

Dalmation and Roan Cavy Club Complaints Procedure

Should any occasion arise that gives cause for complaint, then the complainant must write to the Chairman within 30 days of the alleged offence taking place stating the nature of the complaint along with a deposit of £50.

The Chairman shall within 14 days of receiving the complaint write to the respondent stating the nature of the complaint, giving the respondent 14 days to reply to the allegation. When a reply to the allegation has been received the Chairman shall convene a meeting consisting of the Chairman and four Executive members to hear the complaint. Both the complainant and respondent to be given 14 days notice of the time, date and venue of the meeting and offering both parties the chance to speak on their own behalf at the hearing if they so wish.

Once the Committee have deliberated upon the complaint they must through the Chairman make known their findings within 14 days to both parties along with any disciplinary action they feel is appropriate.

Both the complainant and the respondent have the right to appeal to the Chairman against the Committees decision within 14 days of receiving the result. An appeals Committee consisting of the President and four Executive members not involved in the original complaint shall meet to determine whether the action taken by the original Committee was fair and just.

The appeals Committee shall have the power to uphold, rescind or otherwise alter any disciplinary action taken against a member and their findings will be final and conclusive within the remit of the D&RCC.

If a complaint is found to be frivolous, unfounded or malicious then the deposit will be forfeited. The Executive will announce the findings of the complaint in an appropriate manner to be decided at the time.

All correspondence relating to complaints to be sent by recorded delivery.