

Membership Discipline Process Policy Document

1. Any complaint about the conduct or behaviour of a Member or Associate either on the course or in the clubhouse or on or within any other part of the Club's grounds or property, or while representing the Club at any function externally must be made by the complainer in writing to the Captain or the Club Manager. If the complaint is about or by the Captain or Club Manager, it shall be made to the Vice Captain.
2. The nature of the complaint will be notified in writing to the Member or Associate subject to the complaint and will also be referred to a Disciplinary Committee consisting of three of the following: the Captain, the Vice-Captain, the Club Manager, and at least one member of the General Committee who is not involved in the complaint. If a Junior Associate or female Member or Associate is the subject of the complaint the Junior Convener and Ladies' Captain respectively may attend the meeting of the Disciplinary Committee but will not be a member of the Committee
3. The Disciplinary Committee will convene a meeting within fourteen days of receiving written notice of the complaint. It will consider the complaint, and may in its absolute discretion dismiss the complaint, in the event of which, the decision will be notified in writing to the complainer and the Member or Associate concerned within seven days of the meeting.
4. In the event that the Disciplinary Committee considers that the complaint may have merit the Club Manager will inform the complainer and Member or Associate concerned in writing that (1) the complaint will be heard on a more formal basis by the Disciplinary Committee and (2) of the date and time of the formal disciplinary meeting. The Member or Associate concerned will also be informed in writing that he/she will be expected to attend said meeting and that he/she has a right to submit written responses to the complaint within seven days of receiving the Club Manager's letter. The Member or Associate concerned will also be asked to confirm in writing that he/she will attend the meeting and, in the event, that there is no response from that Member or Associate or he/she refuses to attend, the Disciplinary Committee may deal with the complaint in their absence.
5. The Disciplinary Committee shall determine the format of the proceedings depending on the nature of the complaint. They may ask witnesses to attend the meeting. The Member or Associate attending the Disciplinary Committee may be accompanied by a representative of his/her own choice who may question any witnesses or the complainer and who may speak generally on the member or associate's behalf.
6. The Disciplinary Committee will have the following powers: -
 - a) to admonish.
 - b) to reprimand the Member or Associate.
 - c) to suspend membership rights and privileges for a period of up to 12 months, including suspension of handicap.
 - d) to expel the Member or Associate from the Club.
7. The decision of the Disciplinary Committee will be intimated in writing to the Member or Associate concerned within seven days of the meeting. That Member or Associate will also be advised that he/she has a right of appeal to the Disciplinary Appeals Committee.
8. An expelled or suspended Member or Associate shall cease to have any of the privileges of membership, including the right to vote at any General Meeting. A suspended Member or

Associate may not be nominated for or hold office whilst suspended but shall remain liable for all subscriptions, levies and other monies due.

9. If the Member or Associate concerned is aggrieved at the decision of the Disciplinary Committee and wishes to exercise his/her right of appeal he/she shall intimate this to the Club Manager within seven days of receipt of said decision. The intimation shall be in writing and shall specify the reasons for his/her appeal. In such an event, the Club Manager will refer the matter to the Disciplinary Appeals Committee.
10. The Disciplinary Appeals Committee will comprise the immediate Past Captain, one member of the General Committee who has not been involved in the complaint or in the disciplinary proceedings in any way and one representative of the Association of Past Captains to be nominated by the Secretary of said Association.
11. The Disciplinary Appeals Committee will determine the procedure for dealing with any appeal laid before it, but will be required to complete the appeals procedure within six weeks of the matter being referred to it, failing which the appeal will be deemed to have been upheld.
12. The Appeals Committee will have the following powers:
 - a) to dismiss the appeal
 - b) to uphold the appeal
 - c) to dismiss the appeal and increase or decrease the period of suspension.
13. A Member or Associate who is expelled shall have the right of appeal to the Members at a Special Meeting if he/she so requests in writing to the Club Manager within 7 days of the expulsion. The meeting shall be convened within 21 days of the expulsion. If at least two thirds of the Members present and voting are in favour of allowing the appeal the Member or Associate shall be reinstated immediately.
14. The Club's Legal Adviser may attend any meetings of the Disciplinary Committee or the Disciplinary Appeals Committee at the discretion of the members of those Committees.