



THE ORDER OF AUSTRALIA ASSOCIATION

Disciplinary Policy

Policy identifier	G 16
Original Drafter	Executive committee
Document ownership	Audit & Risk Committee

VERSION CONTROL

No	Date Approved	Comments	Next Review
1	Nov 3, 2020	Original	Nov 2021

1. Introduction

1.1 Overview

The Board of The Order of Australia Association (the Association) is committed to dealing with all member related disciplinary procedure in a manner that is fair, effective and efficient.

1.2 Purpose

The primary purpose of this document is to articulate the disciplinary procedure within The Order of Australia Association

1.3 Applicability

The disciplinary procedures outlined in this policy document apply to members and officers of the Association.

2. Procedure

2.1 The directors may resolve to warn, suspend or expel a member from the Association if the directors consider that:

- (a) the member is in breach of the constitution, or
- (b) the member's behaviour is causing, has caused, or is likely to cause harm to the reputation and standing of the Association in the community.

2.2 At least fourteen working days before the directors' meeting at which a resolution under clause 2.1 will be considered, the national secretary must notify the member in writing:

- (a) that the directors are considering a resolution to warn, suspend or expel the member
- (b) that this resolution will be considered at a directors' meeting and the date of that meeting
- (c) what the member is said to have done or not done
- (d) the nature of the resolution that has been proposed, and
- (e) that the member may provide an explanation to the directors, and details of how to do so

2.3 Before the directors pass any resolution under clause 2.1, the member must be given a chance to explain or defend themselves by:

- (a) sending the directors a written explanation before that directors' meeting, and/or
- (b) speaking at the meeting.

2.4 After considering any explanation under clause 2.3, the directors may:

- (a) take no further action
- (b) warn the member
- (c) suspend the member's rights as a member for a period of no more than 12 months
- (d) expel the member
- (e) refer the decision to an unbiased, independent person on conditions that the directors consider appropriate (however, the person can only make a decision that the directors could have made under this clause), or
- (f) require the matter to be determined at a **general meeting**.

2.5 The directors cannot impose a fine on a member.

2.6 The national secretary must give written notice to the member of the decision under clause 2.4 as soon as possible

2.7 Disciplinary procedures must be completed as soon as reasonably practical.

2.8 There will be no liability for any loss or injury suffered by the member as a result of any decision made in good faith under this clause.

3. Appeal procedure

(a) Appeals must be lodged in writing and delivered by Registered Mail or via email with proof of receipt to the National Chairman or National Secretary and will only be considered based on substantive evidence provided to support the appeal..

(b) Appeals will only be considered if lodged within fourteen working days of the offending member being advised of the disciplinary action.

(c) Appeals are to be considered by an independent committee appointed when required by the National Chairman, consisting of at least three members, one being current member of the Executive who will chair the meeting, a past OAA Director and past OAA Branch Chairman

Related Documents

This Policy is to be read in conjunction with:

- Constitution of the Order of Australia Association
- By-Laws of the Order of Australia Association