

SOLENT SUNBEAM

CLASS HISTORY AND CONSTITUTION

November 2023

Approved by Solent Sunbeam Class Meeting 5th November 2023

Record of Changes

Date	Description	Version
2023 Nov	<p>Update Class Officers & Officials for 2023 – 2024</p> <p>Amend History for GRP boats</p> <p>Add definition of “member” to Clause 1.0.</p> <p>Amend criteria for calling a General Meeting (Clause 6)</p> <p>Change quorum criteria in Clause 7.0 and include both Full Members and boats represented.</p> <p>PR Secretary becomes Officer of the Class and member of the Executive Committee (Clauses 12.0, 12.2, 12.4)</p> <p>Delete criteria and method for cancelling racing at Cowes (Clause 13)</p> <p>Add section on Class Social Media Channels (Clause 16) and renumber following sections.</p> <p>Renumber clauses and add section numbers to Class Code of Conduct and Disciplinary Procedure (Clauses 17.0 to 19.0). Change “Committee” to “Executive Committee” in Code. Amend Clause 19.3(a). New Clauses 19.2(c), 19.4(b) & 19.4(e).</p>	v 6.2
2023 March	<p>Update Class Officers & Officials for 2023</p> <p>Add new Clause 2</p> <p>Revise details for Class Meetings and publication of Minutes (Clause 6)</p> <p>Revise criteria and method for cancelling racing at Cowes (Clause 13)</p>	v 6.1
2022 March	<p>Change to Clause 9 to clarify definition of a two-thirds majority.</p>	v 5.0
2021 Nov	<p>Add to Section 12: “The Executive Committee may co-opt up to two class members to join the Executive Committee.”</p>	v 4.0
2021 Feb	<p>Update Class Officers & Officials for 2021. Correction of typographical errors.</p> <p>Refine definition of Members & Associate Members. Add further notes about epoxied boats.</p>	v 3.1
2020 Oct	<p>Amend Class Officers and add Class Officials (Clause 10)</p> <p>Update Past Commodores & Class Officers</p> <p>Solent Sunbeam Class Code of Conduct and Disciplinary Procedure (Clause 14)</p>	v 2.0
2020 Aug	<p>Virtual Class Meetings (Clause 6)</p>	v 2.0
2019 Mar	<p>Add additional responsibilities to Class Captain duties in Clause 11.</p> <p>Minor formatting</p>	v 1.3
	<p>Formatting, minor edits</p>	v 1.2
	<p>Updated with feedback from Roger Wickens</p>	v 1.1
2019 Jan	<p>V1 – port from Falmouth Sunbeam Rules</p>	v 1.0

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2024 CLASS OFFICERS

COMMODORE	Alan Stannah
CAPTAIN	Roger Wickens
VICE CAPTAIN	Robin Richardson
SAILING SECRETARY	Jerry Saunders
CLASS SECRETARY	Graham Colbourne
SOCIAL SECRETARY	Jacqueline Evans
CLASS TREASURER	Nikki Edwards
CHAIR OF TECHNICAL COMMITTEE	Martin Jones
PR SECRETARY	James Axtell

2024 CLASS OFFICIALS

CLASS ARCHIVIST	Neil Prior
CLASS MEASURER	Mike Creagh
CLASS MERCHANDISE	vacancy
CLASS SCORER	Anne Taylor
CREW MASTER	Martin Evans
FALMOUTH LIAISON	Simon Perkins
THURSDAY ORGANISER	Robert Eggleton

HEADQUARTERS

Itchenor Sailing Club, Itchenor, Chichester Sussex, PO20 7AG

WEBSITE

<https://www.solentsunbeam.co.uk>

FACEBOOK

<https://www.facebook.com/groups/237033089678818>

PAST COMMODORES

1975-1980	Sir Henry Chisholm
2002-2005	Kirk Webster
2011-2020	John Ford

PAST CAPTAINS

1922-1930	Capt. B. Lubbock, MC
1930-1932	Col. G.H. Hodgkinson
1932-1935	L. Campbell
1935-1939	Col. E.W. Morrison-Bell

(WORLD WAR II)

