



Grievance Policy	Policy # 1.2
	Effective Date: 1/19/2017
Approved By WAC Board of Directors	Revision: R Date:

Purpose: To provide a process for members and guests of the Washtenaw Alano Club who have been subjected to disciplinary action under the Club Rules to have said disciplinary actions reviewed and possibly rescinded by the Grievance Committee.

Policy: Anyone who has been subjected to a disciplinary action under the WAC Club Rules policy has the right to dispute such action via the following procedure:

Procedure:

1. "Within 7 days of the disciplinary action, the person upon whom the discipline was imposed shall give written notice of their intent to contest the disciplinary action. Notice shall be provided to either the Club Manager or a Director of the Club."
2. The member will provide suitable contact information (email or phone # with voice mail) to facilitate arranging a time and place for dispute resolution.
3. Such notice shall specify the date and nature of the action taken, together with the name (or other means of identification, such as "the manager," etc.) of the Club representative who imposed the disciplinary action.
4. The Club representative who has been given notice will inform an officer of the Club (President, Vice-President, Treasurer or Secretary) as soon as is practicable of the member's intent to contest the disciplinary action.
5. The Board, or one of its officers, will designate a panel of three directors, not to include any director who may have been responsible for imposing the disciplinary action, to adjudicate the dispute.
6. The panel will notify the member of a time (giving at least two options) and place where the member can explain the reason(s) why they wish to dispute the action taken.
7. The member bringing the dispute may, where appropriate and indicated, bring to the hearing such evidence as they deem pertinent to support their claim.
8. The individual representative of the Club who imposed the disciplinary action will be available to provide any needed context or clarification to facilitate a resolution of the case.
9. The panel will render a final and binding decision on the disputed disciplinary action at that meeting (retiring for deliberation as needed). No further appeals will be entertained.

Revision log

- Policy or form number:

Rev.	Revision Description	Date	Author