

# **FORT WAYNE RAILROAD HISTORICAL SOCIETY INC.**

## **Disciplinary Committee and Complaint Review Process Adopted May 7th, 2020**

It is the policy of the Fort Wayne Railroad Historical Society, Inc. that all of its members, volunteers and contractors should exhibit safe and civil conduct in the participation of Society operations and execution of Society business.

In order to protect the Society's credibility and reputation, the Society has created a Disciplinary Committee and Review process to identify and resolve issues, complaints, and infractions if a participant has failed to adhere to Society standards as outlined in its Code of Conduct Policy and other Society policies. The Disciplinary Committee will have five members, three from the Board of Directors and two from the general membership, appointed by the Board of Directors for a two-year term.

The Disciplinary Committee will be activated upon the submission of a formal, written complaint to the Board of Directors of potential wrong-doing. Complaints may be initially submitted to the Board President or Vice President for dissemination. Formal complaints will be kept on file by the Society Secretary.

After following the Review process as outlined below, the Disciplinary Committee has the authority to dismiss or suspend volunteers and nullify memberships by a majority vote. In addition, the Disciplinary Committee has the authority to reinstate volunteers with the approval of the Board of Directors.

In order to fairly assess a participant's actions, the Disciplinary Committee will without bias perform as follows:

- Objectively review complaints or identified issues
- Perform an independent verification
- Research substantiated information
- Interview related parties
- Conduct a hearing
- Make appropriate recommendations, including but not limited to: imposing of penalties, suspension of memberships, timeline of suspension, dismissal from Society operations, programs or property, as well as the events, operations, and the property of Society vendors, partners, or hosts