conduct themselves in accordance with the rules laid down in the Club's Code of Conduct (Appendix A).
- 1.6. The disciplinary procedure has been formulated to protect the membership and the good name of the Club in the event of persistent or flagrant violation of acceptable behaviour by individual Members.

2. Club Procedure

2.1. Minor Misconduct

2.1.1. The Club may deal with any act of minor misconduct by a small sub-committee (minimum of 3) of Committee Members which should include the Chairperson or Vice-Chairperson.

2.1.2. In the event of the alleged minor misconduct being observed or reported to the Committee the Member concerned shall be interviewed by the sub-committee and the circumstances of the alleged minor misconduct recorded. The Member may be asked to leave the event. If and only if the Member concerned disputes the circumstances of the alleged misconduct should it be necessary to interview any witnesses. If witnesses are interviewed then a written summary of their evidence should be taken.

2.1.3. If the Member acknowledges misconduct, or if it is determined that misconduct occurred, then the Member shall be issued with a verbal warning. This warning shall make it clear that no further action will be taken against the Member concerned unless subsequent misconduct occurs, when the circumstances of this misconduct would be taken into account. If it is determined that there was no misconduct the Member shall be advised that the matter is closed.

2.1.4. A written account shall be kept of any disciplinary interview and the action taken and shall form part of the Club's records. A copy of this shall be given to the Member concerned.

2.2. Serious Misconduct

2.2.1. In the case of serious misconduct, persistent or repeated minor misconduct, this will be dealt with initially by a Sub-Committee of the Club Committee (minimum of 3) to include the Chairperson or Vice Chairperson that shall arrange for a report to be prepared for the Club Committee. The Sub-Committee shall have the power to suspend the Members membership including that of any linked Member until determination of the matter by the Disciplinary Committee.

2.2.2. The report should contain:

- a summary of the circumstances of the alleged misconduct including the names of all parties involved;
- a summary of the available evidence;
- written reports from witnesses;
- details of any previous warnings or suspension issued to the Member concerned;
- details of any police involvement (including names of police officers, Incident number and what if any action has resulted);
- a statement from Member concerned;

2.2.3. The Club Committee shall, on receipt of the report, appoint a Disciplinary Committee to deal with the matter. The Disciplinary Committee shall include 3 members of the Club Committee including the Club Chairperson or Vice-Chairperson, but excluding those members of the Sub-Committee referred to at 2.2.1. No Member involved in the disciplinary matter or related to anyone involved shall be on the disciplinary committee.

2.2.4. The Member will be invited to attend the Disciplinary Committee at their own expense and can speak in their own defence. If the Member wishes they can appoint another Member to speak on their behalf.

2.2.5. The Disciplinary Committee shall sit within 4 weeks of its formation.

2.2.6. The Member shall be advised in writing of the decision of the Disciplinary Committee and a copy shall be sent to the Club Secretary to be kept as part of the Club records.

2.2.7. Where the Disciplinary Committee determine that a person's membership will not be renewed or will be suspended or removed then that person (and any person using the same membership number) will not be allowed to visit or to participate, in any way, in any event or activity which is being run by the Club.