



DISCIPLINARY SCHEME

Approved by the General Assembly of the Czech Society of Actuaries on 8 December 2015

Disciplinary scheme is an internal governing document of ČSpA. This document has been released a bilingual document. If there is a conflict between the versions, the Czech version takes precedence over the English version.

ACTUARIA

Disciplinary Scheme

1. A member or a non-member of the Society may initiate disciplinary proceedings against a member of the Society if he or she considers that the concerned member of the Society failed to comply with the professional standards, deviated from the Code of Professional Conduct or otherwise breached the obligations of a member of the Society.
2. A complaint to initiate disciplinary proceedings must be submitted in writing to the Approbation Committee.
3. If the Approbation Committee finds that there may have been a breach of the obligations of a member of the Society it shall initiate disciplinary proceedings with the member concerned. The Approbation Committee shall immediately inform the member concerned and the Executive Committee about the beginning of the disciplinary proceedings.
4. The Executive Committee has a right to decide to disclose information about the ongoing disciplinary proceedings to third parties.
5. In the course of the disciplinary proceedings, the Approbation Committee may ask the member concerned to attend its meetings and to provide an explanation to the facts under investigation or to submit it in writing.
6. Members of the Society are obliged to co-operate with the Approbation Committee.
7. When the investigation is finished the Approbation Committee shall inform the Executive Committee in a written report. The Approbation Committee shall state in the report whether or not there was a breach of obligations of a member of the Society, and may propose an outcome of the disciplinary proceedings.
8. The Executive Committee shall decide on the outcome of the disciplinary proceedings having considered the report of the Approbation Commission.
9. Possible outcomes of the disciplinary proceedings are:
 - a) A decision that the member concerned did not breach the obligations of a member of the Society
 - b) A reprimand letter to the member concerned
 - c) A public reprimand to the member concerned at the General Meeting
 - d) A revocation of the member's certificate
 - e) An expulsion from the Society
 - f) Other
10. For d) and e), the Executive Committee may also set out a period in which the punished member cannot re-apply for certification or for Society membership.
11. The Executive Committee shall issue the outcome of the disciplinary proceedings in writing and shall immediately inform the member concerned and also the Approbation Committee.
12. The member concerned may appeal against the decision of the Executive Committee to the General Assembly within 30 days from dispatching the outcome of the disciplinary proceedings.
13. In the event of the appeal, the Executive Committee shall put discussion thereof on agenda of the next General Assembly and shall inform the participants of the General Assembly with the report of the Approbation Committee and with the decision of the Executive Committee.

14. The General Assembly shall confirm the decision of the Executive Committee or shall decide on a different outcome of the disciplinary proceedings. The member concerned has the right to address the General Assembly.

15. Decision of the General Assembly is final and cannot be appealed. The decision shall be issued in written form within minutes of the meeting.

16. The disciplinary proceedings are closed after the 30-day appeal period expires or by the decision of the General Assembly.

17. Upon completion of the disciplinary proceedings, the Executive Committee of the Society has a right to decide on disclosure of information about the outcome of the disciplinary proceedings to third parties.

Effectiveness and transitional provisions.

18. The internal regulation was approved by the General Assembly held on 8 December 2015 with immediate effect.

19. The effectiveness of this internal regulation cancels previous Rules of Procedure for Disciplinary Actions, adopted on 27 March 1998.