

The Villages Woodshop Club Disciplinary Review Policy

Section 3.5.6

The Villages Woodshop is a Club where club members and people visiting our facilities can always expect to be treated with respect and courtesy. It is a place where that type of conduct should be the norm of behavior. At no time is behavior less than that considered acceptable. Unacceptable behavior includes offensive and vulgar language, unwelcome sexual advances, abuse of tools and machinery within the woodshop and on the woodshop property, theft, fighting, dereliction of duty (monitor, tool crib, etc.), discrimination and harassment of any type. While this list is not all inclusive, it is indicative of areas of concern. Item 7 of the Villages Activity Release also states in part: "It is everyone's responsibility to maintain a safe, pleasant, and comfortable atmosphere. Every individual who participates has the right to be treated with respect."

Unacceptable behavior brought to the attention of the Club President or an active Board Member will be addressed as follows:

1. The member complaining will put his/her issue in writing on a form provided by the Woodshop. If the Club member does not put his/her issue in writing, the issue will be considered closed. If the issue is put in writing,
2. The complaint will be logged by the person receiving the complaint, and the complaint will be forwarded to the President of the Wood Shop for immediate review and handling within two (2) open shop calendar days of receipt of the issue with the member who caused the complaint. That member will be able to respond to the complaint in writing on a form provided by the Woodshop within twenty-four (24) hours of notification by the Club President. If the member refuses to respond, the President will confirm the member's decision not to respond in writing, then proceed to Step 3.
3. Within twenty-four (24) hours - open shop calendar days of meeting, the President shall determine the appropriate disciplinary action to be taken, if any, and advise both parties of the decision. Both parties shall acknowledge completion of the disciplinary process by signing the closing statement on their respective statements. The Club President shall file all paperwork for each disciplinary matter in the confidential logbook, available for Board of Director review or discussion, as necessary.
4. Progressive disciplinary action includes the following:
 - a) First Written Warning documented to the club member's file.

- a) Second Written Warning documented to the club member's file with suspension of time from the club for one (1) week, effective beginning the next open shop day.
- b) Third Written Warning documented to the club member's file with suspension of time from the club for two (2) weeks, effective beginning the next open shop day.
- c) Fourth Written warning documented to the club member's file with suspension of time from the club for one (1) month. If warranted, permanent withdrawal of membership may be considered at this level as well.

When disciplinary action involves any suspension or other major disciplinary correction, the Board shall be advised by the President during the President's Report at the Board of Director's Meetings. A copy of the written suspension or corrective action shall be available to the Board, as necessary, and may (should) be discussed prior to taking such disciplinary action. No dismissal from the Club shall occur without Board Review and approval.

Any disciplinary action taken shall have a one year "life" in the member's file and is cumulative. If after full review of the issue the severity of the matter warrants moving to a higher level of discipline than is initially warranted, the disciplinary action may be moved to a higher appropriate level of discipline consistent with the issue at hand. In all cases, no proration of dues will be granted for suspension or termination of membership for cause.

All disciplinary action matters shall be treated in a confidential matter by all involved parties.

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