

THE SEALED KNOT SOCIETY LTD



Complaints & Discipline Policy July 2020

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1. Overview

This document supersedes all previous versions of the Complaints and Discipline documentation which precedes it, working under the requirements in the Articles of Association and the Terms and Conditions, Investigations Procedures, in conjunction with the Officers Handbook.

Regimental Commanding Officers accept responsibility for members when they sign the Membership Form, Any matter of complaint should be discussed in private. In military matters, any case of dispute or grievance, which is to be deemed as equivalent to that of a complaint between one member and another should be referred to the Officer next in rank or seniority to the senior of those in dispute.

Hence the underlying principle of this document is that it devolves upon Regimental Commanding Officers to investigate and resolve disciplinary matters wherever possible. The most satisfactory outcome to investigations and disciplinary matters comes when they are dealt with fully and effectively privately or within the regiment. However, depending on the offence, or for other reasons, Commanding Officers may choose to escalate the complaint to Brigade, Army (Lord General) or to the Adjutant General.

In any case where a criminal offence has been committed this must be notified to the Adjutant General and the relevant Lord General.

Commanding Officers should always endeavor to resolve any issues informally wherever possible, yet It is recognised that in some cases this is not always possible. All officers are expected to in a manner which is fair, objective and impartial and consistent the spirit and values of the Sealed Knot and adheres to our policies, especially those relating to Equality and Inclusion.

If in the Commanding Officer's opinion, the complaint is justified, then any punishment of the members should reflect the offence. The punishment must comply with Sealed Knot regulations and procedures. The procedure below should only be taken as a last resort or when the alleged offence warrants an investigation.

This policy covers both grievance (complaint) and discipline. The procedures followed are the same for both yet should be understood that it should be used as a last resort.

Society Director for the Sealed Knot Complaints and Discipline Procedure is the Adjutant General. Any enquiry or clarification on any points throughout this document and Interlocking ones should be in the first instance referred to the Adjutant General.

1.1 Definitions

In this document, all grammatical persons are singular and male, to avoid confusion, but may refer to plural grammatical and female persons as appropriate; the terms are used equally and without bias.

Term	Meaning
Brigade	Refer to both 'Tercios' and 'Associations'
Convening Officer	Refers to the Regimental CO, Brigade Commander or Lord General, as appropriate

1.2 Interlocking documents

This policy should be read in conjunction with the **Sealed Knot: Articles of Association, Terms and Conditions of membership 2020, The Officers Handbook 2020 and Investigation Procedure Policy 2020.**

2 Guidance on Procedures

2.1 Investigating Officers and Investigations

Inquiries should take place as soon as possible following the complaint, **except in those cases where criminal proceedings have been initiated by the police.**

In all cases where criminal proceedings are likely or even possible, then the case must be referred to the Adjutant General to report to the authorities and from there to be in support of a potential official Police investigation.

It is the role of the **Investigating Officer** to test the original allegation and determine the facts to see if any offences may have been committed which could lead to a disciplinary matter.

The **Board of Inquiry** to test the evidence and to give the accused the right to put forward their version of the events

2.2 Suspension from SK Activities

Suspending any person from SK activities is a most serious act and should only be taken where an individual's exclusion is deemed by the Board to be in the interests of the Society.

Examples are not exclusive yet could include:

1. there is risk to the member's own safety or the safety of others by the member's action
2. the member is behaving in a threatening or abusive manner
3. there is an action that is considered to be gross misconduct in nature.

If it is felt that suspension is the only option then this will be applied for a maximum period of three months (except in in 'v' as below) from the time of written confirmation of such a decision being dispatched to the member concerned.

If it is felt that suspension is the only option then this procedure will be applied:

1. In all cases bar (vi) below, suspension can only be enforced with the agreement of three Directors of the Society. Their permission must be sought before any further action can be taken
2. A verbal suspension is given
3. The verbal suspension must be followed up with a written confirmation of the reason why and the period of the suspension to the member concerned within 5 days.
4. At the same time a written report will be sent to the Adjutant General for consideration.
5. Normally the suspension would end after two weeks from the date of the letter, or sooner; however, it may be continued for a longer period depending on the seriousness of the problem. This must be agreed by the Board of Directors.
6. **In the case of a Child Protection Case as judged by the Child Protection Officer or Adjutant General, Emergency Suspension can be enforced by the Chairman or Adjutant General immediately. However, they**

must give full details in writing to the Board of Directors of their reasons and actions, and sections ii-v above must be followed.

