



**CONSORTIUM DIPLOMATIQUE EUROPÉEN
RULES OF PROCEDURE OF THE DISCIPLINARY
COMMISSION**

Table of Contents

Introduction	3
Composition of the disciplinary commission.....	3
Activation of the disciplinary commission	3
Case handling procedure	4
Disciplinary measures	5
Final provisions.....	6

Introduction

The Disciplinary Commission of the Consortium Diplomatique Européée (CDE) is the body responsible for ensuring compliance with the Code of Conduct of the organization and deciding on disciplinary proceedings against members who violate the organizational rules or cause damage to the organization's reputation.

Composition of the disciplinary commission

The Commission is composed of three to five members appointed by the President of the organization (the organization's executive committee).

The Commission is composed of:

- *A representative of the President of the organization,*
- *A lawyer or legal advisor,*
- *An independent member of the organization,*
- *Additional members designated by the President of the organization (the organization's executive committee).*

The members of the Commission must be persons of high integrity and free from conflicts of interest.

Activation of the disciplinary commission

The Commission is activated in the following cases:

- *Upon any written or telephone notification received from state authorities warning of any violations by our members,*
- *Upon reporting serious violations of the organization's rules,*
- *If a member repeatedly violates the rules despite receiving warnings,*
- *When a member exploits the organization's name for personal gain or unjustified reference to diplomatic status,*
- *Upon an official request from the organization's president to investigate irregularities.*

Case handling procedure

The Commission must meet within 14 days of receiving the report. The meeting may also be held via videoconference or other video links if the physical presence of the members is not possible. The Commission must notify the affected member in writing of the receipt of the report and the initiation of the procedure. All relevant evidence is examined, statements from the parties involved are obtained.

The Commission may request additional information or testimony. The Member of the organization who is the subject of the procedure has the right to a defense. The Commission must make a final decision within 30 days of the initiation of the proceedings.

Based on the evidence, the Commission imposes disciplinary measures. All information and documents from disciplinary proceedings are confidential, unless otherwise provided by law or the rules of the organization.

In the case of extremely serious violations, the Commission may propose legal proceedings or notification of the competent state authorities.

The Commission must meet within 14 days of receiving the report. The meeting may also be held via videoconference or other video links if the physical presence of the Members is not possible.

All relevant evidence is examined, statements from the parties involved are obtained. The Commission may request additional information or testimony. The member of the organization who is the subject of the proceedings has the right to a defense.

Based on the evidence, the Commission imposes disciplinary measures.

Disciplinary measures

Failure to fulfill financial obligations – A member who fails to fulfill his obligations to the organization, including payment of membership fees, will first be warned in writing. If the member does not pay the debt within the specified period, he will be temporarily prevented from participating in the activities of the organization. In the event of further failure to fulfill the obligation, suspension or expulsion from the organization will follow.

Fine – In the case of minor violations, the commission may impose a fine, the amount of which is determined depending on the severity of the violation. If the member does not pay the fine within the specified period, further disciplinary proceedings may be initiated. Based on the findings, the commission may take the following measures:

- **Warning** – *an official written warning to the member.*
- *Temporary ban on participation – restriction on participation in organizational events.*
- **Suspension** – *temporary termination of membership, which occurs immediately if the Member has committed a serious violation and is valid until the commission decides on his disciplinary measure. Suspension is initiated by the President of the organization (executive board of the organization) or his authorized representative, who takes over the management of the case.*
- **Expulsion** – *permanent expulsion from the organization in the case of serious or repeated violations.*

Final provisions

Right to appeal: A Member who has been subject to disciplinary action has the right to appeal to the President of the organization (the organization's executive committee) within 7 days of the decision. The appeal must contain justification and new evidence, if available. The decision on the appeal is final.

The commission keeps minutes of all meetings and decisions taken. The commission's decisions are final and are recorded in the organization's records. Each Member is obliged to respect the commission's decision.

These rules come into force on the date of adoption and apply to all Members of the organization. Each Member must sign a declaration that they are familiar with the rules. In the event that they do not agree with the rules or refuse to sign, they will be automatically excluded from the organization.

With these rules, the Consortium Diplomatique Européen ensures that disciplinary proceedings are conducted fairly, impartially and in accordance with the values of the organization.