1946-1948	T.A.H. Beddington
1948-1957	H.J. Ellam
1957-1959	A.J. Dunn
1959-1960	N. Ellam
1960-1962	M.J. Williamson
1962-1964	D.K. Poland
1964-1975	Sir Henry Chisholm CBE
1975-1979	J.J. O'Hea
1979-1981	Peter W. Nicholson
1981-1984	Mrs Betty Moore
1984-1986	John A.C. Oldham
1986-1990	Richard T. Dale
1990-1993	Kirk Webster
1993-1996	Alan N. Stannah
1996-1999	Roger F. Wickens
1999-2002	Tim L. Hill
2002-2005	William L. Dickson
2005-2009	Richard Pearson
2009-2011	Julian Money
2011-2014	Miss Gayle Palmer
2014-2017	Duncan O'Kelly

2017-2020	Nick Leach
2020-2023	Oliver Gilchrist

THE SUNBEAM

The Sunbeam is a 3-ton (Thames) Bermuda rigged, open cockpit, half decked day racing yacht, designed by Alfred Westmacott, M.I.N.A., in 1922, with the following principle dimensions: -

Length (overall) 26 ft. 5 ins.

Length (waterline) 17 ft. 6 ins.

Beam 6 ft.

Draught 3 ft. 9 ins.

There are two fleets of Sunbeams: Solent Sunbeams and Falmouth Sunbeams. Over time the two fleets have developed some differences. The Solent Sunbeam rules permit GRP construction, a wider use of epoxy for traditionally built wooden boats and the use of spinnakers. The Falmouth Sunbeam rules do not allow GRP boats, limit the use of epoxy for traditionally built wooden boats and do not permit the use of spinnakers.

During the long life of the Sunbeam there have been a good many changes in the names of the boats, and a number of transfers of boats between the Solent and Falmouth Fleets. The two Classes maintain close and friendly relations with one another. Team racing between the two Fleets is an annual event with the venue alternating between Itchenor and Falmouth.

Many of the boats in both Fleets have in recent years been completely refitted.

HISTORICAL NOTES

The Sunbeam was the last and largest of a group of one-design yachts by A. Westmacott, including the Yarmouth (Isle of Wight) One-Design, the Seaview Mermaid (now replaced by a new design) and the well-known and numerous "XOD" Boat.

Thirty-nine Sunbeams were built to this design, all of them by Woodnutt & Co. Ltd., of St. Helens, Isle of Wight, between 1922 and 1938, and were regularly raced in the Solent and at Falmouth until the outbreak of war in 1939. In this period Alfred Westmacott owned a share in V12 "Felicity".

After the war Woodnutts closed their St. Helens' yard and moved to Warsash (where they suffered a disastrous fire), and finally sold out and closed down. In the course of these events many of their records were lost or destroyed, including all the Sunbeam plans and moulds. No new Sunbeams could therefore be built but, owing to the high standard of the specification, all the original boats

are still remarkably efficient and seaworthy. One boat, “Judy”, was lost at sea in extreme weather conditions whilst racing in Cowes Week in 1939.

In 1965, the plans were redrawn by taking off the lines from one of the boats. One or two old drawings were also found in the possession of former owners. New construction thus became possible, and in 1976, a 40th Sunbeam, V40 “named Vee Forty” was built (to the original specification) in Cornwall. The same firm then carried out the main construction of V41 “Fleury” for a Solent owner, who had her completed by George Haines and Son Limited at Itchenor and launched in 1979.

Two further boats (V42 & V43) were built in 1979 by H. Attrill and Sons Limited at St. Helens, Isle of Wight, whose yard adjoins that originally used by Woodnutts. In 1983 they also built V44 “Lucy”, for a Falmouth owner. There was then a gap of 16 years before Roger and Dinah Graffy, the owners of Mylor Yacht Harbour built V45 “Milly” aptly named for the Millennium Year. V46 “Spray” was built in 2000 for Alan and Jackie Stannah, members of the Itchenor Fleet. V47 was built in Mylor and launched in 2002 and named “Kitty” for Alan Hayward. In 2008 “Racy Lady” V48 was built at Bosham by Ivan Jeffries and finished in Devoran by David Townrow. She was launched in St Mawes where she is owned and raced by David and Karen Richards.

