

CHESTER & DISTRICT RADIO SOCIETY

DISCIPLINARY PROCEDURE

Any Disciplinary Hearing shall be conducted by a committee which shall consist of three members elected at a meeting of the Society and which shall elect its own chairperson.

The principles underlying the disciplinary procedure are as follows:

1. The member must be informed, in full, of the allegations made against him/her at the earliest opportunity.
2. The member shall have the right to state his/her case before any decision is made.
3. The determinations must be unbiased, fair and made in good faith.
4. The member shall have the right of Appeal in accordance with the conditions set out in the Appeals Procedure document.
5. The member has the right to be accompanied.
6. If it appears that a crime has been committed, the Police must be contacted immediately.

The Hon. Secretary shall produce and issue the member with a Formal Notification of the hearing, which shall include the following:

1. The date, time, and place of the hearing.
2. The names of those who will hear the case.
3. The precise details of the alleged misconduct.
4. Copies of any written evidence or material.
5. The right of the member to call witnesses.
6. The right of the member to be accompanied by a friend.
7. The right of the Society to receive, from the member, all the documentation, the names of witnesses whom he/she may wish to call and any written representation.
8. Any reasonable request by the member or the Society to adjourn for consultation should be allowed.
9. Witnesses may attend only for that part of the hearing during which they are required to give evidence and/or answer questions.
10. The chairperson shall confirm the decision of the Committee to the member within seven days

The Hon. Secretary will co-ordinate the documentation and administration for the Hearing to take place. At least ten days notice should be given (to the member?). If the date, time or place of the hearing is not suitable, the member may select a reasonable alternative provided that the rescheduled hearing takes place within five days of the original date.

An accurate account of the proceedings shall be made and the Society shall appoint one of its members to record them.