

THE SDGA

COMPLAINT PROCEDURE



(1) Any Member of the Association who wishes to make a complaint about:

- An Office Bearer
- A Member of the Association
- Matters relating to events
- Breaches of the Constitution or Competition Rules
- Suspension

must do so in writing to the Secretary.

- (2) The Secretary must present the letter/videoletter of complaint at a Office Bearer Meeting to be held within 30 days of receiving the complaint.
- (3) The Office Bearers will discuss all letters of complaint and shall have the right to summon anyone concerned to a meeting.
- (4) The Office Bearers will advise the parties concerned in writing as soon as possible of its decision regarding the complaint.
- (5) Should the Member or the party concerned be dissatisfied with the decision made by the Office Bearers they must appeal in writing to the Secretary, giving the grounds of appeal, within 21 days.
- (6) The Secretary will inform the Chairperson of the Appeal and convene a Office Bearers meeting to be held within 21 days of receiving the Appeal.
- (7) The Office Bearers will advise the parties concerned in writing as soon as possible of its decision regarding the Appeal.
- (8) Should any party concerned be unhappy with the decision on the appeal, they must submit a written second appeal to the Secretary within 14 DAYS of the date of the Office Bearer's letter.
- (9) The Office Bearers will set-up an arbitration panel, which will consist of three people who have no connection with the Association, within 21 DAYS of receiving the second appeal letter. This panels' decision is FINAL.

Note: Quorum of Meetings to be a minimum of three Office Bearers.