



TORONTO WINDSURFING CLUB

Concerns & Allegations Policy

1 | Concerns

Process for addressing concerns by board or membership

- Identify Concerns in writing
- Address questions to appropriate person and /or committee
- Seek dialogue to have questions/concerns answered

2 | Allegations of Misconduct

Allegations of misconduct made against a board member are serious and must be dealt with appropriately.

Any allegations of misconduct must be made in writing and submitted to the board along with appropriate documentation.

If such documentation is submitted, the Board will establish an Investigation Committee.

Investigation Committee shall meet with those making allegations to assist in determining whether there are sufficient grounds for making a formal complaint. If they chose to proceed, those making the allegations shall be asked to make a formal complaint and sign it at this time. What will be required are a clear statement of what the alleged wrongdoing is and the proof of it.

3 | Investigations

Take place only with signed complaints and written documentation that the committee has determined has grounds to proceed.

If an investigation proceeds, the committee shall

- a. Meet with the person against whom the allegations were made, show them the documentation, ask for their explanation and give them a chance to respond.
- b. Meet and make a decision as to whether the allegations have merit. If they have merit, the committee shall decide what needs to be done to address the issue(s), from corrective action to request for resignation. If they have no merit, then request apology and/or resignation from those making allegations.