

PAPILLION RECREATION ORGANIZATION DISCIPLINARY HEARING PROCEDURE

OVERVIEW:

This policy is referenced in PRO Bylaws Article V Section 6, Article VI Section 7.G and Article XI Section 6.

The Papillion Recreation Organization (PRO) is committed to providing the best experience for all members and preserving the safety and well-being of the youth . The Board of Directors, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to call a disciplinary hearing of any Member when the conduct of such person is considered not to be in the best interests of PRO.

PROCEDURE: The disciplinary hearing committee shall consist of the Executive Committee as defined by Article X of the PRO Bylaws and the Director of the sport program involved with the complaint. The Disciplinary Hearing Committee Chairperson may appoint other elected PRO Board members to meet quorum in cases of vacancy created by empty Board seats or members excused for conflict of interests. The Disciplinary Hearing Committee Chairperson will be the PRO President, in cases where the President is unable to fulfill their duty as Chairperson the Chair will pass to subsequent members of the Executive Committee as displayed in PRO Bylaws Article VI Table 1. The Committee has the power to take any appropriate disciplinary action including the termination of membership.

The Chairperson will coordinate Committee activities during the hearing. The Chairperson does not have a vote, except in case of a tie. The Secretary or their delegate will keep minutes of the hearing. No minutes will be taken during deliberation. All decisions of the Committee will be adopted by a majority vote of the Committee.

Judicial Process:

The Committee will convene within 14 days of the vote by the Board of Directors. Disciplinary hearings will be informal and strict rules of evidence will not apply.

1. The person(s) implicated will be notified, in writing of the date, time, and place of the hearing at least three days prior to the hearing.
2. The implicated parties have the right to present evidence by witnesses, or by affidavit or deposition.
3. The implicated parties may bring an advisor to the hearing. The advisor may not participate in examination of the witnesses or present materials to the hearing unless asked to do so.
4. The implicated parties may question all witnesses.
5. Disciplinary hearings are closed to the public.

Preliminary Hearing Procedures:

Prior to the start of the hearing, the Chairperson will:

1. Ensure that all Committee members are present and that all interested parties are present.
2. Provide members with a summary of the alleged violation and names of the implicated parties.
3. Remind the Committee of hearing confidentiality.

Actual Hearing Procedures:

During the hearing, the Chairperson will:

1. Instruct all witnesses to remain outside until they are called.
2. Ask the implicated parties to provide testimony pertaining to the violation.
3. Questions should be directed through the Chairperson. The Chairperson will be responsible for insuring that all testimony given is relevant to the case being heard.
4. Ask the implicated parties to bring in witnesses one at a time. Both parties will be allowed to question the witnesses.
5. Ask the Committee Members if they have any final questions. After questions are answered, the implicated parties will be given the opportunity to make a final summary statement.
6. All parties will then be asked to leave so the Committee can deliberate.

Deliberation Procedures:

1. The Committee will deliberate in private.
2. During the deliberation, the Committee will determine the sanctions against the implicated parties. These sanctions are immediate and final, there is no appeal
3. A vote on the sanctions will be approved with a simple majority.
4. The Committee will ask the implicated parties back to the hearing and announce their findings and if applicable their sanctions.
5. The Committee will report final disposition of hearing to PRO Board at next regular meeting.

A copy of the current version of this Policy will be posted and available on the PRO web site.

A disciplinary hearing may be called upon discovery of any member not in compliance with this Procedure.

Approved February 18, 2010