In 2010, the Solent fleet approved the wider use of epoxy and the construction of GRP boats. “Betty”, the prototype GRP boat commissioned by Roger Wickens and Alan Stannah, was adopted as a Solent Sunbeam with sail number V61 in 2010. The hulls of a further three GRP boats (V62, V63, V64) were completed in the Spring of 2011 and Maisy (V64) was launched in July 2011. Twelve GRP Sunbeams were built (V61 – V74), but Betty (V61) was lost in the western Solent during Cowes Week in 2022. The latest, Odyssey (V74), was launched in September 2023. Query (V25) was the first Sunbeam to be fully softwood splined and epoxied and was relaunched in July 2011. Harmony (V11), Fay (V24) & Sugar Daddy (V29) were also splined and epoxied about the same time and more recently (in 2022/23) Mystery (V16) and Honey (V43).

In 2022 the Falmouth fleet approved the use of GRP and Dragonfly (V63) is now part of their fleet. The Sunbeam Register contains particulars of all 47¹ traditional wood built Sunbeams and 11 GRP Solent Sunbeams. All are members of either the Solent or Falmouth fleets.

The hull and sail specifications are identical for both fleets, except that the Solent fleet permits the option of the wider use of epoxy in the maintenance of wooden hulls and GRP hull construction. In all other respects their rules are almost identical; but the Solent Sunbeams use spinnakers whereas the Falmouth Sunbeams do not. Falmouth Sunbeams have instead retained their original ingenious and effective device for booming out the jib known as “Kitty Gear”. The Falmouth boats can also carry a greater weight of internal ballast. The Solent Fleet do not permit running back stays whereas the Falmouth boats do. The Solent Fleet permitted the use of carbon fibre masts from 2020.

¹ 48 wooden boats have been built; one was lost at sea.

The sail area is limited to 300 square feet, which is split between main and jib as the owner wishes. This and other minor options result in the description of the Class as "restricted" rather than "one-design", though there is in fact very little difference in the sail plans of the various boats.

The large sail area for the size of hull results in remarkable light-weather performance, and extreme ease of handling and quickness on the helm; but it also requires skill in sailing, and early reefing and care in heavy weather.

For racing, a crew of either two or three (including the helmsperson) is carried and many Sunbeams are raced by husband and wife crews.

THE SOLENT SUNBEAMS

The Solent Sunbeams were started as a Class in October 1922 by Capt. Basil Lubbock at Hamble. The letter "V" was allotted to the Class by the Solent Cruising and Racing Association in February 1923, and seven boats raced in Cowes Week in that year.

The Class remained at Hamble until 1930. By that time it consisted of 24 boats, to which number it had limited itself by a resolution passed in 1926. This was an action of questionable wisdom since it discouraged the building of new boats.

In 1930 Capt. Lubbock retired as Captain and the Class transferred to its base to Bembridge on the Isle of Wight, where it remained until the War put a stop to its activities in 1939. During this period the Class flourished, thanks to the energy of its Secretary, Mrs Hugh Collins, whose boat "Harmony" set up some remarkable records for keenness and performance. Nevertheless, a number of the boats were laid up.

In 1933, Mr (later Sir Geoffrey) Lowles, a keelboat owner at Itchenor, formed a syndicate to buy four of the laid-up Sunbeams with the object of starting racing at Itchenor. Three more Sunbeams came to Itchenor to join them, and three new boats were built for the Itchenor owners by Woodnutts, although because of the Solent Fleet limit on overall numbers only one of these new boats was officially admitted to the Class at the time.

After the War there was some difficulty in getting the Class going, and for some years petrol rationing proved a serious obstacle to weekend racing.

The restriction on the number of boats in the Class was removed in 1948, and all boats wishing to race with the Class were admitted. This gave the Class a new lease of life and during the Captaincy of Sir Henry Chisholm (1964-1975) all the remaining boats in the Solent area were tracked down and acquired by Itchenor owners.

Itchenor thus became the headquarters of the Solent Sunbeams and in 2018 the Fleet Celebrated its 95th Anniversary.

The Solent Sunbeams race in Chichester Harbour and occasionally outside, and in the Solent off Cowes. They race on Saturday, Sunday and Bank Holidays from April to October and Thursday evenings between May and September. The Fleet visits Cowes every year for a three-week period racing in the Classic Keelboat Regatta and Cowes Week. The Class has raced in Cowes Week since 1923.

FALMOUTH SUNBEAMS

The Falmouth Sunbeams were formed in 1924 by C.P. Foster and other members of the Royal Cornwall Yacht Club. They started racing in that year with eight boats, and regular racing took place until the outbreak of war in 1939 (except in 1931 and 1932 when there was no racing).

