



Disputes

Should a dispute arise from passport issuing or misuse of the Studbook the following procedure must be adhered to:-

1. A formal, signed and dated letter should be received by the Registrar at the registered office address outlining the issue.
2. The Registrar will send acknowledgement of receipt of this letter within fourteen days.
3. The Registrar will forward copies to the President and Vice President of MHCGB.
4. A closed meeting will take place. This will be treated as sensitive information and will only be discussed between the President, Vice President and Registrar. If it is found a rule has been breached, the individual who the complaint is against will be asked to file their response within a 30 day period.
5. Upon receipt of this response or with no response within the thirty day time frame, a second closed meeting will take place between the Registrar, President and the Directors of MHCGB. The findings of this meeting will be forwarded to the complainant and the individual.
6. Either party may then ask for a date for a hearing between the parties, the Registrar and the MHCGB Directors, (The Hearing Board) within a maximum of thirty days.
7. A date will be set giving all parties a thirty day notice period.
8. During this hearing every effort will be made to protect individual rights and satisfactorily resolve the dispute between the parties.
9. All parties will be notified of the Hearing Board's decision by registered mail, within thirty days of the Hearing.
10. The Society upon the findings of the Hearing Board may suspend any member from the Society and deny member privileges to non-members if it is found by satisfactory evidence that a rule or regulation has been violated. The Society may additionally fine a member or non-member, at the Final Hearing Board's discretion, a sum up to £500.
11. **Appeal** - Within a maximum of thirty days of a hearing a final hearing can be sought. Two further MHCGB members of good standing with a minimum of ten years membership will be appointed to the Hearing Board. All information that has been gathered during the initial investigation will be forwarded to the Final Hearing Board. The Hearing Board will designate the time, place and date of the Final Hearing.
12. All parties will be given 30 days notice of the Final Hearing.
13. All parties will be asked to appear in person (with counsel if desired) to hear and refute evidence offered against them Without Prejudice. The common law will not apply at the Hearing, but the Final Hearing Board will determine the admissibility of evidence and weight to be given to the evidence submitted.
14. The decision and action of the Final Hearing Board will be final and binding on all parties.

15. **Notice of Charge** – MHCGB will be responsible for notification of the Final Hearing Boards decision by promptly mailing, by registered mail, a copy thereof to the charged person with thirty days of the final Hearing.

Right to take Disciplinary action.

The Society upon the findings of the Final Hearing may suspend any member from the Society and deny member privileges to non members, if it is found by satisfactory evidence that a rule or regulation has been violated. The society may additionally fine a member or non member, at the Final Hearing Boards discretion, a sum up to £1000.