



Geelong Miniature Aircraft Association INC.

A0001846C
Secretary: Kevin Stockdale
6 Boydell court,
LARA, 3212
Ph. (03) 52822548



7th July 2009

1.

GMAA Inc. Conduct and Behaviour Disciplinary Procedure

The purpose of this Procedure is to define the procedure for providing fairness when dealing with breaches of GMAA Inc Club (hereafter known as the 'Club') rules by member/s. It shall not be in conflict with the Clubs Rules.

This policy applies to all financial members of the Club.

The Club requires members to behave and participate in Club activities and meetings or whilst representing the Club, in an appropriate and safe manner at all times.

A member/s, whose behaviour or conduct is detrimental to the Club and the Sports Governing rules and objectives or to another member or the publics safety, may be disciplined in accordance with this procedure.

1. GENERAL DISCIPLINARY PROCEDURE

A member may be represented throughout the disciplinary procedure by another financial member of the Club of his or her choice (other than by a Committee member) or a person who is a practising solicitor or barrister.

Failure to follow the procedure by the strict letter will not nullify the outcome of the process.

There are occasions where the conduct of an individual is such that it would justify instant termination from the Club. The appropriate process for such occasions is outlined under 2 (Misconduct Procedure).

Step 1 - Verbal Warning

Where a committee member is concerned with the behaviour or conduct of a member, the Committee member should discuss the matter with the member and may warn the member.

The Committee Member shall keep a detailed record of any warning that is issued.

Step 1 is an optional step and is not a precondition to the issuing of a written warning, however before any written warning is issued the matter must be discussed by the Committee.

Step 2 - First Written Warning

If the behaviour or conduct of a member persists, or if the behaviour or conduct of a member is such that a verbal warning is inadequate; the Committee may issue a formal written warning to a member and proceed to counsel the member on the issue/s of concern.

The objective of the counselling shall be to remedy the unsatisfactory behaviour or conduct.

This approach is to assist the member to make a meaningful contribution to satisfying the Clubs rules and the sports organisational and personal objectives.

The counselling undertaken by the Committee and/or the formal written warning shall outline, as appropriate, the following:

- the area of behaviour or conduct where the member is failing to meet the required standard;
- the standard of behaviour or conduct expected of the member; and
- the review period within which the member must improve their conduct (not, as a general rule, exceeding twelve (12) months);

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A member shall be given an opportunity to respond to any allegations or criticism, to the proposed remedies and/or to the requirements for satisfactory behaviour and/or conduct.

The Committee shall keep a documented account of the counselling and a copy shall be provided to the member, who shall sign that they have received the document. A copy of the document shall be placed in the minutes of the Committee meeting.

The document shall be confidential and not be available to general members of the club.

The Committee shall ensure that a review is undertaken at the end of any time period given and where the Committee is satisfied that satisfactory behaviour or conduct has been achieved, written notification of this shall be given to the member and a copy placed in the minutes of the Committee meeting.

Where the Committee is not satisfied that satisfactory behaviour or conduct has been achieved the Committee shall proceed to implement Step 3.

Step 3 - Final Formal Warning

If, at the expiration of the review the unsatisfactory behaviour or conduct persists, or the unsatisfactory behaviour or conduct is such that a first written warning is inadequate, the Committee may issue a final written warning and organise a counselling session following the same process as outlined in Step 2 above.

At the further counselling session the member shall be advised that failure to effect an improvement may lead to suspension or termination of their membership of the Club.

Step 4 – Suspension or Termination of Membership of a member

Following the issuing of a final written warning, should the behaviour or conduct of the member remain unsatisfactory, disciplinary action may be taken, including that the membership of the member may be suspended or terminated.

The Committee shall receive and decide on a recommendation on the suspension or termination of Club membership of a member.

2. MISCONDUCT PROCEDURE

Where a Committee member is concerned that the action of a member may constitute serious misconduct, the Committee member shall inform the Committee of the alleged misconduct. Serious misconduct will include but is not limited to;

- *Theft or malicious damage of Club and/or members equipment or possessions.*
- *Assault of another member*
- *Abuse, bullying or threatening behaviour to another Club Member.*
- *Behaviour or Conduct likely to bring the Club, members or the hobby into disrepute.*
- *Reckless flying or conduct that could result in serious harm to another member or person or serious damage to a member, club or public property. (Reckless flying shall be regarded as the flying of a model aircraft in a controlled and deliberate action that is not caused by mechanical, structural failure or electronic failure and is contrary to Club, VMAA and MAAA Rules).*
- *Failure to comply with a lawful direction by the Club Committee.*
- *Disruptive or malicious conduct or behaviour at a Club meeting, event or while at or in the vicinity of a Club facility.*

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In the case of serious misconduct, the Committee shall organise an Investigation Panel to conduct an investigation into the allegation/s.

The investigation panel must proceed in a timely manner and afford due process to the member under investigation.

The process must provide an adequate opportunity for the member to respond to any allegation/s prior to any determination being made and/or any recommendation being developed.

A member may be suspended by the Committee from the Club during an investigation.

If the Investigation Panel finds that the allegation/s of misconduct are substantiated on the balance of probabilities, then the Investigation shall make recommendations to the Committee as to what disciplinary action should be taken against a member.

The member shall be given an opportunity to comment on a recommendation of the suspension or termination of his/her Club membership prior to the Committee making a final determination of the matter.

Appeals

If at the meeting of the Committee, the Committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the in general meeting against the resolution.

If the Secretary receives a notice, he or she must notify the Committee and the Committee must convene a special general meeting of the Club to be held within 21 days after the date on which the Secretary received the notice.

At a special general meeting of the Club--

- (a) no business other than the question of the appeal may be conducted; and
- (b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and
- (c) the member, or his or her representative, must be given an opportunity to be heard; and
- (d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

(9) A resolution is confirmed if, at the special general meeting, not less than two-thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.