2.3 Probation

Following a disciplinary case, members may be placed on 'probation' for a certain period (usually, but not exceptionally, a year). During this period, the member cannot be appointed to any administrative role, or be promoted.

1. The CO, Brigade Commander or Lord General must inform the Adjutant General in writing that the member is to be placed on probation, and for what amount of time.
2. The judgement of 'probation for x amount of time' is placed on the member's file held by the Membership Secretary, upon the direction of the Adjutant General.
3. The member's CO is responsible for monitoring the member's behaviour, with particular reference to the offence committed, for the length of time indicated.
4. The CO is required to report any complaint regarding, breaches of discipline by the member, directly to the Adjutant General.
5. If anyone else, other than the CO, raises a complaint against the member during that time, then the case will be sent directly to the Adjutant General for his judgement (see section E below).
6. At the end of the probationary period, it is the responsibility of the CO to report the conduct of the member to the Adjutant General.
7. The Adjutant General will then inform the Membership Secretary accordingly to remove the probation marker from the person's record.

2.4 Boards of Inquiry

Before any inquiry can take place the convening officer must consult with, and get the approval of the Adjutant General. A full written record of the Board of Inquiry will be sent to the Adjutant General.

3 REGIMENTAL Complaints & Discipline Procedure

3.1 Convening and running a Board of Inquiry

Boards of Inquiry can be convened at a regimental, brigade, army or society level. The procedures for the inquiry are similar across regiment, brigade or army levels. The differences are generally in board composition and options available to the convening officer.

If a complaint is made regarding a member of a regiment, its Commanding Officer is required to act.

If, in the opinion of the Commanding Officer, the complaint can be and should be dealt with internally, then he has the authority to act informally in the first instance to encourage a private outcome, yet should in this case always make contemporaneous notes should the occurrence escalate, should this happen the following process will be adhered to.

3.2 Offence requires an Investigation

If the offence requires an investigation the CO must not sit on a Regimental Board of Inquiry, as they will be the officer to whom the member who is being investigated may make their appeal if they should wish (The member's grounds for such an appeal should be the belief that the outcome and/or recommendations of the Regimental Board of Inquiry are wrong; that the punishment does not reflect the offence; or that the investigation has been incorrectly handled.)

1. The Convening Officer will appoint an Investigating Officer, who will be one of the regimental officers, a senior N.C.O or a suitably appointed person.
2. The Investigating Officer will inform the member, in writing, of the allegation which is the subject of the investigation.
3. The Investigating Officer conducts an investigation in accordance with the **Sealed Knot Investigation procedure policy**.
4. The Investigating Officer will then provide the Board of Inquiry with the facts of the investigation. NOTE: the Investigating Officer **cannot** sit on the Regimental Board of Inquiry.

3.3 Composition of Regimental Board of Inquiry

The Regimental Board of Inquiry should be chaired by the regimental 2i/c (or their representative or equivalent if not available, as appointed by the CO), and consist of two other members of the regiment of the same or higher rank of the person charged with the alleged offence. Should there be insufficient people of the that rank within the regiment, an invitation can be extended to another regiment so long as it is within the same Brigade/Tercio. However, at the Convening Officers discretion, he may appoint one of the officers of the next highest rank to chair the Regimental Board of Inquiry in place of the 2i/c.

3.4 Rights of members being investigated

Members must:

- ✓ Be informed in writing by the Investigating Officer that they are being investigated and the allegation upon which this is based.
- ✓ Be provided with evidence either in writing or in person as to the alleged offence.
- ✓ Be informed at least 7 days in advance of the date, time and place of the Regimental Board of Inquiry and be provided with details of the alleged offence and the evidence to be called in support of this.
- ✓ Have an SK Annual Member of their choice attend the Regimental Board of Inquiry with them; however this person cannot give evidence or represent the member involved in any way.
- ✓ Be informed of the outcome of the Regimental Board of Inquiry in writing.
- ✓ Have the right of appeal, which should be made in writing or in person to the Commanding Officer, within two weeks of the conclusion of the Regimental Board of Inquiry.

3.5 Requirements of the Regimental Board of Inquiry

The Board of Inquiry is to review all the facts relating to the alleged offence and inform the Convening Officer in writing of its findings. As a result, the Board may make recommendations as to the action to be taken depending on the outcome and offence.

