

Disciplinary Procedure - Member.

In the event of a report of any member allegedly breaching the code of conduct, or if a breach becomes apparent, the Chairman should appoint two trustees to investigate and report back to the Chairman. The results of any such investigation must not be disclosed to any other member at this stage.

For minor breaches the Chairman should use his/her best endeavours to resolve the problem amicably and quickly through an informal chat. This, although informal, should not be vague. The problem or issue needs to be identified and the views of the member should be heard. The Chairman must make clear what is required and of the possible consequences of repeating the behaviour in question. A written record of the discussion should be kept by the Chairman and a copy given to the member if so desired.

It should be stressed that this is not part of a formal disciplinary procedure.

If this process is not effective, or it is felt that the breach is serious the committee should be fully briefed and agreement reached on the action to be taken.

Level 1

A verbal warning which makes clear the nature of the unacceptable behaviour and includes a warning about future conduct and the possible consequences of non-compliance. It is up to the committee to decide who should give the warning and who else should be in support. Details of the warning should be recorded dated, kept on file and a copy given to the member.

Level 2

A written warning from the Chairman, on behalf of and agreed by the committee, itemising the unacceptable behaviour, stating the improvement required with immediate effect and the consequence of continued non-compliance. A copy of the written warning should be kept on file.

Level 3

A final written warning, as above, which states that if the behaviour is repeated the member will be asked to leave The U3A with immediate effect. A copy of this final written warning should be kept on file.

Level 4

The member is asked, in writing, to leave The U3A with immediate effect. A copy of this should be kept on file.

Right of Appeal

At each stage of the formal procedure there is a right of appeal providing it is lodged within 7 days. This can take the form of written representation or the desire for a right of reply.

Hearing an Appeal

If a decision is appealed, the member should be given the opportunity to attend a specifically arranged committee meeting with a friend, if so desired, who may also speak in a personal capacity. Reasonable notice must be given, a minimum of 14 days, of the agreed date and at the meeting the Chairman should summarise the issue and invite the member to state his/her case.

The member should be informed when a decision will be communicated. The matter should be fully discussed, taking into account any mitigating circumstances. Once a decision is reached the member should be informed in writing. A copy of this should be kept on file.

The committee's decision following any appeal is final and absolute confidentiality must be maintained by all parties present.

Written communications, warnings etc, should be sent in such a way as to obtain a receipt of delivery.