

Policy 8.01.1 - Complaints and Disciplinary Action Policy

All fees are non-refundable.

Procedure:

Privacy is of paramount importance during the process.

The complaint form, located on the NKC website, will be completed, signed, and include the \$50 fee.

- No fee will be charged for harassment complaints initiated by current Board members.

The Board will organize a committee to address the complaint:

- a) The first stage will be to establish that the complaint appears to have merit.
- b) The committee will meet within 30 days of receipt of the complaint to decide whether to continue with its investigation or to dismiss the complaint.
- c) Should the board choose the latter, the complainant will be advised of the outcome.

If the complaint is to proceed, the person(s) under review will promptly receive a copy of the complaint form and will have 30 days in which to respond.

The committee will meet once all responses have been received, and no longer than 45 days after the complaint form was delivered to the member(s) under review.

- a) Disciplinary measures will range from no action, to a warning, to a suspension or other temporary disciplinary measures, to expulsion.
- b) Repeated infractions will result in higher levels of discipline.

If the expelled member(s) wishes to appeal the decision:

- a) An independent arbitration committee will be arranged by the Board. Arbitration committee members will be solicited from other local dog clubs or the community, depending on the nature of the complaint.
- b) The fee for arbitration of an expulsion shall be \$100.