In the case of Brigade, Army or Society boards the lower formation commanders must be informed before any action is carried out. The Brigade commander must consult with the Regimental Commander before any action is taken.

Declines:

If the member being investigated declines to give evidence or to take part in the Board of Inquiry, the Convening Officer

will take the appropriate action that needs to be taken using their own judgment, based on the facts detailed by the Investigating Officer. In the case of Brigade or Army boards the action may be informing the Regimental commanding officer of the decision or referring back to the Regimental Commanding Officer for action. Should the subject(s) of the investigation decline to give evidence or take part in the Regimental Board of Inquiry, they forfeit their right of appeal.

3.6 Appeals to the Convening Officer

The Convening Officer will make an informed decision, taking into account all the facts, that the appeal is justified or not justified. In some cases, the Convening Officer may wish to review the appeal with the next higher Formation Commander before making their decision. This is at the discretion of the Convening Officer. Once a decision is made the member involved must be informed in writing of the outcome.

3.7 Action available to the Commanding Officer

This may include:

- A verbal reprimand.
- A written reprimand and warning of future conduct.
- A written reprimand and warning of future conduct with a period of probation.
- Reduction in rank or appointment.
- Suspension from SK activities for a set period in line with the above procedure.
- Referred to Brigade commander for investigation.
- Referred the Adjutant General for investigation.
- Dismissal from the regiment.

Regimental Commanding Officers, as stated, accept responsibly for all members of their regiments. Thus they have the right:

- a. To refuse membership to the regiment:
- b. To refuse renewal of regimental membership
- c. To dismiss members from the regiment.
- d. However, these actions should not be taken lightly, and the Adjutant General should be informed.

4 BRIGADE Complaints & Discipline Procedure

If a complaint is made to or referred to a Brigade Commander, the Commander is required to take action. If, in the opinion of the Commander, the complaint can be and should be dealt with within the Brigade Structure, then the following process will be adhered to.

4.1 Offence requires an Investigation

Brigade Commanders should **not** investigate or sit on a Brigade Board of Inquiry as they will be the officer to whom the member who is being investigated may make their appeal if they should wish (The member's grounds for such an appeal should be the belief that the outcome and/or recommendations of the Brigade Board of Inquiry are wrong; that the punishment does not reflect the offence; or that the investigation has been incorrectly handled.)

1. Brigade Commanders will appoint an Investigating Officer, who will be one of the Brigade officers or a senior regimental officer from another regiment within the Brigade.
2. The Investigating Officer will inform the member, in writing, of the allegation which is the subject of the investigation.
3. The Investigating Officer conducts an investigation in accordance with the **Sealed Knot Investigation procedure 2020**.

4. The Investigating Officer will then provide the Board of Inquiry with the facts of the investigation. NOTE: the Investigating Officer **cannot** sit on the Brigade Board of Inquiry.

4.2 Composition of a Brigade Board of Inquiry

The Brigade Board of Inquiry should be chaired by the Brigade 2i/c (or their representative or equivalent if not available), and consist of two other members of the Brigade of the same or higher rank of the person charged with the alleged offence. Should there be insufficient people of the that rank, an invitation can be extended to another Brigade/Tercio so long as it is within the same Army. However, at the Brigade Commander's discretion, he may appoint one of the Army senior officers to chair the Brigade Board of Inquiry in place of the 2i/c.

4.3 Rights of members being investigated

Members must:

- ✓ Be informed in writing by the Investigating Officer that they are being investigated and the allegation upon which this is based.
- ✓ Be provided with evidence either in writing or in person as to the alleged offence.
- ✓ Be informed at least 7 days in advance of the date, time and place of the Brigade Commander's Board of Inquiry and be provided with details of the alleged offence and the evidence to be called in support of this.
- ✓ Have an SK Annual Member of their choice attend the Brigade Commander's Board of Inquiry with them; however this person cannot give evidence or represent the member involved in any way.
- ✓ Be informed of the outcome of the Brigade Board of Inquiry in writing.
- ✓ Have the right of appeal, which should be made in writing or in person to the Brigade Commander, within two weeks of the conclusion of the Brigade Board of Inquiry.

