

Fair Rubber e.V.

Membership Termination Procedure

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Content

1. Purpose.....	2
2. Scope	3
3. Roles and Responsibilities	3
3.1. Secretariat	3
3.2. Board	3
3.3. Members' Assembly	3
4. Procedure Steps.....	4
4.1. Initiation of Termination.....	4
4.2. Preliminary Assessment	4
4.3. Notification to the Member	4
4.4. Remedy or Clarification Phase (if applicable).....	4
4.5. Board Decision on Termination	4
4.6. Communication of the Decision	5
4.7. Objection and Escalation (if applicable)	5
4.8. Effect and Implementation of Termination	5
5. Appeals Mechanism	5
6. Record Keeping and Documentation.....	5
7. Timeline Commitments	6
8. Review and Continuous Improvement	6

1. Purpose

This Procedure defines the operational steps for the termination of membership in Fair Rubber e.V. ("FReV") in accordance with:

- the Membership Application and Termination Policy;
- the Constitution of Fair Rubber e.V., in particular § 4(3).

The Procedure ensures that membership termination is handled in a fair, consistent, transparent, and accountable manner, while protecting the credibility, integrity, and reputation of the Fair Rubber system and logo.

2. Scope

This Procedure applies to all forms of membership termination across all membership categories defined in § 4 of the Constitution, including:

- voluntary withdrawal;
- termination for non-payment of membership fees;
- expulsion due to conduct likely to harm the reputation or integrity of FReV.

It covers the process from the identification or initiation of termination grounds through final decision and implementation.

3. Roles and Responsibilities

3.1. Secretariat

The Secretariat is responsible for:

- a) Monitoring compliance with membership obligations;
- b) Identifying potential grounds for termination;
- c) Managing communications with members concerned;
- d) Preparing documentation and recommendations for the Board;
- e) Maintaining records related to termination cases.

3.2. Board

The Board is responsible for:

- a) Assessing termination cases submitted by the Secretariat;
- b) Taking decisions on termination, suspension, or expulsion in accordance with the Constitution;
- c) Ensuring due process and proportionality in termination decisions;
- d) Informing the Members' Assembly where constitutionally required.

3.3. Members' Assembly

The Members' Assembly is involved only where constitutionally required, in particular where a member objects to an expulsion decision and the matter is escalated for final determination.

4. Procedure Steps

4.1. Initiation of Termination

Termination may be initiated through:

- a) Written notice of voluntary withdrawal submitted by a member;
- b) Identification by the Secretariat of non-payment of membership fees exceeding six months;
- c) Identification of conduct potentially harmful to the reputation, credibility, or integrity of FReV.

4.2. Preliminary Assessment

Upon initiation, the Secretariat conducts a preliminary assessment to determine:

- a) The applicable termination ground under § 4(3) of the Constitution;
- b) Whether immediate action is required;
- c) Whether remedial steps may be appropriate prior to termination.

The assessment and its outcome are documented.

4.3. Notification to the Member

Except in cases where immediate termination is justified, the Secretariat informs the member in writing of:

- a) The identified grounds for potential termination;
- b) Any required corrective actions or outstanding obligations;
- c) A reasonable deadline for remedy or response, where applicable;
- d) The potential consequences of non-compliance.

4.4. Remedy or Clarification Phase (if applicable)

Where the Constitution or good governance practice requires an opportunity to remedy:

- a) The member may submit explanations, clarifications, or evidence of corrective action;
- b) The Secretariat assesses the response and documents its findings;
- c) Failure to respond or remedy within the specified timeframe may result in escalation to the Board.

4.5. Board Decision on Termination

The Secretariat submits the case, including all relevant documentation and a reasoned recommendation, to the Board.

The Board decides by simple majority, in accordance with the Constitution, on:

- a) Termination of membership;
- b) Expulsion of the member; or

- c) Closure of the case without termination.

The decision and its rationale are recorded.

4.6. Communication of the Decision

The Secretariat communicates the Board's decision to the member in writing.

In cases of termination or expulsion, the communication shall include:

- a) The effective date of termination;
- b) The consequences for membership rights and logo use;
- c) Information on the right to object or appeal, where applicable.

4.7. Objection and Escalation (if applicable)

Where a member objects to an expulsion decision within the timeframe defined in the Constitution:

- a) The objection is submitted in writing to the Secretariat;
- b) The matter is placed on the agenda of the next Members' Assembly;
- c) The Members' Assembly decides on confirmation or rejection of the expulsion in accordance with § 4(3) of the Constitution.

4.8. Effect and Implementation of Termination

Upon termination becoming effective:

- a) All rights associated with membership cease immediately, including voting rights and logo use;
- b) The member is removed from official membership lists;
- c) No refund of membership fees or contributions is granted, in accordance with § 3(4) of the Constitution.

5. Appeals Mechanism

Appeal may be filed according to the appeals policy.

6. Record Keeping and Documentation

The Secretariat maintains records of:

- a) Termination notices and correspondence;
- b) Assessments, recommendations, and decisions;
- c) Board and Members' Assembly resolutions.

Records are retained in accordance with applicable legal and governance requirements.

7. Timeline Commitments

FReV aims to handle termination procedures without undue delay, while ensuring due process.

Indicative timelines are communicated to the member concerned, taking into account:

- a) Required remedy periods;
- b) Board meeting schedules;
- c) Constitutional escalation steps.

8. Review and Continuous Improvement

This Procedure is reviewed periodically to ensure continued alignment with:

- The Constitution of Fair Rubber e.V.;
- The Membership Application and Termination Policy;
- System learning and assurance of best practice.

End of Procedure Document