The original eight boats were built by Woodnutt's to establish the Falmouth Fleet, and four more had been added by 1937.

After the war, in 1947, the Class was reconstituted with seven boats, and from then onwards went from strength to strength with a number of boats being transferred from the Solent Fleet to the Falmouth Fleet. The boats were originally based partly at Falmouth and partly at St. Mawes, and also later at Mylor.

At the beginning of 1996 the Class once again became based at the Royal Cornwall Yacht Club with most of the fleet moored at Falmouth.

The Falmouth Sunbeams race regularly three times a week; at Flushing Sailing Club on Tuesday evenings and Saturday afternoons and at the Royal Cornwall Y.C. on Friday evenings. Racing is also available at St. Mawes on Thursday evenings and Sunday mornings.

Apart from normal club racing many Village Regattas are sailed by the Sunbeams during the season as well as Falmouth Week, Fowey Week and the Sunbeam Championships.

The Falmouth Fleet has now increased to 25 following the building of three new boats. Interest in the Falmouth Class had waned through the late 1980's and early 1990's, however more recently the Class has become very popular once again.

A milestone was reached in 1999 with the 75th Anniversary of the Class in Falmouth. The previous year saw the same anniversary celebrated by the Itchenor Fleet.

There was a series of celebrations both on and off the water during the year, culminating with the Championships. Eleven boats made the trip from Itchenor. Ten arrived by road and "Dainty" V1 owned by Peter Nicholson arrived by water having sailed the whole way.

In 2009 the Falmouth Sunbeam Fleet celebrated its 85th Anniversary and a very special Championship week was sailed with three Itchenor boats travelling to Falmouth to join in.

THE CURRENT AND HISTORICAL CLASS STRUCTURE

The Solent Sunbeam Class was first formed in 1922 and in 1965 joined with the Falmouth Sunbeam Class to create the Sunbeam Class, each retaining it identify as a separate Division. In 2010 The Solent Sunbeams decided that it was imperative that they modernise their fleet by allowing the optional use of GRP for the construction of the hulls and decks of new boats, and of epoxy splining for the maintenance and refurbishment of the existing wooden boats. The Falmouth Division did not approve of these initiatives and so in 2011 the Solent Division resolved to revert to be the Solent Sunbeam Class that it was formerly.

CLASS ASSOCIATION CONSTITUTION

- 1.0 The Class shall be called the Solent Sunbeam Class. The Class has its Headquarters at Itchenor Sailing Club. The term “members” refers to Full Members and Associates.
- 2.0 The Class is administered by boat owners through a Class Association, membership of which is a condition of a boat taking part in racing. The Class Association is the authority for the Class Rules.
- 3.0 Class members shall support the integrity of the Class, not only by the observation of the Class rules but also by observing the spirit and the traditions of the Class. The Class Captain should guide their membership accordingly.
- 4.0 Applicants who are members of a recognised Yacht or Sailing Club, or of the R.Y.A. and who are owners or part owners of a traditionally wood-built Sunbeam with or without an externally epoxy coating and a GRP constructed Sunbeam as defined by Class Rules shall be enrolled as Full Members without any ballot on application being made to the Captain. No boat may be raced whose owner or owners have not been admitted to membership, and any boat which has been owned for 12 consecutive months by anyone who for any reason has not been admitted to membership may, at the discretion of the Class Captain, be considered to have been sold out of the Class. Any boat which has been sold out of the Class can only be re-admitted if the Class Captain is satisfied that she complies with the Class Rules, and she shall be allotted such sail number as the Class Captain shall decide.
 - 4.1 Associate Members may be admitted by the Class Captain, when proposed and seconded by current Full Members. This membership is intended for previous owners and others wishing to be associated with the Class. It carries no voting rights and can be terminated by a meeting of the Class Officers.
 - 4.2 Honorary Life Members may be elected at a Class Meeting. This membership is intended for former owners or Associate Members who have provided outstanding service to the Class but carries no voting rights

NEW BOATS

- 5.0 Anyone wishing to order a new boat must apply to the Class Captain for consideration by the Class Association.

