

Regulations for Official Warnings and Suspensions in Off-Screen

This document outlines the protocols of Study Association Off-Screen regarding the issuance of Official Warnings. It serves as the official record confirming the imposition of such warnings.

An Official Warning will be issued to any Off-Screen member found to have violated the regulations stated in the 'Code of Conduct' (art. 9). The Board maintains the authority to issue an Official Warning after careful consideration. A warning may never be given without thorough deliberation and unanimous consent from the entire Board. In cases where an individual's behavior has or could have had detrimental effects on others, the Board will review the matter. The member who reported the violation is excluded from the decision-making process, as this responsibility rests solely with the Board.

Final Warning

In certain circumstances, it may be appropriate to issue a final warning prior to administering an Official Warning. A final warning indicates that a member is being cautioned for a specific incident. However, if the member were to subsequently violate the 'Code of Conduct' (art. 9), an Official Warning would be issued. The commissioner of the relevant event, in consultation with the Board, is authorized to issue a final warning. This final warning will be officially documented and will remain valid for a period of one year.

Issuing an Official Warning

The discussion regarding the Official Warning will involve the parties concerned, including the President and the commissioner responsible for the affected event. The commissioner will lead the discussion, with the President present to represent Off-Screen and provide support to the commissioner. The purpose of this conversation is to clearly convey the seriousness of the situation and the rationale behind the Official Warning. It should be explicitly stated why the behavior in question violated Off-Screen's 'House Rules.' Additionally, it should be made

clear that any further misconduct will result in a definite suspension for a specified period. The Board and the relevant committee are entrusted with handling the situation discreetly. An Official Warning remains in effect for one year, starting from the date of the incident until the corresponding date the following year. The subsequent Board will determine whether to uphold the Official Warning issued by the previous Board.

Suspension

If a member, subsequent to receiving an Official Warning, engages in another incident that violates Off-Screen's House Rules, the matter will be subject to further discussion by the Board. If the behavior is deemed sufficiently serious, it will result in a suspension. The President of the Board, along with the commissioner of the event in question, will announce the suspension. The duration of the suspension will be determined by the Board, with a maximum period of twelve months. During the suspension, the member in question is prohibited from participating in any Off-Screen organized events.

Specifications Regarding Transitions Between Academic Years

Ideally, an Official Warning should remain valid even when the academic year concludes to ensure compliance throughout the entire year. The current Board will inform the incoming Board about all existing final warnings, Official Warnings, and suspensions. The new Board will then decide whether to uphold these warnings and suspensions.

Additional Notes

As disruptive behavior is multifaceted and context-dependent, it is challenging to draft a specific set of rules for every situation. Therefore, the Board will evaluate each situation individually and respond accordingly.

The duration of a suspension does not change during holidays. If the new Board chooses to uphold the decision made by the previous Board, the suspension will resume when the academic year begins.

The individual responsible for the misconduct should provide their signature below as an acknowledgment of understanding the consequences of their actions.

Starting Date:

Ending Date:

Name:

Signature:

Commissioner's Signature:

President's Signature: