



WILLISTON FIGURE SKATING CLUB

Disciplinary Procedure Policy

Policy Title: Disciplinary Procedure Policy

Policy Number: WFSC-GOV-011

Effective Date: June 12, 2026

Adoption Date: June 12, 2026

Approved By: Board of Directors

Version: 1.0

1. Purpose

The purpose of this policy is to establish a fair, consistent, documented, and legally compliant process for addressing violations of the WFSC Amended and Restated Bylaws, governance policies, codes of conduct, fiduciary obligations, membership requirements, and other standards applicable to the Williston Figure Skating Club ("WFSC").

This policy shall be administered in accordance with the WFSC Amended and Restated Bylaws, U.S. Figure Skating requirements, SafeSport regulations, applicable federal and state law, and Board-approved governance policies.

2. SCOPE

This policy applies to:

- Members
- Directors
- Officers
- Committee Members
- Coaches
- Volunteers
- Contractors
- Participants in WFSC programs and activities

Nothing in this policy supersedes the authority of the U.S. Center for SafeSport, U.S. Figure Skating, law enforcement agencies, regulatory authorities, or courts of competent jurisdiction.

3. GROUNDS FOR DISCIPLINE

Disciplinary action may be considered for conduct including, but not limited to:

- Violations of the WFSC Articles of Incorporation
- Violations of the WFSC Amended and Restated Bylaws
- Violations of Board-approved policies
- Violations of signed agreements
- Breach of confidentiality obligations
- Failure to fulfill fiduciary duties
- Abuse of authority
- Financial misconduct, fraud, theft, or misuse of Club assets
- Harassment, bullying, discrimination, retaliation, or inappropriate conduct
- Failure to comply with SafeSport requirements
- Conduct that materially harms WFSC, its members, programs, reputation, or operations
- Repeated failure to perform assigned duties or responsibilities
- Violations of the U.S. Figure Skating Code of Ethics or applicable conduct standards

4. GOVERNING AUTHORITY

This policy supplements and does not replace the disciplinary provisions contained within the WFSC Amended and Restated Bylaws.

The following bylaw provisions govern specific disciplinary actions:

- Article II, Section 2.06 – Member Discipline, Suspension, and Expulsion
- Article IV, Section 4.10 – Director Removal and Forfeiture
- Article IV, Section 4.15 – Board Ethics, Confidentiality, and Duty of Support
- Article V, Section 5.08 – Officer Removal
- Article VII – Grievance Procedure

In the event of any conflict between this policy and the Bylaws, the Bylaws shall control.

5. INITIATION OF DISCIPLINARY REVIEW

Disciplinary proceedings may be initiated through:

- A complaint submitted under WFSC-GOV-010
- A grievance filed pursuant to Article VII of the Bylaws
- A Board referral
- A committee recommendation
- Findings resulting from audits, investigations, financial reviews, or compliance reviews

All complaints, referrals, findings, and disciplinary actions shall be documented and maintained as official Club records.

6. PRELIMINARY REVIEW

Upon receipt of a complaint or referral:

(a) The President, Vice President, Secretary, Ethics Officer, or designated Board representative shall conduct an initial review; or

(b) If the complaint involves the President, the matter shall be referred to the Vice President, Secretary, or Board of Directors.

The reviewing authority shall determine:

- Whether the complaint falls within WFSC jurisdiction
- Whether immediate action is necessary
- Whether referral to another authority is required
- Whether a formal investigation is warranted

The Board may conduct reviews in executive session when appropriate.

7. INVESTIGATION

When warranted, WFSC may conduct an investigation that may include:

- Collection of documents and evidence
- Witness interviews
- Written statements
- Review of Club records
- Consultation with legal counsel, auditors, SafeSport authorities, U.S. Figure Skating, insurance representatives, or other professionals

Investigations shall be conducted fairly, impartially, and in good faith.

8. DUE PROCESS

Except where immediate action is required by law, SafeSport regulations, or to protect participants or Club assets, no disciplinary action shall be imposed without:

- Written notice of the allegations
- A reasonable opportunity to respond
- A fair and impartial review
- Documentation of proceedings
- A final determination by the authorized decision-making authority

For membership suspension or expulsion, the procedures established in Article II, Section 2.06 of the Bylaws shall apply, including required notice periods and hearing rights.

9. DISCIPLINARY ACTIONS

Depending upon the severity and circumstances of the violation, WFSC may impose one or more of the following corrective measures:

- Informal counseling
- Verbal warning
- Written warning

- Corrective action plan
- Required training
- Probationary status
- Restriction of privileges
- Removal from committee assignments
- Suspension from specific Club activities
- Censure
- Removal from an Officer position as authorized by the Bylaws
- Removal from the Board as authorized by the Bylaws
- Suspension or termination of membership as authorized by the Bylaws
- Referral to SafeSport authorities, U.S. Figure Skating, law enforcement, legal counsel, insurance carriers, or other appropriate authorities

10. MEMBER DISCIPLINE

Membership suspension or expulsion shall be governed by Article II, Section 2.06 of the WFSC Amended and Restated Bylaws.

The Board may suspend or expel a member for violations of the Articles of Incorporation, Bylaws, Club rules, policies, or the U.S. Figure Skating Code of Conduct.

Expulsion requires a two-thirds (2/3) vote of the entire Board as provided in the Bylaws.

11. DIRECTOR AND OFFICER DISCIPLINE

Directors and Officers are subject to the fiduciary duties, confidentiality obligations, and governance standards established by the Bylaws and Board policies.

Where a Director or Officer violates those obligations, the Board may impose corrective measures including:

- Counseling
- Written warning
- Censure
- Committee restrictions
- Removal from committee assignments
- Removal from Officer positions
- Suspension of assigned responsibilities
- Removal from the Board as authorized by the Bylaws

Any Director or Officer who is the subject of disciplinary review shall not participate in deliberations or voting regarding their own matter.

12. BOARD REVIEW AND AUTHORITY

Except where authority is otherwise assigned by the Bylaws, final disciplinary determinations shall be made by the Board of Directors.

The Board may deliberate in executive session when appropriate to protect confidentiality, legal interests, personnel matters, or sensitive information.

13. CONFIDENTIALITY

WFSC shall make reasonable efforts to maintain confidentiality throughout disciplinary proceedings.

Information shall be shared only with individuals who have a legitimate need to know for purposes of investigation, enforcement, governance, insurance, legal compliance, or risk management.

Nothing in this policy guarantees absolute confidentiality where disclosure is required by law, SafeSport regulations, U.S. Figure Skating requirements, court order, insurance obligations, or official Board action.

14. NON-RETALIATION

No individual shall be subjected to retaliation, intimidation, harassment, discrimination, or adverse treatment for making a good-faith complaint, participating in an investigation, providing information, or cooperating in disciplinary proceedings.

Retaliation shall itself constitute grounds for disciplinary action.

15. RECORD RETENTION

All disciplinary records, investigative materials, findings, Board determinations, corrective actions, and related documents shall be maintained in accordance with WFSC record retention requirements and applicable law.

16. POLICY AUTHORITY

Nothing in this policy supersedes the WFSC Amended and Restated Bylaws, U.S. Figure Skating requirements, SafeSport regulations, or applicable law.

In the event of a conflict, the governing authority shall control.

17. ADOPTION

Approved by majority vote of the Board of Directors on: June 12, 2026

10. REVISION HISTORY

Version 1.0 | Initial adoption