

Disciplinary Process

Characteristics of a Disciplinary issue

- It is primary and exclusively focused on a possible breach of club rules and / or the law of the land.
- The committee must always assume innocence.
- The constitution of the club in paragraph 5.6 forms the foundation for dealing with disciplinary matters.
- While it may be brought to the attention of the Committee by a member or civilian, the process is typically initiated and handled by the Committee and other officers of the club.
- In the event of a potential breach of the law of the land the Committee must immediately discharge their civic duty by handing over all information to An Garda Síochana.
- We must also strive earnestly to terminate any matters which are blatantly vexatious, malicious or vindictive to or about a member.

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Step	What Happens	Details
1- notification	The member having possibly breached the rules of the club is given written notice 10 days in advance of the proposed disciplinary meeting by the Secretary. Preferably this step to take no more than 10 days. In exceptional circumstances this time may be longer with all concerned agreeing to the extension	The written notice includes • The time and venue of the meeting • The basis of disciplinary action. • Members of the DPT Chair , secretary and one other officer, assuming no conflict of interest.
2- Meeting	Agenda The DPT lays out the basis and causes for any potential disciplinary action. The member and/or their representative (a member of the club) may respond orally and or in writing. Should further information be required by either party an agreed time is set and a date set for another meeting. The DP Team will then considers the submissions	

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	If the member is in the wrong, the DPT will decide whether to and how to sanction the member. As soon as is practicable the member is given written notice confirming the DPT decision and the reasons for the decision. If the member is found to be in the wrong s/he still has the option to appeal the decision of the DPT via mediation. Preferably this step to take no more than 10 days. In exceptional circumstances this time may be longer with all concerned agreeing to the extension	
4 Appeal of DPT decision via mediation.	The member gives written notice requesting mediation. Typically Mediators will be senior members. Those previously involved or having a potential conflict of interest must recuse themselves. All involved to meet as soon as is practical to process the appeal made by the member.	The member and other senior members (3) not previously involved

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	The mediators will consider and make their decision as soon as is practical. Preferably this step to take no more than 10 days. In exceptional circumstances this time may be longer with all concerned agreeing to the extension The decision is to be communicated to the member and the outcome of this step is final.	
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