MEETINGS

- 6.0 Fourteen days' notice of a Class Meeting shall be given. Notice may be given electronically by email or other electronic means. Any two Full Members representing two boats may request the Captain to call a Meeting. Proposed rule changes and other topics for the agenda should be sent to the Class Secretary at least 10 days before the Meeting. Proposed rule changes may be voted on at a General Meeting only if they have been scheduled in the written Agenda as circularised at least seven days before the Meeting. If circumstances require, such as necessitated by COVID regulations, any Class Meeting may be arranged and attended remotely through the use of video and/or telephone technology and any Full Member or Associate Member attending remotely shall be permitted to speak on any matter under consideration and also to vote on any matter provided the Full Member has voting rights.
- 6.1 Minutes of all Class Meetings shall be posted on the Class website, including the minutes of the Executive Committee.

QUORUM

- 7.0 At all Class meetings a quorum shall consist of three Full Members representing at least three boats. For other meetings (e.g., Executive Committee, Technical Committee) the quorum shall consist of three Full Members.

VOTING

- 8.0 Only Full Members may vote on Class matters – one vote per boat. Full Members may vote by Proxy at any meeting after notifying the Class Captain.
- 9.0 Alteration to any Rule or to the Specification shall require a two-thirds majority of the eligible votes cast at a meeting either for or against. For the avoidance of doubt, abstentions shall be excluded from the two-thirds calculation.
- 10.0 All other questions shall be settled by a simple majority. In the case of equality of votes, the Chairman shall have a casting vote.

JOINT OWNERS

- 11.0 At all meetings, joint owners may only record one vote between them.

OFFICERS

12.0 The following officers shall be elected from the members of the Class at a meeting of members:

Commodore	Sailing Secretary
Class Captain	Class Treasurer
Vice Captain	Social Secretary
Class Secretary	Chair of Technical Committee
	PR Secretary

12.1 The Class Captain shall hold office for a maximum continuous term of three years. A Commodore may be elected by the Class. He/she shall be the titular head of the Class and its principle ceremonial representative. He/she shall have no executive duties and shall not hold any other Class office.

12.2 The Executive Committee of the Class shall consist of:

Class Captain	Class Treasurer
Vice Captain	Social Secretary
Class Secretary	Chair of Technical Committee
Sailing Secretary	PR Secretary

12.3 The Executive Committee may co-opt up to two class members to join the Executive Committee.

12.4 The Executive Committee may appoint other officials of the Class including, but not limited to:

Class Archivist	Crew Master
Class Measurer	Falmouth Liaison
Class Scorer	Thursday Organiser
Class Merchandise	

DUTIES

13.0 The Captain of the Class shall be its Chairman and Chief Executive, responsible for its general welfare and organisation. He/she shall arrange for a programme of racing and see that proper records are kept. In the absence of the Official Measurer, he/she shall be responsible for the measurement of boats, sails and equipment.

13.1 The Vice-Captain shall generally assist the Captain and, in his/her absence, shall act as his/her Deputy.

13.2 The Class Secretary shall be responsible for the records of the membership and for meetings of the members and, in the absence of the Vice-Captain, shall assume his/her duties.

13.3 The Class Treasurer shall keep the accounts and submit them at the end of the season to a meeting of the members.

OFFICIAL MEASURER

14.0 An Official Class Measurer shall be appointed by The Class.

14.1 The Class Measurer shall be responsible for the measuring of all new boats, sails and spars. He/she shall carry out periodical inspections of boats as considered necessary by himself or the Captain. All new boats shall be built under his/her supervision.

SUBSCRIPTIONS

15.0 Such subscription as is necessary for the organising of the Class shall be called for from time to time by a meeting. Only Full Members in good standing who have paid their subscription fees can vote at a meeting.

15.1 Annual Subscriptions are due on the first day of January each year or immediately following admission. Any member whose subscription is unpaid after one month shall be reported to the Class Captain who may determine that they shall cease to be a member. Such a member whose membership has ceased may, upon application, be reinstated by the Class Captain in his/her absolute discretion. On reinstatement within two years, the subscription payable is 150% of the subscription of the year in which they re-join.

CLASS SOCIAL MEDIA CHANNELS

16.0 Use by any member of the Class social media channels, currently Facebook, Sailing WhatsApp, and Social WhatsApp, is a privilege that may be withdrawn or curtailed if in the opinion of the Class Captain or his/her deputy a member's use of any such channel is:

- (a) excessive or
- (b) harmful to the interests of the Class or
- (c) contravenes the Class Code of Conduct

16.1 The Class Captain or his/her deputy may require any posts as described above to be removed immediately by the member.

