

# Appeals and disciplinary procedure

## 1. Aim

To ensure that there are procedures for

- 1.1 dealing with appeals and complaints that Fellows may have against the Council for declining to validate them as a Chartered Geographer (Bye Law 111 e 4).
- 1.2 the removal of a Fellow from the register of Chartered Geographers on the grounds that misinformation was provided at the time of application for validation as Chartered Geographer (see section 5).
- 1.3 the investigation of allegations made against a Chartered Geographer for breach of the Society's code of conduct (see section 3).

## 2. Appeal Panel of Fellows

Council shall maintain a standing list of at least 5 Fellows who are able to act on panels established under these appeals procedures. At least 50% of the list shall be Chartered Geographers. Members may resign from the list at any time, and Council may appoint replacements at any time. The quorum for the panel is 3 members.

## 3. Grounds for an appeal related to the validation of a Fellow as a Chartered Geographer.

The Vetting Committee is to consider appeals against a failure to validate a Fellow as a Chartered Geographer in the following circumstances:

- 3.1 That the VC was not in receipt of sufficient information to allow it to come to a reasoned decision.
- 3.2 That the VC misinterpreted or misapplied the regulations for validation as a Chartered Geographer when considering the application.
- 3.3 That the Committee discriminated arbitrarily against the applicant;
- 3.4 That there was maladministration on the part of the Society.
- 3.5 Any other circumstances that seem equitable to the Society at the absolute discretion of the Council of the Society. An unsuccessful applicant can request that their application be re-considered by the Committee, but must provide further information to that originally considered by the VC to substantiate their claim. If the Chair of the Committee consider that the evidence submitted is sufficient to warrant reconsideration, the evidence is to be re-submitted to the VC.

## 4. Procedures for an appeal related to validation of a Fellow as a Chartered Geographer.

- 4.1 A Fellow who has applied to Council to be validated as Chartered Geographer and is aggrieved that Council has not validated them, may appeal against that decision by writing to the Director stating the grounds for their appeal. For the avoidance of doubt, a written submission is to be in normal letter form, addressed to the Director of the Society, signed by the applicant and consigned by the recorded delivery system of the UK postal service as constituted at the date of the appeal. Appeals in electronic form will not be accepted by the

Society. Appeals from outside the UK are to be sent by recorded delivery system where possible.

- 4.2 The Director is to acknowledge receipt of an appeal, by the means defined in paragraph 4.1, within 15 working days of receipt of the appeal.
- 4.3 The Research Division is to compile an information pack on the appellant including application form, validators' reports and copies of all correspondence relating to the application.
- 4.4 The Appeal Panel is to consist of a minimum of three fellows from the Appeals list, at least one of whom will be a CGeog, none of whom have been involved in considering the original application for validation that is the subject of the appeal.
- 4.5 The Appeal Panel is to consider the appeal within two months of acknowledgement of the appeal.
- 4.6 The Appeal Panel may seek further information from the validators and the appellant

## **5. Procedure for removal of a Fellow on the grounds that misinformation was provided at the time of the application for validation as a Chartered Geographer**

- 5.1 If evidence becomes available that misinformation was provided at the time of the original application for election as a Chartered Geographer, this information is to be referred to the VC who are to consider if the misinformation is sufficient to have affected the VC's advice to Council as to the grant of Chartered Status.
- 5.2 If the VC consider that no injustice has taken place it is to advise Council that no further action is appropriate.
- 5.3 If the VC consider that the award of Chartered Status was a result of accidental misinformation, then the candidate is to be invited to re-submit their original application.
- 5.4 If the VC consider that the misinformation was deliberate, then a breach of the code of conduct may have taken place. The relevant procedures are then to be implemented.

## **6. Records**

Records on all matters pertaining to the application of these grievance procedures shall be prepared and, on completion of each appeal process, those records will be lodged with the Director's secretary. The records will be destroyed six years after the appeal outcome has been decided, unless the President or Director of the Society consider it appropriate to maintain such records of the Appeal Panel activities.