

Bearsden and Milngavie u3a

DISCIPLINARY PROCEDURE

Procedure

In the event of a report of any member allegedly breaching the Code of Conduct or if a breach becomes apparent, the Chair should immediately convene a meeting with one other committee member to investigate the allegation.

The Chair shall use his/her best endeavours to resolve the problem quickly. The issue needs to be clarified and the views of the all the members involved heard. A written record of the meeting should be kept by the Chair and agreement reached on the action to be taken.

Penalties

Level 1

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

Level 2

A written warning from the Chair, on behalf of and agreed by the Committee, detailing the unacceptable behaviour, stating the improvement required with immediate effect and the consequences of continued non-compliance, namely that the member would be asked to leave the u3a with immediate effect.

Level 3

Membership is terminated.

Right of Appeal

At each stage of the formal disciplinary procedure there is a right of appeal, provided that it is lodged within a 7-day period. This can take the form of written representation or a meeting with the Chair and one other committee member.

Hearing an Appeal

If a decision is appealed, the member, together with a friend if so desired, should be given the opportunity to attend a specially arranged meeting with the Chair and one other committee member. Reasonable notice must be given of the agreed date. At the meeting the Chair should summarise the issue and invite the member to state his/her case. The matter should be fully discussed, taking into account any mitigating circumstances. The member should then be informed when a decision will be communicated. Once a decision is reached the member should be informed in writing. The decision taken following any appeal is final. Absolute confidentiality must be maintained at all times.

In most cases disciplinary action would and should begin at Level 1. Level 3 should only be invoked in the case of significant breaches of the Code of Conduct or a persistent repetition of behaviour which the member has previously been warned about.

Examples of significant breaches would be:

- Grossly indecent or immoral behaviour, sexual/racial abuse, discrimination, harassment, bullying.
- Dangerous or violent behaviour.
- Incapacity caused by medication/drugs/alcohol.
- Falsification of expense claims.
- Theft.
- Malicious damage.
- Bringing the BaM u3a/u3aMovement into disrepute.

Should the Committee be in the unfortunate situation of having to resort to a formal disciplinary procedure, please remember the following:

- All action taken must be documented.
- You must at all times act fairly and even-handedly.
- Decisions must be made by the Chair and at least one other member of the committee.

N.B. If the complaint concerns the Chair, then two members of the committee should take responsibility.