



HIGHLANDS ASTRONOMICAL SOCIETY

Disciplinary Policy and Procedure

1. Purpose and Scope

This policy sets out the procedure to follow if a member's conduct is considered inappropriate or detrimental to the aims or reputation of the Club. It applies to all HAS members and volunteers.

2. Grounds for Disciplinary Action

Examples of conduct which may lead to disciplinary action include:

- Breach of the Society's Constitution or Code of Conduct
- Misuse or damage of Society property
- Misappropriation of Society funds
- Harassment or bullying of members or the public
- Disruptive or unsafe behaviour
- Bringing the Club into disrepute

3. Informal Resolution

In the first instance, minor concerns may be addressed informally by a discussion with the Chair or a Committee member. The aim is to resolve issues quickly and amicably.

4. Formal Procedure

If the matter is serious or cannot be resolved informally:

- The Chair will notify the individual in writing of the concerns and invite them to a meeting.
- The individual has the right to respond and may be accompanied by a representative or supporter.
- Following the meeting, the Committee will decide on appropriate action. This may include a warning, suspension or, in serious cases, expulsion.
- The individual will be notified in writing of the decision and the reasons for it.

5. Expulsion Process

Where expulsion is considered, an Extraordinary General Meeting (EGM) must be called. The



individual will be given 21 days' notice in writing, setting out the grounds for expulsion. The member will have the opportunity to be heard at the EGM. A majority vote is required for expulsion, in accordance with clause 26 of the HAS Constitution.

6. Appeals

Members have the right to appeal any disciplinary decision. Appeals must be submitted in writing to the Committee within 14 days of the decision. A separate panel of members not involved in the original decision will hear the appeal.

7. Confidentiality and Record Keeping

All disciplinary matters will be handled with discretion and confidentiality. Records will be kept securely and in accordance with data protection laws (UK GDPR and the Data Protection Act 2018).

Approved: Oct 2025

Next Review Date: Oct 2027