4.4 Requirements of the Brigade Board of Inquiry

The Brigade Board of Inquiry is to review all the facts relating to the alleged offence and inform both the Brigade Commander and Regimental Commanding Officer in writing of its findings. The Board may make recommendations as to the action to be taken depending on the outcome and offence.

The Brigade commander must consult with the Regimental Commander before any action is taken.

Declines:

If the member that is being investigated declines to give evidence or to take part in the Brigade Board of Inquiry, the Brigade Board of Inquiry will not proceed. The Brigade Commander will take the appropriate action that needs to be taken using his own judgment, based on the facts detailed by the Investigating Officer and the report of the Board of Inquiry, informing the Regimental commanding officer of the decision or referring back to the Regimental Commanding Officer for action. Should the subject(s) of the investigation decline to give evidence or take part in the Brigade Board of Inquiry, they forfeit their right of appeal.

4.5 Appeals to the Brigade Commanders

The Brigade commanders will make an informed decision, taking into account all the relevant factors as to whether the appeal is justified or not. In some cases the Brigade commanders may wish to review the appeal with the Lord General before making their decision. This is at the discretion of the Brigade commander. Once a decision is made, the members involved and their Regimental Commanding Officer must be informed in writing of the outcome.

4.6 Action available to the Brigade Commander

This may include:

- A verbal reprimand.
- A written reprimand and warning of future conduct.
- A written reprimand and warning of future conduct with a period of probation.
- Recommendation for regimental action (including dismissal).
- Reduction in rank or appointment.
- Suspension from SK activities for a set period in line with the above procedure.
- Referral to the Lord General for investigation.
- Referral the Adjutant General for investigation.

5 LORD GENERAL (Army) Complaints & Discipline Procedure

If a complaint is made to or referred to a Lord General, the Lord General is required to take action. If, in the opinion of the Lord General, the complaint can be and should be dealt with within the Army Structure, then the following process will be adhered to.

5.1 Offence requires an investigation

Lord Generals should **not** investigate or sit on a Lord General's Board of Inquiry as they will be the officer to whom the member who is being investigated may make their appeal if they should wish (The member's grounds for such an appeal should be the belief that the outcome and/or recommendations of the Lord General's Board of Inquiry are wrong; that the punishment does not reflect the offence; or that the investigation has been incorrectly handled.)

1. Lord Generals will appoint an Investigating Officer, who will be one of the Army officers or a senior Brigade officer from another Brigade within the Army.
2. The Investigating Officer will inform the member, in writing, of the allegation which is the subject of the investigation.
3. The Investigating Officer conducts an investigation in accordance with the **Sealed Knot Investigation procedure policy**.
4. The Investigating Officer will then provide the Board of Inquiry with the facts of the investigation. NOTE: the Investigating Officer **cannot** sit on the Lord General's Board of Inquiry.

5.2 Composition of Lord General's Board of Inquiry

The Lord General's Board of Inquiry should be chaired by a senior (possibly staff) officer holding the rank of Colonel or above, and consist of two further members from the army who should be of the same or higher rank to the person(s) accused of the alleged offence. If appropriate one of these should be the related Brigade or Regimental commanding officer.

5.3 Rights of Members being investigated

Members must:

- ✓ Be informed in writing by the Investigating Officer that they are being investigated and the allegation upon which this is based.
- ✓ Be provided with evidence either in writing or in person as to the alleged offence.
- ✓ Be informed at least 7 days in advance of the date, time and place of the Lord General's Board of Inquiry and be provided with details of the alleged offence and the evidence to be called in support of this.
- ✓ Have an SK Annual Member of their choice attend the Lord General's Board of Inquiry with them; however this person cannot give evidence or represent the member involved in any way.
- ✓ Be informed of the outcome of the Lord General's Board of Inquiry in writing.

- ✓ Have the right of appeal, which should be made in writing or in person to the Lord General, within two weeks of the conclusion of the Lord General's Board of Inquiry.

5.4 Requirements of the Lord General's Board of Inquiry

The Lord General's Board of Inquiry is to review all the facts relating to the alleged offence and inform the Lord General, Brigade Commander and Regimental Commanding Officer in writing of its findings as is appropriate. The board may make recommendations as to the action to be taken depending on the outcome and offence.

The Lord General must inform the Brigade Commander and Regimental Commanding Officer before any action is taken.

