

## **The Society of Will Writers Code for Member Disciplinary Hearings:**

A member may be called to attend a Disciplinary Hearing whenever there has been a substantive breach of SWW procedures or non-compliance with SWW requirements; these can include matters related to complaints and/or compliance matters generally or related to failure to meet SWW requirements including the annual audit. The member is only required to attend a Disciplinary Hearing by personal request of the SWW Director-General.

The following paragraphs include the guidance that all parties must adhere to unless the members of the Disciplinary Committee decide otherwise.

### **The Disciplinary Hearing:**

1. The member and if appropriate a complainant shall be given 21 days prior notice of the date and location for the hearing. In the event of non-attendance by either party the Society's Disciplinary Committee may determine the proceedings as it sees fit
2. The Disciplinary Committee shall consist of two lay members appointed by the Society and a member of the Society's Executive Council
3. The member and the complainant shall be entitled to have someone other than a solicitor or barrister to assist him at the Disciplinary Hearing
4. If the finding of the Disciplinary Committee is to exonerate the member, the case shall be closed. However should the Disciplinary Hearing find against the member they may with immediate effect impose a fine, make a compulsory recommendation for further training, issue a reprimand, suspend the member or revoke the member's membership of the Society
5. the member is responsible for all the costs of the Disciplinary Hearing, whether or not the Disciplinary Committee recommends either that the member be exonerated or imposes any form of a sanction or penalty.
6. the decision of the disciplinary committee shall be final and binding on the member and shall be communicated to the member and the complainant in writing within 14 days of the hearing
7. the above procedures do not affect the legal rights of either the member or where relevant the complainant.