

## **Regulations for Official Warnings and Suspensions**

*This file contains the rules of Study Association Off-Screen for issuing an official warning. It also functions as the official document that confirms the official warning.*

An official warning will be given to an Off-Screen member in the case that they break any of the regulations that are set in the 'Code of Conduct' (art. 9). The Board maintains the right to give any member an official warning after due consideration. A warning may never be given without deliberation and unanimous consent by the whole Board. If a person's behaviour has, or could have had negative results for others, this behaviour needs to be reviewed by the Board. The member who reported a violation of the regulations cannot be involved in the decision making process. This responsibility belongs to the Board.

### **Last Warning**

Depending on the situation it is possible to give a last warning before giving an official warning. A last warning means that a member is warned for an incident, but when the member breaks the 'Code of Conduct' (art. 9) again he or she will receive an official warning. A last warning can be given by the commissioner of the event in question after consideration with the Board. A last warning will be officially archived and will last for one year.

### **Giving an Official Warning**

The discussion concerning the official warning will be held between the person involved, the President and the commissioner of the event that was affected. This commissioner will lead this discussion. The President will be present to represent Off-Screen and support the commissioner. This conversation is meant to explain the gravity of the situation and the reasoning behind giving the official warning. It should be made clear why the behaviour in question was against Off-Screen's 'House Rules'. It should also be made clear that any further misbehaviour will result in a suspension for a definite amount of time. It is up to the Board and the committee involved to handle the situation with discretion. An official warning is effectual for the duration of one year. From the date on which the behaviour has occurred up until the same date one year later. The subsequent Board must decide whether or not they want to maintain the official warning given by the previous Board.

### **The Suspension**

If, after having received an official warning, a member is involved in another incident that is deemed against Off-Screen's House Rules, this will result in another discussion by the Board. If the behaviour is deemed severe enough this will result in suspension. The suspension will be presented by the President of the Board and the commissioner of the event at which the behaviour occurred. The Board will decide on the duration of a suspension with a maximum of twelve months. Whenever a member is suspended they are not allowed to partake in any Off-Screen organised events.

### **Specifications in regards to transitions between each academic year**

An official warning should ideally remain effective even when the academic year ends to ensure good behaviour throughout the entire year. The sitting Board will inform the new Board of all current last warnings, official warnings, and suspensions. The new Board will decide whether or not to maintain these warnings and suspensions.

### **Notes**

- As disruptive behaviour is complex and situational it is difficult to draft a specific set of rules for every situation. Thus, the Board will judge every situation separately and accordingly.
- The duration of a suspension does not decrease during holidays. If the new Board chooses to maintain the decision made by the previous Board then the suspension will recommence when the academic year starts.

**The person responsible for the misbehaviour will sign below to show they understand the consequences of their behaviour.**

Starting Date:..... Ending Date:.....

Name:.....

Signature:.....

Signature Commissioner:..... President:.....