



POLICY AND PROCEDURE MANUAL

POLICY 9 – DIRECTOR SUSPENSION

Policy Intent

This policy outlines the procedures for the temporary suspension of Director(s) and Club Member(s) for the infringement of the HSF Constitution and/or the HSF Policy and Procedure Manual.

Any Director(s) or Club Member(s) found to be in violation of the HSF Constitution and/or the HSF Policy and Procedure Manual will be suspended in accordance to this policy.

Suspension Procedure

First Occurrence – The first occurrence of a perceived violation by a Director(s) or Club Member(s) will initiate an investigation by the HSF President and both the Vice Presidents of Administration. The Director(s) or Club Member(s) found in violation of the HSF Constitution and/or the HSF Policy and Procedure Manual will receive a verbal warning and a written notice, signed by the investigating Executives, that will be included in the Board of Directors meeting minutes.

Subsequent Occurrence – On a subsequent occurrence, a Committee will be formed to review and implement disciplinary action in accordance with the HSF Constitution and the HSF Policy and Procedure Manual.

This Committee shall consist of:

- (1) Two (2) Directors from the North Campus
- (2) Two (2) Directors from the Lakeshore Campus
- (3) Two (2) Directors from the Orangeville Campus
- (4) One (1) Executive Committee Member of the HSF, and
- (5) One (1) HSF Full Time Staff member or a College Administrator as a non-voting member with clear knowledge of the HSF Constitution and the HSF Policy and Procedure Manual.

Second Occurrence Incident – Upon a second occurrence, Director(s) or Club Member(s) found to be in violation will receive a written document from the Committee outlining the infringement and may be suspended from all duties, privileges, and responsibilities for a minimum of five (5) business days and a maximum of ten (10) business days (excluding weekends and recognized holidays). While suspended, the Director(s) or Club Member(s) will be restricted from officially representing the HSF in any capacity.

Third Occurrence Incident – Upon a third occurrence, the committee will reconvene or be reestablished to review the violation. Affected Director(s) or Club Member(s) shall receive written notice from the Committee outlining the observed infringement and a scheduled date when the Committee will review disciplinary action that should be taken (no less than seven (7) business days before the review meeting). The effected Director(s) or Club Member(s) may provide an explanation of their actions, in written form, to the investigating Committee. This will be delivered to the Committee via the Executive Director.

The Director(s) or Club Member(s) may be suspended for no less than twenty-one (21) business days (excluding weekends and recognized holidays), but may not exceed 7 months (214 calendar days), or the end of the current term of office.

Suspension Committee Guidelines

- (1) Executive(s) or Director(s) on the ***Suspension Committee*** should not remain on the Committee if a clear conflict of interest exists.
- (2) Confidentiality and professional integrity will be maintained during all proceedings of the inquiry and after the inquiry has concluded.
- (3) Individuals suspended from HSF activities will not receive Honoraria for the duration of their suspension.
- (4) While suspended, the effected HSF affiliate is prohibited from participating in elections or from running for any HSF office. This is in accordance with the HSF Constitution, Article 12.3.
- (5) Suspended Director(s) or Club Member(s) may appeal the decision of the ***Suspension Committee*** to the full HSF Board of Directors, only on the grounds of non-compliance with ***Policy 9 – Director Suspension***.
- (6) This policy does not allow for the permanent removal of Director(s) or Club Member(s). Permanent removal of Director(s) is outlined in the HSF Constitution, Article 12, Section 10.