

### **Oxford Bridge Club Simplified Summary of Disciplinary Procedures**

This is a summary of the Disciplinary Procedures in OBC. It is for guidance only and does not replace the formal processes that are laid down in the Club's Articles of Association.

1. Where possible and appropriate, the session director will try to resolve any issues at the time that they arise.
2. Any person wishing to make a complaint under clause 13 of the Articles of Association, must do so in writing to a Trustee within 3 months of the date of the alleged offence. The Trustee will refer the matter to the Conduct Committee.
3. The Conduct Officer has the option to resolve the matter informally if both parties agree and it is appropriate to do so.
4. If informal resolution is not possible or appropriate, then a formal process is undertaken.
5. The Conduct Officer will appoint a committee to deal with the complaint. This will be referred to as the Incident Committee. The members may include members of the Conduct Committee, the Conduct Panel, or any other suitable person, including people who are not members of OBC. The Incident Committee should consist of between 3 and 5 members.
6. The Chair of the Incident Committee will be the Conduct Officer, or a member of the Incident Committee appointed by the Conduct Officer.
7. The Incident Committee will obtain written statements from the complainant and the defendant and from any witnesses.
8. The Incident Committee will determine whether there is a need to obtain any oral evidence, such as interviewing the complainant or the defendant.
9. Having obtained all necessary evidence, the Incident Committee will decide whether the complaint is upheld or not.
10. If the complaint is upheld, the Incident Committee will determine whether any sanctions should be applied. If the appropriate sanction is felt to be a suspension of more than 90 days or termination of membership, then the matter would be referred to the club's Disciplinary Committee.
11. If the defendant accepts the decision of the Incident Committee, the matter is then closed.
12. If the defendant does not accept the decision of the Incident Committee, the matter is referred to the club's Disciplinary Committee.
13. The Chair of the Incident Committee will communicate the outcome of the complaint to the complainant and the defendant.