



**TITLE: DISCIPLINARY POLICY AND PROCEDURE**

**PURPOSE:** Where the Management Committee has serious concerns about the conduct of a member of the Belgian Shepherd Dog Club of Queensland (BSDCQ) Inc.

**ACCOUNTABILITY:** Management Committee Members

**POLICY**

- 1.1 The management committee will ensure disciplinary procedures are in place and that BSDCQ members are fully informed about these procedures.
- 1.2 This will ensure early intervention, and ensure a members right to a fair hearing, should the management committee have serious concerns about their conduct.
- 1.3 An example of a serious concern would include the following:
  - 1.3.1 Wilful infringement of the rules or regulations of Dogs Queensland and / or the Constitution of the BSDCQ;
  - 1.3.2 Conduct prejudicial to the BSDCQ, or one of its membership;
  - 1.3.3 A member is convicted of an indictable offence

## **PROCEDURE**

- 1.0 Disciplinary procedures will be dealt with in accordance with the rules and regulations of Dogs Queensland and the Constitution of the BSDCQ.
- 2.0 Should the management committee have serious concerns about the conduct of a member of the BSDCQ, the management committee will write to the member, outlining their concerns, and request that the member responds to the committee within fourteen (14) days, outlining why their membership shall not be suspended or terminated.
- 2.1 The member will then have a period of fourteen (14) days from the date of the letter issued to the member to either:
  - 2.1.1 Resign his / her membership, or;
  - 2.1.2 Offer an explanation of the circumstances, either in person or in writing to the management committee, and as to why their membership should not be terminated.
- 2.2 Should an explanation not be received, or it is found to be unacceptable, the management committee will recommend to the members at the first General Meeting convened following this process, that the member be:
  - 2.2.1 Suspended from the BSDCQ for such a period as the management committee may think fit, or;
  - 2.2.2 That the member be expelled from the BSDCQ.
- 2.3 This recommendation shall be included in the notice convening the General Meeting.
- 2.4 The member shall be entitled at the General Meeting to be heard and to give his/her explanation of the circumstances and to call witnesses on his/her behalf.
- 2.5 If the recommendation of the management committee is approved by a resolution passed by a majority of 75% of the members voting in person at the General Meeting, the member shall be suspended from membership for a specified period or expelled from the BSDCQ; he/she shall have no claim or right of recourse to litigation whatsoever against the management committee or any voting member.

3.0 Any member affected by such a decision of the management committee and/or resolution passed may appeal to the Dogs Queensland Board. In such an event, the decision of the Dogs Queensland Board shall be final and binding to all parties.

Signature: .....  
(President)

Date: .....

Review Date: .....

Review Date: .....