SOLENT SUNBEAM CODE OF CONDUCT AND DISCIPLINARY PROCEDURE

17.0 Code of Conduct

- 17.1 The Solent Sunbeam Class Association (the Class) expects all members and their guests to show respect and understanding to each other, treat everyone equally, and conduct themselves in a courteous way both on and off the water in a manner that reflects the historical, collegiate and friendly traditions of the Class.
- 17.2 Abusive, aggressive, hectoring, or discriminatory language or behaviour - whether in verbal or written form - or a lack of respect for other people and their property, will not be tolerated.
- 17.3 A breach of this Code of Conduct will prima facie be treated as misconduct. It should be reported to either the Class Captain, the Class Vice Captain, or the Class Secretary and may lead to disciplinary action.
- 17.4 Class members are expected to:
- a) Abide by the Itchenor Sailing Club (ISC) Rules and the Class Rules.
 - b) The ISC implements the RYA Racing Charter and members are expected to sail and behave at all times in compliance with it. Without prejudice to the generality of the foregoing members are expected to always race displaying sportsmanship and courtesy to their fellow sailors and all other water users.
 - c) Follow the ISC operating, COVID-19, safety, social media and safeguarding procedures.
 - d) Treat ISC and Class members, visitors and guests with respect and understanding, regardless of age, disability, gender identity, race, religion or belief, sex or sexual orientation.
 - e) Avoid the use of language that others may find offensive, both on and off the water, whether on ISC premises, at all ISC events, at other Open Events, or when using social media channels, or in personal communications between members.
 - f) Encourage all members to play as full a role in the Class as they wish to and support them in developing their skills and experience.
 - g) Recognise the contribution of ISC staff and volunteers.
 - h) Prioritise the safety and wellbeing of participants.
 - i) Promote courtesy to all water users.
 - j) Use established procedures where there is a genuine concern or dispute.
- 17.5 Class members can expect to:
- a) Feel welcome and valued.
 - b) Be respected and treated fairly.
 - c) Be listened to and kept informed.
 - d) Be involved and contribute towards decisions within the Class.

18.0 Solent Sunbeam Class Association Disciplinary Procedure

- 18.1 The Class disciplinary procedure applies to all members of the Class and aims to ensure that all members are treated fairly and consistently in regard to their conduct. The procedure may be

reviewed and amended by a committee comprising Class Officers from time to time to meet any change in requirements.

18.2 Principles

- a) No disciplinary action will be taken until an investigation has been undertaken by a person or persons, appointed by the Executive Committee, who will not be involved in any subsequent disciplinary decision.
- b) Disciplinary matters will be concluded without undue delay.
- c) Disciplinary matters will be treated confidentially and only those directly involved in the procedure will be informed.
- d) Disciplinary matters will normally be heard by the Executive Committee, with a right of appeal to the members at a General Meeting.
- e) The Executive Committee may appoint a smaller Panel to conduct the hearing, again with a right of appeal to the members at a General Meeting.
- f) A member who is the subject of disciplinary action will be advised in writing of the nature of the complaint against him/her, will be allowed sufficient time to prepare for a disciplinary hearing, and will be given the opportunity to state his/her case.
- g) The member will have the right to be accompanied by a fellow member, or by another representative (but not a legal representative) at the reasonable discretion of the Executive Committee or if applicable the Panel.
- h) The member will have the right to appeal to the members in General Meeting against any sanction or penalty imposed.
- i) A proper record will be kept of any disciplinary decision, taking into account the need for confidentiality.
- j) A complainant will be informed when the matter is concluded, but does not have the right to be informed of the nature of any sanction or penalty imposed.

18.3 Examples of misconduct offences include but are not limited to the following:

- a) Failure to comply with any part of the Class Code of Conduct.
- b) Failure to pay membership subscriptions, boat fees or other monies owed to the Class within a reasonable time.
- c) Theft or misappropriation.
- d) Deliberate damage to the property of the Class or a member.
- e) Assault on or deliberate injury to a member, guest or employee.
- f) Foul, abusive or discriminatory language or behaviour or harassment.
- g) Harming or placing at risk of harm a child or young person aged under 18 or a vulnerable person.
- h) Conduct, whether within or outside the Class, which might bring the Class into disrepute by association.

