



## **RICHMOND & DISTRICT ANGLING SOCIETY**

### **Disciplinary Procedures**

The following guidelines have been prepared in accordance with the Codes of Practice on disciplinary procedures published by ACAS.

#### **Disciplinary Procedure**

1. RADAS will carry out the necessary investigations of potential disciplinary matters without unreasonable delay to establish the facts of the case. In some cases this will require the holding of an investigatory meeting with the member before proceeding to any disciplinary hearing. In others, the investigatory stage may include the collation of evidence by the committee for use at a subsequent disciplinary hearing.
2. In misconduct cases, where practicable, different people will carry out the investigation and disciplinary hearing.
3. If there is an investigatory meeting this will not by itself result in any disciplinary action. Although there is no right for a member to be accompanied at a formal investigatory meeting, such a right may be allowed under the society's own procedure.
4. In cases where a period of membership suspension is considered necessary, this period will be as brief as possible and it will be made clear that this suspension is not considered a disciplinary action.
5. If it is decided that there is a disciplinary case to answer, the member will be notified of this in writing. This notification will contain sufficient information about the alleged incident and its possible consequences to enable the member to prepare to answer the case at a disciplinary meeting. The committee will provide copies of any written evidence, which may include any witness statements, with the notification.
6. The notification will also give details of the time and venue for the disciplinary meeting and advise the member of their right to be accompanied at the meeting.
7. The meeting will be held without unreasonable delay whilst allowing the member reasonable time to prepare their case.
8. RADAS committee and members (and their companions) must make every effort to attend the meeting. At the meeting RADAS committee will explain the complaint against the member and go through the evidence that has been gathered. The member will be allowed to set out their case and answer any allegations that have been made. The RADAS committee will also be given a reasonable opportunity to ask questions, present evidence and call relevant witnesses. They will also be given an opportunity to raise points about any information provided by witnesses. Where the committee or member intends to call relevant witnesses they will give advance notice that they intend to do this.
9. Members have a right to be accompanied by a companion during any disciplinary meeting.

10. If a member's chosen companion is not available at the time proposed for the hearing by the RADAS committee, the committee will postpone the hearing to an alternative time proposed by the member provided that the alternative time is both reasonable and not more than five working days after the date originally proposed.
11. The companion will be allowed to address the hearing to put and sum up the member's case, respond on behalf of the member to any views expressed at the meeting and confer with the member during the hearing. The companion does not, however, have the right to answer questions on the member's behalf, address the hearing if the member does not wish it or prevent the RADAS committee from explaining their case.
12. After the meeting, the committee will decide whether or not disciplinary or any other action is justified and inform the member accordingly in writing. This will be completed not more than five working days after the meeting.
13. Where misconduct is confirmed the member may be given a written warning, with a further act of misconduct within a set time period normally resulting in a final written warning.
14. If a member's first act of misconduct is sufficiently serious, it may be appropriate to move directly to a final written warning. This might occur where the member's actions have had, or are liable to have a serious or harmful impact on the organisation.
15. A decision to dismiss a member should only be taken by the committee's chairman. The member will be informed as soon as possible of the reasons for the dismissal, the date on which their membership will end and their right of appeal.
16. Some acts, termed gross misconduct, are so serious in themselves or have such serious consequences that they may call for dismissal without notice for a first offence. But a fair disciplinary process will always be followed, before dismissing for any act of gross misconduct. Issues deemed Gross Misconduct may include theft or fraud, physical violence or underhanded behaviour resulting in a detrimental impact to the society's operation.
17. Where a member feels that disciplinary action taken against them is wrong or unjust, they should appeal against the decision. Appeals will be heard without unreasonable delay and at an agreed time and place. Members must let the committee know the grounds for their appeal in writing, and within five working days after the original decision.
18. The appeal will be dealt with impartially and, wherever possible, by a committee member who has not previously been involved in the case.
19. Members have a right to be accompanied at appeal hearings.
20. Members will be informed in writing of the results of the appeal hearing and within five working days.
21. If a member is charged with, or convicted of a criminal offence this is not in itself a reason for disciplinary action, but consideration will be given to what effect the charge or conviction has on the member's suitability to carry out any assigned role within the society.
22. All steps and meetings / hearings will be minuted for future reference.

23. In the event a member is suspended for a defined period or has membership cancelled because of this procedure will not be refunded regards membership fees or part thereof.

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