

**Boeing Employees' Ski Club – St. Louis**  
**Club Member Discipline Procedure**  
**Dated 2/22/2017**

**PURPOSE**

This procedure defines the parties involved and the steps to be taken when a complaint is received about a Member's behavior at a club event.

**PREFACE**

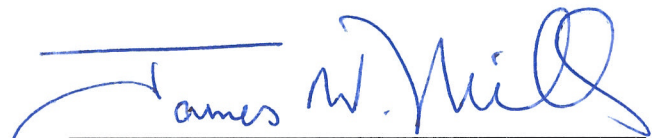
The club is a social entity and exists for the enjoyment of its membership. Situations may arise at a club event that cannot be resolved amicably by the immediate parties involved. This procedure allows for a review of the circumstances, a determination of the severity of the alleged behavior, and potential consequences for the behavior if action by the club is warranted.

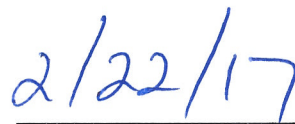
**STEPS**

1. The club receives a written complaint of a Member's alleged inappropriate behavior at a club event. The complaint cannot be anonymous as it must be properly vetted. The complaint will be reviewed by the President, Executive Vice President, Vice President of Trips, Recorder and Treasurer; hereafter referred to as the Executive Board.
  - a) The Member in question can be someone classified in any of the club's membership classes.
  - b) If the Member in question is part of the Executive Board, then another board member will be appointed in their place. The appointment will be made by a member of the Executive Board other than the Member in question.
2. The Executive Board meets to review the written complaint. A determination is made as to whether further action is warranted. If no further action is warranted, the investigation is closed and a written response is sent to the complainant. If further investigation is warranted, proceed to 3.
3. For a first offense, the Executive Board meets with accused Member and other involved parties. The Member must receive a written announcement to the meeting. If the Member does not respond to two written requests for meeting, the Member will forego the opportunity for a meeting and the Executive Board has the right to determine disciplinary action to be taken. Email counts as a written request. A written warning will be sent to the Member if the Executive Board determines action needs to be taken. A written response will also be sent to the complainant. Documentation will be filed and kept by the Recorder. (The warning will include the possibility of more severe consequences, such as suspension or expulsion, if similar offenses occur in the future). **Exception to first offense: the Member may receive immediate suspension or expulsion from the club for physical assault and/or illegal activities. Follow steps 4-7 below.**
4. In cases involving a second offense, or in cases of physical assault and/or illegal activities, the Executive Board receives a written complaint of a Member's alleged inappropriate behavior.

**Boeing Employees' Ski Club – St. Louis**  
**Club Member Discipline Procedure**  
**Dated 2/22/2017**

5. The Executive Board meets to review behavior. A determination is made as to whether further action is warranted. If no further action is warranted, the investigation is closed and a written response is sent to the complainant. If further action warranted, proceed to 6.
  
6. The Executive Board meets with Member and other involved parties. Member must receive written announcement to meeting. If the Member does not respond to two written requests for meeting, the Member will forego the opportunity for a meeting and the Executive Board has the right to determine disciplinary action to be taken. Email counts as a written request.
  
7. The Executive Board votes on appropriate discipline which may include suspension or expulsion. If the board feels a second warning is justified, written documentation must be made, to be filed and kept by the Recorder. If suspension or expulsion is justified, the Executive Board must vote to suspend or expel by a majority vote of the Executive Board. Notification of the consequences, if any, will be made in writing to the Member in question. A written response will also be sent to the complainant.

  
\_\_\_\_\_  
**James W. Mills**  
**President**  
**Boeing Employees' Ski Club – St. Louis**

  
\_\_\_\_\_  
**Date**