

Lundy Field Society – Dealing with Misconduct of Members, including Committee Members

All members and volunteers of the Lundy Field Society are expected to abide by the relevant Code of Conduct.

There may be occasions when the Society is required to deal with:

- claims by a member about another member’s behaviour
- the behaviour of a member (including a Committee member) or volunteer
- breaches of Society’s constitution, legal obligation, or inappropriate conduct

The procedure below is intended to provide a framework for the Society to help deal with complaints and other issues to sit alongside the LFS Constitution and Codes of Conduct. Complaints will be dealt with confidentially by all parties involved, except where it is necessary to disclose information to carry out a fair investigation.

In cases where there is concern that a member’s conduct may be considered unsatisfactory, the following procedure will be adopted:

- The Chair will arrange for an investigation of any allegation of misconduct to be undertaken to establish the facts
- The Chair will invite two other members of the Society to form a Misconduct Panel (the Panel) with him/her to consider the facts and to determine what action should be taken; if the complaint concerns the Chair then the Vice Chair or other Officer will convene the Panel
- To ensure independent representation, the membership of the Misconduct Panel may be drawn from the wider membership when appropriate
- The Panel will determine whether or not the allegation is upheld and what action should be taken
- The Panel shall record their decision and the reasons for it in writing
- The action taken will depend upon the seriousness of the misconduct and any previous misconduct

In cases of serious misconduct, the Panel will seek the member’s voluntary resignation from the Committee or the Society as appropriate, and if such resignation is not forthcoming, procedures will be taken in accordance with the Society’s constitution to remove the individual from the Committee or Society.

A member has the right to appeal against any decision made and may make an appeal by writing to the Chair within 14 days of being notified of the decision by the Panel setting out the grounds of the appeal.

The full Committee (excluding the original Panel members, and appellant Committee member if relevant) will hear any such appeal. The Chair may request up to two additional members of the Society, with relevant experience, to be co-opted, with voting rights, to the appeal panel if the remaining members of the Committee do not have a quorum. A Committee member will act as Chair of the appeal panel discussion and the appeal panel’s decision will be final.

In cases where the Chair feels it is necessary, the relevant Committee member may be suspended from attendance at meetings of the Committee while the matter is being investigated.

Version 1	<i>Drafted by Belinda Cox & Michael Williams, August 2023</i>	
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