

**Northern Colorado Rod & Gun Club (NCRGC)  
Disciplinary Committee Policy**

**1. Summary of Revisions**

Approved by the NCRGC Board of Directors on August 18, 2022

**2. Scope**

This policy applies to all NCRGC Members and the NCRGC Board of Directors.

**3. Purpose**

The policy set forth in this document establishes the procedures for the Disciplinary Committee as set forth in the NCRGC Bylaws, Article III – Membership.

**4. Disciplinary Committee Composition**

- 4.1. Discipline Chairs are automatically appointed to the Committee.
- 4.2. For each hearing and on a rotating basis, the Vice President will select two Discipline Chairs to act on behalf of the Committee for that case.
- 4.3. Vice President will only vote to affirm or reject the charges in the case of a tie.
- 4.4. Hearings must be scheduled within 15 days upon receipt of the charges.

**5. Hearings**

- 5.1. Overview. At the beginning of each hearing, the Vice President shall announce the hearing participants (e.g., by name/title), introduce the case by describing the alleged violation(s), state the ground rules, and cover the procedures that will be followed during the hearing.
- 5.2. Alleged Violation(s). The Vice President will read the letter that was sent to the accused Member in its entirety.
- 5.3. Ground Rules. The Vice President will read the following: *One of the objectives of the Club, in Article II of our Bylaws, is the promotion of the highest degree of sportsmanship and good fellowship amount the membership of the Club, and the prevention of unsportsmanlike conduct. This hearing will be conducted within those parameters. Rudeness, personal insults, name-calling, harassment, profanity, and the like will not be tolerated. I will give you one warning if this occurs and if it occurs again, this hearing will be over, and the Committee will affirm or reject the charge(s) based on the available information.*
- 5.4. Procedures. The Vice President will read the following: *The purpose of this hearing is to discuss the charges which are thought to merit such action. A full hearing will be given to the accused member, and they can confront his/her accusers, examine witnesses, and present evidence bearing on the charges.*

5.5. Conclusion. At the conclusion of the hearing, the Vice President will read the following: *The Board of Directors would like to thank everyone for participating in today's hearing. At the conclusion of this hearing, I will ask the Disciplinary Committee to either affirm or reject the charges. If the charges are affirmed, I will add this case to the agenda for the next meeting of the Board of Directors. After hearing a brief summary on the facts of the case, the Board may suspend or expel the accused member or impose some lesser penalty. I will notify you of the Board's decision within seven days via email, telephone, or certified mail. Any member expelled by the Board of Directors may appeal to the full membership of the Club. If the charges are rejected, no further action is required. Do you have any questions?*

## **6. Conflict**

In the event of a conflict between the provisions of the Articles of Incorporation, Bylaws, and this Policy, they shall prevail in that order.