



## **Grievance Report Handling Policy For Non-Members**

### *Suspension of non-members*

**(1) Subject to these Rules, if the committee is of the opinion that a non-member has refused or neglected to comply with such Rules as are relevant to attending events conducted by the Association, or has been prejudicial to the interests of the Association and its members, the committee may by resolution--**

**(a) suspend that non-member from attendance of events conducted by the Association for a period as specified in accordance with rule (7); or**

**(b) take such actions as are necessary to suspend that non-member from receiving communications from the Association as specified in accordance with rule (7).**

**(2) A resolution of the committee under rule (1) does not take effect unless--**

**(a) at a meeting held in accordance with rule (3), the committee confirms the resolution; and**

**(b) if the non-member exercises a right of appeal to the Association under this rule, the Association confirms the resolution in accordance with this rule.**

**(3) A meeting of the committee to confirm or revoke a resolution passed under rule (1) must be held not earlier than 14 days, and not later than 28 days, after notice has been given to the member in accordance with rule (4).**

**(4) For the purposes of giving notice in accordance with rule (3), the President or the Vice President must, as soon as practicable, give to the non-member a written, or if the former is not possible a non-written, notice-**

**(a) setting out the resolution of the committee and the grounds on which it is based; and**

**(b) stating that the non-member, or the non-member's representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and**

**(c) stating the date, place and time of that meeting; and**

**(d) informing the non-member that the non-member may do one or both of the following-**

**(i) attend that meeting;**

**(ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution;**

**(e) informing the non-member that, if at that meeting, the committee confirms the resolution, the non-member may, not later than 48 hours after that meeting, give the President or Vice President a notice to the effect that he or she wishes to appeal to**

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**the Association in an executive committee meeting against the resolution.**

**(5) At a meeting of the committee to confirm or revoke a resolution passed under rule (1), the committee must-**

**(a) give the non-member, or the non-member's representative, an opportunity to be heard; and**

**(b) give due consideration to any written statement submitted by the non-member; and**

**(c) determine by resolution whether to confirm or to revoke the initial resolution.**

**(6) A resolution is confirmed if, at the executive committee meeting, a majority of the executive committee members personally present at the meeting are in favour of the resolution. In any other case, the resolution is revoked.**

**(7) If the resolution is confirmed, the committee must set a time limit for the initial period of suspension and communicate this to the parties involved. This period of suspension may be no greater than -**

**(a) one year in length; or**

**(b) the remaining duration of the executive committee that has passed the resolution;**

**whichever occurs first.**

**(8) At the conclusion of the suspension period, the executive may choose to extend the suspension policy, in accordance to rules (1) to (7), otherwise the suspension period is concluded.**