Declines:

If the member that is being investigated declines to give evidence or to take part in the Lord General's Board of Inquiry, then the Board will not proceed. The Lord General will take the appropriate action that needs to be taken using his own judgment, based on the facts detailed by the Investigating Officer, informing the Brigade Commander and Regimental Commanding Officer of their decision or referring back to the Regimental Commanding Officer for action. Should the subject(s) of the investigation decline to give evidence or take part in the Lord General's Board of Inquiry, they forfeit their right of appeal.

5.5 Appeals to the Lord General

The Lord General will make an informed decision, taking into account all the relevant factors as to whether the appeal is justified or not. In some cases the Lord General may wish to review the appeal with the Adjutant General before making their decision. This is at the discretion of the Lord General. Once a decision is made the members involved and their Regimental Commanding Officer must be informed in writing of the outcome.

5.6 Action available to the Lord General

This may include:

- A written reprimand and warning of future conduct with a period of probation.
- Recommendation for regimental or Brigade Commander's action (including dismissal).
- Reduction in rank or appointment.
- Suspension from SK activities for a set period in line with the above procedure.
- Referred the Adjutant General for investigation.

6 ADJUTANT GENERAL Complaints & Discipline Procedure

6.1 A complaint is received by the Adjutant General

If a member of the society complains direct to the Adjutant General the Adjutant General will decide on what action to take depending on the nature of the offence, which may include:

- a. Take appropriate and considered action (including recommendation to the board for Dismissal from the Society– see **point F below**).
- b. Refer it to the Regimental Commander Officer.
- c. Refer it to Brigade Commander.
- d. Refer it to the Lord General.
- e. Suspension from SK activities while investigation (by the JAG or other Investigating Officer appointed) is taking place in line with any of the above procedures.

- f. Request an investigation by the Judge Advocate General

If options 'b'-'d' are applied then the procedures laid out above in this document will come into force depending on to whom it is referred. If options 'a' or 'e' are chosen, then the Lord General and either the Brigade Commander or Regimental Commanding Officer should be informed.

The JAG will proceed in line with all aspects from the Sealed Knot Investigation procedure policy.

6.2 Cases referred to the Adjutant General by any Board of Inquiry

Depending on the recommendations of the Board of Inquiry, the Adjutant General will, after reviewing the facts:

- a. Inform the Referring Board that there is no case to answer (and the Board informs the member).
- b. Depending on recommendations, take appropriate and considered action.
- c. Suspend the member while the investigation is taking place (by the JAG or other Investigating Officer appointed).
- d. Request an investigation by the Judge Advocate General.

6.3 Judge Advocate General powers

The Judge Advocate General (JAG) is empowered to request and be given any information relating to their investigation; this includes interviewing any members of the Society. For any member of the Society to hinder, undermine, or fail to co-operate with, the Judge Advocate General's investigation is a disciplinary offence in itself.

The Adjutant General is the Judge Advocate General's Line Manager; the JAG works to the Adjutant General's requirements.

6.4 Adjutant General powers

- 1. The Adjutant General can make a sole decision of disciplinary action based on the evidence of the Judge Advocate General, or any of the lesser Boards of Inquiry.
- 2. The Adjutant General cannot make a recommendation for the dismissal of a member from the Society without either one of the below:
 - a. a full Tribunal or
 - b. the agreement of the member's Commanding Officer
- 3. The Adjutant General cannot **reduce in rank or appointment** a member of the Society without either one of the below:
 - a. a full Tribunal or
 - b. the agreement of the member's Commanding Officer

However, in the case of 2 or 3 above, the Adjutant General can make recommendation to the member's Commanding Officer for that action. (see **point b** in section [Hyperlink to: [6.8 Action available to the Adjutant General](#)]

The Adjutant General can convene an Adjutant General's Tribunal.

In the case that the Adjutant General does not convene a Tribunal, they must offer the member concerned the chance to sit before a Tribunal if they do not feel the disciplinary action awarded is fair. However, in this case they must also be warned that an Adjutant General's Tribunal can award the disciplinary action of Dismissal from the Society.

6.5 Composition of the Adjutant General Tribunal

This will be chaired by the Adjutant General. It will also include 2 other senior officers above or equal to the rank of the member being charged. There must be one officer from each army to ensure parity. In the case of a Lord General being the subject of this Tribunal, the Board of Directors will make an appointment of a suitable third member of the Tribunal.

