



MPUMALANGA PRACTICAL SHOOTING ASSOCIATION

Policy on the Disciplinary Process (As adopted at xxx on xxx)

1. OBJECTIVES

- 1.1. To determine the Rules & Regulations pertaining to the Disciplinary process, as contemplated in the Constitution.

2. DEFINITIONS AND INTERPRETATION

- 2.1. Unless inconsistent with the context, all words and expressions imparting the masculine gender shall include the feminine, words signifying the singular number shall include the plural and vice versa.
- 2.2. Unless already defined in the Association's Constitution, the following expressions shall have the following meanings assigned to them:
 - 2.2.1. **Respondent/s**
The Club or Member/s against whom Disciplinary action has been initiated.
- 2.3. In the event of any doubt as to the meaning of any of the provisions of this agreement, the interpretation placed thereon by the Executive Committee shall be final and binding upon all members of the Association.

3. GENERAL TERMS OF REFERENCE

- 3.1. With the exception of the mutual consent of the Presiding Officer and the Respondent/s, the disciplinary process must be concluded expeditiously, but no later than three (3) months after initiation of disciplinary action, failing which the alleged offense will lapse and be of no further effect.
- 3.2. Only the facts which led to the initiation of a disciplinary process, and circumstances relevant to the specific disciplinary process, must be taken into consideration by the Disciplinary Committee.
- 3.3. The outcome must be based on the facts pertinent to each individual process and not on precedent.
- 3.4. The Disciplinary Committee may make recommendations to the Executive Committee on further action to be taken.



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4. DUTIES OF THE PRESIDING OFFICER

- 4.1. The Presiding Officer will convene a Disciplinary Committee meeting within fourteen (14) days of notification to the Respondent/s.
 - 4.1.1. The Respondent/s will be notified accordingly.
- 4.2. The Presiding Officer will report back to the Executive Committee, within seven (7) days of the conclusion of the disciplinary process, on the outcome and proposed sanction, if applicable.

5. RIGHTS OF THE RESPONDENT/S

- 5.1. The Respondent/s shall have the right to make representation to the Disciplinary Committee as follows:
 - 5.1.1. In writing to the Presiding Officer, within seven (7) days of receipt of notification of disciplinary action; or
 - 5.1.2. Verbally to the Disciplinary Committee.

6. DISCIPLINARY COMMITTEE MEETING

- 6.1. The Presiding Officer will chair the meeting and present the relevant information to the Disciplinary Committee.
- 6.2. Deliberations of the Disciplinary Committee will be confidential to the Disciplinary Committee.
- 6.3. All members of the Disciplinary Committee must be in attendance at a Disciplinary Committee meeting.
- 6.4. The members of the Disciplinary Committee, excluding the Presiding Officer, will have one (1) vote each.
 - 6.4.1. In the event of an equality of votes, the Presiding Officer shall have a casting vote.