



FoCP Policy for Exclusion from Membership

Issue date: 27-11-2023

This Policy outlines the society's process for the permanent or temporary exclusion of members from the activities and benefits of membership.

Exclusion can occur when a member has;

- Undertaken actions which are considered to be in conflict with the aims of the Society.
- Actions that cause physical or reputational damage to the park.
- Actions considered discriminatory or insulting to other park users, on the grounds of the characteristics protected by the Equality Act 2010.

Complaints will be reviewed by a panel that comprises at least three members of the current committee, a majority verdict is required to proceed with an investigation of the complaint.

If the panel decides the issue falls within the scope of the policy the member involved will be notified by a letter of recorded delivery to the contact address the society holds on file. The letter will outline the nature of the complaint and the process that will be followed for resolution.

The member receiving the notification will be offered the opportunity to respond in writing, in person, or via an online meeting, or phone call at an agreed time with the panel within 14 days of the notification letter being delivered. The member may bring someone of their choosing to a meeting for support. Their name and relationship to the member should be notified to the charity in advance of the meeting.

Following the above review the decision of the society will be delivered by registered letter within 14 days.

If the member wishes to appeal the decision they need to deliver notice to the society Secretary within 21 days of being notified of the decision, giving grounds for their appeal. We will aim to hold this appeal meeting within 2–3 weeks of receiving notification of appeal. Wherever we can reasonably organise this, the appeal meeting will be led by a trustee other than the person who led and made decisions relating to earlier disciplinary meetings about this instance of misconduct. The member may bring someone of their choosing to a meeting for support. Their name and relationship to the member should be notified to the charity in advance of the meeting.

Following the above review the decision of the society will be delivered by registered letter within 14 days.