

Timberlane Fine Arts Policy Manual

MEMBER ACCOUNTABILITY			
Number:	A1	Section	Administration
Effective Date:	2024/07/22	Version:	1
Approved By:	TFAA Board	Page:	1 of 3

Purpose

This policy describes the causes for, levels of, and procedures around member accountability for the Timberlane Fine Arts Association (TFAA).

Scope

This policy applies to active members of the TFAA as defined in the bylaws.

Definitions

n/a

Policy Statement

Causes for Accountability

Members can face accountability measures when:

1. They commit violations of the Values, Expectations, and Guidelines of the TFAA.
2. They commit violations of other TFAA policies.
3. They commit theft of funds, supplies, and/or services.

Levels of Accountability

There are three levels of accountability measures:

- **Level 1:** Written warning delivered by email or hand-delivered letter with signed receipt.
 - Level 1 offenses are: minor infractions of the Values, Expectations, and Guidelines and/or policies of the TFAA.
- **Level 2:** Written warning delivered by email or hand-delivered letter with signed receipt; building key must be returned if member is a keyholder.
 - Level 2 offenses are: repeated minor infractions of the Values, Expectations, and Guidelines and/or policies of the TFAA; deliberate breakage of equipment or accidental breakage of equipment without reporting to the department head or association executive; theft under \$50; and keyholder leaving the building unlocked when they are the last person out.
- **Level 3:** Expulsion from TFAA; membership fee forfeit; building key must be returned if member is a keyholder.
 - Level 3 offenses are: continued minor infractions of the Values, Expectations, and Guidelines and/or policies of the TFAA after receiving both Level 1 and 2 accountability

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measures; bullying and harassment of members or visitors; behaviour that places the TFAA at legal risk; and theft over \$50.

Investigations

Complaints must be made to the board by email at timberlanefinearts@gmail.com. The complaint must include the name of the accused member (or detailed description of the member if the complainant does not know the accused member’s name), details of the alleged actions that constitute a cause for member accountability, and the complainant’s evidence of the alleged action and/or names of witnesses to the action.

The board will investigate the claim and determine if there is cause for accountability measures as per this policy. Investigations can include (but are not limited to): examining physical evidence; examining recordings; and interviewing members and/or witnesses. The accused member will always be interviewed as part of the investigation.

Following the investigation, the board will vote on a) if there is cause for accountability measures, and should they find there is cause, b) what level should be imposed.

The president and/or vice-president will communicate the results of the vote to both the complainant and accused member.

Investigations must be concluded no more than 60 days following the receipt of a complaint.

Appeal of Accountability

Members may appeal accountability measures within 30 days of the measures being imposed. The member must file a notice of appeal to the board by email to timberlanefinearts@gmail.com stating briefly the requested outcome should the appeal be decided in their favour and the grounds on which the appeal is made. Acceptable grounds for an appeal include (but are not limited to): new evidence not considered by the board; new witnesses not interviewed by the board; and evidence of bias on the part of the board.

The board will recruit a three-person appeals committee from the broader membership. This committee will meet in person no later than 30 days after the appeal is filed. During the meeting, the appealing member will present their grounds for having the accountability measures rescinded to the committee, and the board will present their rationale for their decision.

The appeals committee will inform the board and appealing member of their decision by email no later than 30 days following the meeting.

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Only one appeal is allowed per instance of accountability. The decision of the appeals committee is final.

Roles and Responsibilities

Members

- Follow the Values, Expectations, and Guidelines and policies of the TFAA.
- Serve on an appeals committee if asked.

Board

- Receive complaints.
- Investigate incidents.
- Determine if accountability measures are necessary.

President/Vice President

- Communicate with the complainant and accused.
- Recruit an appeals committee if required.

Secretary

- Keep a record of all complaints, investigation outcomes, and appeals.

References

n/a

Attachments

n/a