19.0 Procedure

19.1 Receipt of Complaint

- a) A complaint is received by the Class and passed to the Class Captain and acknowledged to the complainant.
- b) The Class Captain informs the Executive Committee that a complaint has been received and appoints a member to investigate it.

- c) If the presence at the Class of the member who is the subject of the complaint may put others at risk, his/her Class membership and/or attendance in Class events may be temporarily suspended pending the investigation and the outcome of any subsequent disciplinary hearing.

19.2 Investigation

- a) The matter is investigated; this may include speaking to the complainant and gathering statements from any witnesses. In the case of failure to make a payment, it may involve checking the Class financial records.
- b) If, during the course of the investigation, it appears that the member may have committed a criminal offence, this may be reported to the Police and the internal disciplinary procedure will be put on hold until any Police investigation and subsequent prosecution has been concluded.
- c) The member investigating the complaint will pass their conclusion to the Class Captain or Vice Captain. If the conclusion is that the complaint is not reasonable, then the complainant will be so informed. If the conclusion is that the complaint is valid, then the complainant will be informed that Class Officials are continuing to process the complaint. A hearing will then be convened by the Class Captain.

19.3 Hearing

- a) The Class Captain convenes the Disciplinary Panel comprising Officers of the Class and if applicable the member who conducted the investigation may be asked to present the case on behalf of the Class. There shall be excluded any member who is related to either the complainant or the member who is the subject of the complaint and any member who has been involved in a previous disciplinary action involving the same member, other than as an Investigator or a member of the Disciplinary Panel . If this results in a Disciplinary Panel of less than three persons, the Class Captain may co-opt another member or members to serve.
- b) The date, time and venue for the disciplinary hearing are decided, allowing sufficient time for the member to prepare his/her case.
- c) The member is informed in writing of the nature of the complaint, is asked to attend the disciplinary hearing, informed of his/her right to be accompanied and provided with copies of this procedure, any relevant documents and witness statements.
- d) If the member is unable, for good reason, to attend on the appointed date, the Disciplinary Panel should endeavour to agree a suitable alternative date. If the member is unable to agree a mutually acceptable date within a reasonable period, the hearing may take place in his/her absence.
- e) The disciplinary hearing takes place.
- f) No witnesses or statements should be introduced at the hearing without prior notice and copies of all written evidence must be produced for consideration prior to the hearing, to be available in advance to the parties.
- g) The Disciplinary Panel may adjourn the hearing to allow further evidence to be referred to if the Disciplinary Panel considers it fair to do so.

19.4 Decision

- a) The Disciplinary Panel decides whether misconduct has taken place, and if so decides on an appropriate and proportionate sanction or penalty. Without limitation examples of such sanction or penalty might be an initial warning, the issue of a sincere letter of

apology if volunteered by the member the subject of the disciplinary hearing, suspension from membership of the Class for a period of time, or dismissal from membership of the Class.

- b) If the Disciplinary Panel does not consist of at least two members of the Executive Committee (see 18.3(a) above), the sanction or penalty recommended by the Disciplinary Panel may be reviewed by the Executive Committee.
- c) After the Disciplinary Panel has reached a decision, the subject of the complaint will be notified in writing of such decision and informed of any penalties within 7 days of the decision being reached, penalties will be effective from the date of the decision. If relevant, the member should be informed of his/her right of appeal and the timescales involved.
- d) A record is made of the disciplinary decision.
- e) The complainant is also advised that the process has been completed.

19.5 Appeal

- a) If the member appeals, the matter is referred to the members at a General Meeting. The appeal hearing may uphold the original decision, reverse it, or reduce the penalty but may not increase it.
- b) The appeal decision is final.

19.6 Appeals Procedure

- a) An appeal may be made on the following grounds:
 - i) the Class has failed to follow a fair process; and/or
 - ii) the member feels that the sanction is disproportionate to the offence.
- b) If an appeal is to be made then written notice of appeal by way of 1st class recorded delivery or receipted hand delivery to the Class Secretary must be given by the member, within 28 days of being notified of the decision. No appeal will be valid or considered after that period has elapsed. The Class must be given full written grounds for the appeal, stating exactly what is being appealed against and the reasons for this.
- c) New evidence cannot be presented at the appeal hearing. The Class in General Meeting shall have power to uphold the original decision, reverse it, or reduce the penalty but may not increase it. The decision of the General Meeting is final and binding on the parties.

19.7 Conclusion

- a) The complainant is informed that the matter has been concluded.