

	Gasóga na hÉireann/Scouting Ireland			
	Document No.	Issued	Last Amended	Next Review
	TOR-SUB13	22 June 2019	1 st December 2019	June 2022
	Category: Sub-committees and Appointments			
Disciplinary Panel – Terms of Reference				

Related Documents
SID-CCD01 - Scouting Ireland's Grievance and Disputes Process
SID-CCD02 - Scouting Ireland's Conflict Resolution Policy and Guidelines
SID-CCD03 - Scouting Ireland's Disputes Policy (Youth Members)
SID-CCD04 - Scouting Ireland's Disciplinary Process
TOR-SUB04 – Disputes Resolution and Appeals Panel - Terms of Reference
TOR-SUB014 – Investigation Officer - Terms of Reference

Revision Schedule		
Revision	Date	Description
A	01/12/2019	To amend the requirements concerning the external Panel Member
#	22/06/2019	Document Issued

Panel Members

The Disciplinary Panel (DP) shall consist of three individuals appointed to that role by the Board of Scouting Ireland (the Board) on the recommendation of the Disputes Resolution and Appeals Panel (DRAP). The DP shall comprise of a Chair and two individual Panel Members. The Chair shall be a current member of Scouting Ireland. At least one of the two individual Panel Members must be external to Scouting Ireland.

Terms of Office

After having sat on the DP for a period of two years initially each member of the DP should then be replaced by one member stepping down each year for the next three years and this replacement process should then continue on a rolling basis thereafter. The order of retirement shall be decided by the Board.

In the case of the members of Scouting Ireland that may be appointed by the Board to the DP, the Board shall decide the appropriate manner by which to seek nominations from the membership. The nomination process and the recommendation of the individuals to the Board will be overseen by the DRAP.

The recruitment of the external Panel Member(s) will be in accordance with Scouting Ireland's current policy, at the time of recruitment, on engaging said individuals.

Purpose

The purpose of the DP is to receive and consider all complaints received by Scouting Ireland, on disciplinary issues concerning any individual adult member, through the proper procedure as laid out in policy document SID- CCD04 – Disciplinary Process. A list of matters that are considered by Scouting Ireland to be a breach of discipline are outlined in the SID-CCD04.

Reporting to

The DP reports directly to the Board, until such time as the relevant Department is established within Scouting Ireland to handle these matters and the reporting procedure will then be reviewed.

Key areas of responsibility

1. To discharge the duties of the role as specified in Scouting Ireland's policy document SID-CCD04 - Disciplinary Process.
2. To receive all alleged breaches of discipline in Scouting Ireland.
3. The DP has the initial responsibility to decide on whether any matter referred to them requires investigation. Should the DP decide that the matter does not warrant a full investigation then they will dispense with the matter in a manner as they see fit which shall include agreeing an appropriate sanction with the member the subject of the complaint where a minor breach of discipline is accepted to have occurred.
4. The DP has all the powers necessary for, and incidental to, the exercise of its functions and will determine the procedures for investigating any complaint referred to them with the procedures being outlined explicitly in the Terms of Reference for each case, a copy of which will be provided to all those members the subject of the investigation in said case.

5. The DP may request the member subject to investigation to voluntarily step aside from all or specified Scouting activities pending investigation of the complaint and in line with current Scouting Ireland policy on suspension of membership. Any act of suspension should be considered a neutral act and should not be seen as sign of guilt.
6. The DP will be responsible for ensuring that all disciplinary investigations are carried out by an Investigation Officer (IO).
7. The DP will be responsible for preparing a report (SIF-DPF11) following any disciplinary matter that was the subject of an investigation by an IO.
8. The DP can recommend any of the following sanctions to the Board for consideration:
 - Recommend the cancellation, withdrawal or suspension of any Appointment and/or Position of the member within Scouting Ireland to the relevant Commissioner and to the Board;
 - Suspend the member from membership of Scouting Ireland for a specified period of time;
 - Expel the member from membership of Scouting Ireland; or
 - Any other sanction which the DP deems appropriate in any particular case.