

Clyde Cruising Club

DISCIPLINARY PROCEDURE

1. Whilst the Company/Club does not intend to impose unreasonable rules of conduct on its members, certain standards of behaviour are necessary to maintain good order and discipline, in the interest of all members.
2. It is preferred that discipline be voluntary and self-imposed and in the great majority of cases this is how it works. However, from time to time, it may be necessary to take action towards individuals whose behaviour is unacceptable.
3. Minor faults will be dealt with informally. In cases where informal discussion does not lead to improvement or where the matter is more serious, further steps might be deemed necessary. At all stages, the member will be given the chance to state his/her case, accompanied, if requested, by a committee member or a fellow member his/her choice during any disciplinary interview. It should be noted, that a member's behaviour is not looked at in isolation, but each incident of misconduct is regarded cumulatively with any previous occurrences.

4. **Stage 1**

The member will be given a formal *ORAL WARNING* by the subcommittee or committee. He/she will be advised of the reason for the warning and that this warning is the first stage of the disciplinary procedure. A note of the oral warning may be recorded but nullified after six months, subject to satisfactory conduct and performance.

Stage 2

If conduct does not improve within the currency of a prior warning, or if the offence is regarded as more serious, a *FIRST WRITTEN WARNING* may be given. This will give details of the complaint and the likely consequences if the terms of the warning are not complied with. This warning will be recorded in writing but nullified after twelve months, subject to satisfactory conduct and performance.

Stage 3

Failure to improve in response to the procedure so far, a repeat of misconduct for which a warning or warnings have previously been issued, or a first instance of very serious misconduct, will result in a *FINAL WRITTEN WARNING* being issued. This will give details of the complaint and notification that dismissal from the club may result if the terms of the warning are not complied with. This warning will be recorded in writing but again nullified after twelve months, subject to satisfactory conduct and performance.

Stage 4

Failure to meet the requirements set out in the final written warning will normally lead to *DISMISSAL* from the club. A decision of this kind will only be made after full investigation. Dismissal can be authorised only by Flag Officers. The member will be informed of the reasons for dismissal and the date on which membership will terminate.

5. Gross Misconduct

Offences under this heading are so serious that a member who commits them will normally be summarily dismissed from membership. In such cases, the Company/Club reserves the right to dismiss without notice of termination. Examples of gross misconduct are:

- Any breakage of the law, such as theft and unauthorised possession of Company/Club property, deliberate falsification of records or any other form of dishonesty.
- Wilfully causing harm or injury to another member.
- Performing an action that is liable to cause injury to other people or damage the Company's/ Club property.
- Wilful refusal to obey a reasonable instruction.
- Incapacity through an excess of alcohol or drugs.

The above is intended as a guide and is not an exhaustive list.

6. Suspension

In the event of serious misconduct allegation a member's membership may be suspended while an investigation is carried out. Such suspension is a neutral act, which *DOES NOT* imply guilt or blame and will be for as short a period as possible.

7. Appeals

A member may appeal against a disciplinary decision, including dismissal, to Flag officers within one calendar week of the decision. Appeals should be in writing. At the appeal hearing, the member will be given the chance to state his/her case and will have the right to be accompanied by a committee member or a fellow member of his/her choice. **That Flag Officer's decision on the appeal will be final.**