

## **Disciplinary Procedure for the ZSA**

1. If a complaint or allegation is received about a member or members' conduct which offends against the ZSA rules or which brings the aims and objectives of the association into disrepute then the Chairman of the Council can instigate an enquiry by a Disciplinary subcommittee (the disciplinary committee) to investigate the complaint.
2. The Disciplinary committee shall consist of three members of Council and if required two other members of the ZSA who may be co-opted for the duration of the investigation and ruling. The three Council members shall be appointed on an annual basis following the AGM. The quorum for any meeting of the committee is three members if required.
3. The committee will be responsible for gathering evidence from all parties involved and to produce a written factual report to be presented to Council and, if thought fit, make recommendations to Council on what penalties should be imposed on the member or members concerned.
4. The committee may seek expert advice from a suitably qualified person, who need not be a member of the ZSA but whose skill or expertise would assist in the resolution of the matter under consideration, by co-opting them on to the committee. Such cooption is valid only for the duration of the investigation and resolution of the matter under consideration.
5. If it is deemed necessary to hold a formal hearing of the evidence of a complaint, the disciplinary committee shall give the member against whom the complaint has been made reasonable notice of the time and place of the hearing and shall send him a written statement setting out full details of the allegations made against him.
6. The committee may adopt such procedures and admit such evidence as it thinks fit, provided that the person against whom the allegations are made has a proper opportunity of answering them either in person or in a written statement setting out his answers to the allegations made against him. Any person appearing before the disciplinary committee shall be entitled to be legally represented.
7. The written report of the disciplinary committee, including any recommended penalties, is then submitted to the full Council for its consideration. The member who is the subject of the said report should be given copies of the report and reasonable notice of the Council meeting at which the written report is to be considered. He shall have the opportunity of attending this meeting, with or without legal representation, to make any plea in mitigation. No new evidence may be admitted at this time.