

# **KUTLWANO SOCIAL ORGANISATION (KUSO)**

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## **POLICY DOCUMENTS:**

- 1. GUIDELINES FOR ISILILO AND BURIALS**
  - 2. CORRECTIONAL CODE AND DISCIPLINARY PROCEDURE**
  - 3. KUSO TRUST FUND FOR TIMES OF HARDSHIP**
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<b>KUTLWANO SOCIAL ORGANISATION</b> <b>2. CORRECTIONAL CODE AND DISCIPLINARY PROCEDURE</b>
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**1. AIMS AND OBJECTIVES**

The aims and objectives of this Correctional Code and Disciplinary Procedure are:

- 1.1 To instill discipline and encourage good behavior by members of the organization during meetings and at any other activities of the organization.
- 1.2 Where these fail, to initiate corrective measures and to take punitive steps where necessary.

**2. APPLICATION.**

- 2.1 This Disciplinary Code and Procedure will apply equally to all members of Kuso in a prompt, fair, transparent, democratic and consistent manner without fear or favour.
- 2.2 Powers to discipline any member of the organization will be vested in the wisdom of a Disciplinary Committee.

**3. DISCIPLINARY COMMITTEE.**

- 3.1 A Disciplinary Committee, elected by the general meeting will have powers to initiate disciplinary measures against any forms of misconduct within the organization.
- 3.2 The Disciplinary Committee is a **sub-committee** of the Executive Committee and will comprise of four ( 4 ) members headed by the Deputy Chairperson.
- 3.3 In cases of misconduct, after hearing the case, the Disciplinary Committee will decide on appropriate penalty and report to the Executive Committee, which in turn will report to the general meeting about the sanction taken.

**4. POWERS AND DUTIES OF THE DC.**

- 4.1 The DC must ensure good, efficient and disciplined conduct and behavior within the organization, and if, and when misconduct is committed, the DC must investigate and initiate disciplinary hearings and take appropriate action where necessary.
- 4.2 The DC may impose fines to individuals found guilty of misconduct, and must collect all fines imposed and hand the money to the Treasurer.
- 4.3 The DC may take any corrective or punitive measures against individuals found guilty of misconduct.
- 4.4 Where appropriate, the DC may initiate criminal or civil charges against individuals.
- 4.5 The DC must keep records and outcomes of all cases.
- 4.6 Notwithstanding the above, any member of the organization may lay a complaint to the Disciplinary Committee and may request the DC to initiate an investigation about any member/s of the club, subject to the complaint/grievance being within the breach of the club's Constitution and or the Disciplinary Code.

## **5. DISCIPLINARY PROCEDURE.**

- 5.1 Before any disciplinary hearing is initiated, an investigation must be conducted to determine whether a charge should be initiated.
- 5.2 The DC must convene a disciplinary hearing as soon as it had gathered information to initiate a charge.
- 5.3 The complaint/alleged complaint must be in writing and a copy be given to the accused member.
- 5.4 The accused member must be given reasonable notice of the disciplinary hearing, at least seven (7) days.
- 5.5 The notice must spell out the nature of the charge/s, the date, time and venue of the hearing.
- 5.6 The accused must be given sufficient information in order for him to make adequate preparations for the hearing.
- 5.7 During the hearing, the accused member must be informed about his rights; namely:-
  - a) The right to a representative from among Kuso members.
  - b) The right to call witnesses and or to question witnesses .
  - c) The right to present his case and to hear all statements.
  - d) The right to have access to any document/s and or record/s that may be relevant to the matter in question.

### **At the hearing the chairperson must;**

- a) Confirm that the accused member has been informed of the charge/s in accordance with this Disciplinary Code and Procedures.
  - b) Provide the accused and or the complainant, sufficient time to table and motivate their cases. This will include, where appropriate, the calling of witnesses and parties must be given an opportunity to question each other.
  - c) The Disciplinary Committee must make its findings in writing.
  - d) The findings must summarize the evidence of the case and the grounds on which the findings were made.
  - e) After the hearing, the chairperson of the DC must inform the accused of their findings and the penalty, if any, a copy of which must be handed to the Executive Committee.
- 5.8 Should the accused be a member of the Disciplinary Committee, then that member must recuse himself from the committee and be replaced by one member of the Executive Committee.
- 5.9 The above procedures may be varied if there is good reason to do so. The Chairperson of the disciplinary hearing may determine the appropriate form of proceedings.

## **6. APPEALS.**

- 6.1. Any member has the right to appeal in writing within five ( 5 ) days.
- 6.2. Appeals will be referred and be heard by members of the Executive Committee. DC members will be excluded.
- 6.3. The chairperson of the Disciplinary Committee will be called to give evidence in the Appeal hearing.
- 6.4. After hearing the appeal, the executive committee may uphold the decision of the Disciplinary Committee or make recommendations for appropriate action to the general meeting.
- 6.5. The decision of the general meeting will be final and binding.