6.6 Requirements of the Adjutant General Tribunal

1. Take account of evidence of any of the above Boards of Inquiry.
2. Take account of the outcome of any investigation by the Judge Advocate General, which will be presented and will include the findings as to the facts.
3. Such findings will be accompanied by an opinion of innocence or otherwise of the members involved;
4. it may also include recommendations for further action.
5. The tribunal can endorse or reject the recommendations of the referring Board of Inquiry and refer it back to the referring Board, make its own judgment as to further action or refer it to the Board of Directors for action.
6. The Adjutant General must inform the Board of Directors of the outcome on the tribunal.

Declines:

Should the subject of the investigation decline to give evidence or take part in the Adjutant General's Tribunal, they forfeit their right of any appeal to the Board of Directors under the terms of **point b** in section [Hyperlink to: [7.1 Appeal options](#)]

6.7 Rights of Members being investigated

Members must:

- ✓ Be informed in writing by the Investigating Officer that they are being investigated and the allegation upon which this is based.
- ✓ Be provided with evidence either in writing or in person as to the alleged offence.
- ✓ Be informed at least 7 days in advance of the date, time and place of the Adjutant General's Tribunal and be provided with details of the alleged offence and the evidence to be called in support of this.
- ✓ Have the right to attend the Adjutant Generals Tribunal and be heard.
- ✓ Have an SK Annual Member of their choice attend the Adjutant General's Tribunal with them; however this person cannot give evidence or represent the member involved in any way.
- ✓ Be informed of the outcome of the Adjutant General's Tribunal in writing.

There is no right of appeal from a decision of the Adjutant General's Tribunal except in matters relating to a recommendation for expulsion from the Society or where the accused wishes to present new evidence which was not previously available to a Board of Inquiry or the Tribunal. Such new evidence shall first be presented to the Judge Advocate General who shall determine whether or not there are sufficient grounds for appeal.

6.8 Action available to the Adjutant General

This may include:

- a. A written reprimand and warning of future conduct with a period of probation.
- b. Recommendation for regimental, Brigade Commander or Lord General's action (including dismissal).
- c. Reduction in rank or appointment.
- d. Suspension from SK activities for a set period in line with the above procedure.
- e. Suspension of membership with or without a recommendation to the Board of Directors for dismissal from the Society.

7 Appeal to the Board of Directors

7.1 Appeal options

There is no right of appeal from a decision of the Adjutant General's Tribunal except:

- a. In matters relating to a recommendation for expulsion from the Society.
- b. Where the accused wishes to present new evidence, which was not previously available to a Board of Inquiry or the Tribunal.
- c. Should the accused have declined to give evidence at or take part in the Adjutant General's Tribunal, he/she forfeits their right of any appeal on the grounds of this specific clause.
- d. In these cases an appeal, if submitted, will be heard by a Special Meeting of the Board of Directors in accordance with Articles 6 (I) and 6 (ii) of the Society's articles of association. Such new evidence shall be presented to the Judge Advocate General who shall determine whether or not there are sufficient grounds for appeal to the Board of Directors.
- e. On occasion a recommendation may have to be submitted to the Board of Directors with the recommendation that exclusion is considered from the Society, as laid down in the Articles of Association. Exclusion entails the Individual not being able to participate in any Sealed Knot activities or allowed access to any part of an event that the Society controls. This is to include paid entry as a member of the Public, any Official social media, websites or forums, to include those belonging to Regiments that clearly belong to the Sealed Knot.

7.2 Rights of members

Members must:

- ✓ Be given 14 days clear notice to appeal after the Tribunal
- ✓ Should there be an Appeal meeting, the member has a right to attend
- ✓ Have the opportunity of being heard at the meeting as to why they should not be expelled from the Society
- ✓ Have the right to be accompanied by an Annual member of their choice; however this person cannot give evidence or represent the member involved in any way.
- ✓ The members involved must withdraw from the meeting while a decision is made.
- ✓ Be told of the outcome on the day*

*The outcome decision will be followed up with written confirmation within 7 days.

8 Record Keeping

Records kept of members of the Society shall be open to inspection by the members concerned within the rules of current GDPR legislation. Where those records are of a disciplinary nature and are more than five years old, and the member is still a member of the society, such records should be disposed of if the member so wishes.

Implementation Date	NOV 2020
Date of Review	NOV 2022
