

## 1.0 Code of Practice: Appeals Procedure

- 1.1 Code of Practice in the event of a person appealing to The Association against a Committee's decision to refuse membership to that person or remove a member under 3.4 of the Constitution.
- 1.2 That person must be informed in writing of the Committee's decision and their reasons within 14 days.
- 1.3 That person must give notice in writing within 21 days of the date of the letter of his intention to appeal.
- 1.4 The Association will call a Special General Meeting within 28 days of receipt of the Notice of Appeal, when the appeal will be heard. It will be the responsibility of the Association to elect a Chairman for the purpose of conducting that hearing.
- 1.5 Committee members involved in the original decision must not participate or influence the associations deliberations or their final decision. An Association member will present the case on behalf of the Committee.
- 1.6 At the Hearing the witnesses supporting the Committee's decision and witnesses for the Appellant may be called (including Committee members where necessary). These witnesses having given any evidence in chief may be cross examined. These witnesses will not participate in the final decision.
- 1.7 The Appellant will be entitled to be accompanied by a 'Friend', who is an Association member. The 'Friend' and Appellant will be entitled to question witnesses and make submissions to the Association.
- 1.8 The Association's decision will be made on a majority of the members' present at the Special General Meeting and made known in writing to the Appellant. The Chairman of the Hearing will sign this letter.