

## **Part 3 - Complaints and Disciplinary Action Process**

- 3.1** Federal and provincial legislation require that the Complaint and Disciplinary process shall remain strictly confidential to protect all parties involved.
- 3.2** Any member including those on the board may deliver to a board member, in writing, a complaint against another member for alleged breach of the constitution, bylaws, policies or any other rules adopted from time to time, including the Code of Ethics.
  - a) The complaint must be submitted on the Nanaimo Kennel Club complaint form.
  - b) A non-member may also deliver a complaint against a member.
  - c) A fee, as established from time to time by the Board, must accompany the complaint form.
- 3.3** The board will follow the steps outlined in the Complaint and Disciplinary Action Policy in their review of the complaint; including, but not limited to, ensuring the complaint is sound and that the review process is fair and respectful.
- 3.4** The complaints committee will consist of all members of the Board, except those involved with the complaint or who have a conflict or perceived conflict of interest, or where a personality conflict exists.
  - (a) A minimum of 5 committee members will adjudicate the complaint. If there are fewer than five directors available due to conflicts or reasonable absence, other members will be appointed as needed.
- 3.5** Upon receiving a written complaint, the board shall promptly take any steps necessary to establish if the complaint is valid; this may include interviews with any witnesses to the alleged infraction.
- 3.6** Should the complaints committee decide to go forward with the complaint, they shall promptly send a letter and a copy of the original complaint to the person(s) named in the complaint.
- 3.7** The person(s) named in the complaint may deliver to the committee, in writing and/or in person, a response to the complaint and may have other witnesses also provide information.
- 3.8** Once all responses have been received and adjudicated the committee members will vote on appropriate disciplinary action, if any, and for a period of time befitting the infraction.
  - (a) Disciplinary action may range from a warning, to a suspension of privileges, or to expulsion from the club.

- (b) A member who is the subject of a proposed resolution for expulsion must be given an opportunity to be interviewed at a Complaints Committee meeting.
  - (c) The decision of the Complaints Committee shall be considered a decision of the Board of Directors.
- 3.9** Following the decision, the committee will promptly forward a letter to the person(s) named in the complaint explaining the outcome of the vote and any disciplinary action to be taken.
- 3.10** If the member to be expelled wishes to appeal the decision, they may do so through an independent arbitration committee organized by the Board.
- (a) A fee will be charged, as established by the Board.
  - (b) Any expulsion from the Nanaimo Kennel Club is permanent.
- 3.11** Any member who is suspended or deprived of privileges from the club shall not be entitled to vote or hold office as a director or officer during the period of the suspension.
- (a) A suspended director shall resume their office for the remainder of their term, if any, at the end of their suspension or discipline but the Board may appoint another member to hold that office during the suspension or discipline.
- 3.12** Any member who is suspended, deprived of privileges, or expelled from The Canadian Kennel Club may be suspended from the privileges of this society for a like period, and during this period shall not be entitled to vote or hold office.
- 3.13** The decision of the Complaints Committee shall be considered a decision of the Board of Directors.

