

## 10. Disciplinary Policies (from Galano Policy & Procedure manual v2.4)

### 10.1. Rationale

The Club is committed to providing a clean, safe environment for 12-Step-based groups to meet and pursue recovery. The Board reserves the right to take any action that it deems as necessary or appropriate to protect the safety and well-being of people who attend meetings and functions on the premises. At times, this may require the Board to take disciplinary action against persons who repeatedly violate clubhouse rules, as established by the Board. People on Club property are expected to abide by the policies, regulations, and rules of the Club, as established by the Board, as well as city, state, and federal laws.

### 10.2. Conduct

Any or all of the following may result in disciplinary action, including, but not limited to, termination of Club membership and/or banning from Club property:

- a) Conduct detrimental to the Club;
- b) Egregious or repeated violation of club rules

### 10.3. Grievance Procedures

- a) Anyone directly aggrieved may file a grievance against a person attending meetings at the Club for violations of clubhouse rules. Moreover, charges of misconduct as related to a Club function may originate from individuals responsible for such functions. Finally, the Board may bring a grievance, especially if multiple complaints have been filed against a particular individual.
- b) In resolving grievances, the Board will follow the below procedures, unless key parties involved agree to a modification:
  - (1) If a hearing is warranted, the respondent will be provided with a written copy of the grievance with sufficient specificity to prepare for the hearing, including copies of any documents that will be presented by the complainant.
  - (2) The respondent is also provided with a copy of the Disciplinary Policies listed here and given seven days in which to prepare a response to the grievances. To expedite the scheduling of a hearing, the respondent may waive the right to the seven day period. The respondent is requested to respond to the charge in writing. Included in the response should be copies of any documents that will be presented at the hearing. Immediate action may be taken by the President, Vice President and Membership Chair under guidelines listed in Section 10.4(a), depending on the urgency of the situation, particularly if violence has occurred or there is potential danger to anyone attending the Club. In these cases a hearing will be scheduled as soon as possible.
  - (3) The hearing is scheduled as soon as possible after the Board has received the respondent's response, whether verbal or in writing. If no response is received after seven days, the hearing may be scheduled. Once the hearing date has been established, any modification of the charge or additional charges must be submitted to the Board and the respondent at least one day prior to the scheduled hearing. Again, the seven day period is null and void if violence has occurred or imminent danger is apparent.
  - (4) The respondent has the right to be present at the entire hearing and to be heard by the Board. However, refusal or failure by the respondent to participate in the hearing shall not prevent the

Board from proceeding with the hearing and adjudicating the grievance.

- (5) The respondent and complainant may testify and present evidence in their behalf. They also may question witnesses presented by either party. The Board may call witnesses to aid the Board in its deliberations.
- (6) A hearing may be held by a minimum of five members of the Board. No member of the Board who is involved in a particular case will sit in judgment. The hearing will be chaired by the President or someone appointed by the President.
- (7) All hearings are closed to individuals who are not directly involved as the complainant, the respondent, advisors, or witnesses identified in advance by each party. The Chairperson of the hearing may decide to permit witnesses to be present at the hearing or only during their testimony.
- (8) To permit an orderly sequence at the hearing, the below order is recommended:
  - (a) Opening statement by complainant
  - (b) Opening statement by respondent
  - (c) Testimony by complainant and his/her witnesses
  - (d) Questioning of complainant and his/her witnesses by respondent and the Board.
  - (e) Testimony by respondent and his/her witnesses
  - (f) Questioning of the respondent and his/her witnesses by complainant and the Board.
  - (g) Board members may ask questions of any party at any time
- (9) The Chairperson has the right to limit the time for presentation and/or the number of times a person can speak. After all the testimony and statements have been completed and all questions asked, the hearing is concluded and the Board meets in executive session to reach its decision.
- (10) The decision of the Board is based on information presented at the hearing. The number of grievances filed against an individual will be taken into consideration. All deliberations and the final vote by the Board must occur in Executive Session. The Board may include legal counsel at the Board's sole discretion.
- (11) The Board's decision is finalized by a majority vote of those present for the hearing. The only exception is when banning is the suggested punishment, which requires a majority vote of the entire Board, minus any Board member directly involved in the case, as outlined in Section 10.5. The respondent and the complainant will then be informed of the final resolution. If sanctions are imposed, the Board will determine if the outcome should be publically posted.
- (12) A record of the proceedings should be kept with the records of the Board. This record should consist of (1) a summary of the issues and the specific charges, (2) the outcome of the deliberations, and (3) all documents submitted in the course of preparing and conducting the hearing. This record is not intended to convey testimony or deliberative discussions.

#### 10.4. Resolutions

Resolutions of grievances vary according to the seriousness of the offense. The Board has the authority to recommend any resolution it deems appropriate. Resolutions are generally carried out by: (a) a warning with or without possible conditions, (b) termination of Club membership, and/or (c) banning from the club for a specific period or permanently.

## 10.5. Banning

Banning of individuals from Club property requires a majority vote of the entire membership of the Board and should only be used for repeated or egregious violations of clubhouse rules as adopted by the Board and posted in the clubhouse. Banning is considered the most serious sanction the Board can impose upon a person.

- a) The President, Vice President and Membership Chair may, with a majority vote, determine a temporary 30-day banning for a respondent, complainant, and both, until a matter is resolved. This power is to be used only if there are concerns of imminent or escalating conflict or danger, or to create a cooling off period from an escalating issue that could be disruptive to a safe and healing environment at the clubhouse.
  - i. If the President, Vice President, or Membership Chair is involved in the grievance, they must recuse themselves and another Board member take that person's place in deciding whether to use this power.
  - ii. The order of replacing a recused Board member is Treasurer, Secretary, Director of Buildings and Grounds, Director of Social, Director of Technology, and Director of Vending.
- b) Examples of egregious behavior include, but are not limited to, violent behavior, threats of violence, or destruction of property or assets. In these circumstances, police should be called and a copy of the police report kept on file.
- c) Board will generally follow a "three strikes" rule in determining whether to ban an individual from the clubhouse. In other words, individuals will usually be banned after three violations of any of the club rules, and it does not mean the violations have to be of the same rule. Board will use its discretion, as determined by majority vote of its entire membership, in assessing the severity or egregiousness of violations, which may lead to banning after only one or two occasions.
- d) Board will determine if a ban is temporary or permanent. If a ban is temporary, the Board will determine the appropriate length of the ban.
- e) A list of all persons who are banned will be posted on the bulletin board in board room, and provided to the representatives of groups meeting at the clubhouse. A banned person will place themselves in legal jeopardy should the banned person violate the ban by coming on Club property. By imposing a ban, the Board intends to enforce such ban by any legal means available.