

ACT Grievance Committee Rules

JEANETTE PARKER · WEDNESDAY, DECEMBER 11, 2019 ·

1. Scope

A - It is expected that all members of the group will follow the “ACT Rules”. The “ACT Rules” will be the standard used when the Grievance Committee makes a decision.

B - Both the complainant and respondent must be a current member of the Atheist Community of Tulsa at the time the complaint is made.

C - The remit of the Grievance Committee includes any complaint about an action occurring at an official “ACT” event; within any social media group associated with the Atheist Community of Tulsa; or any personal social media account where discussions are taking place naming members of the organisation.

D - The Grievance Committee should be considered an option of last resort. It is expected that where possible the members discuss any difficulties between themselves first - unless there is a concern for personal safety or other repercussions.

E - The Committee requires all complaints to be made directly by the complainant themselves - third party complaints will not be investigated unless it is agreed by the Committee that the complaint is being made under special circumstances (such as if the complainant is impaired and unable to make the complaint themselves).

2. Composition of the Grievance Committee

A - The committee will be comprised of three dues paying members of ACT who have not had a complaint made against them by another member regarding their conduct.

B - Members of the Grievance Committee cannot simultaneously hold office as a Board Member of the Atheist Community of Tulsa.

3. Definitions

A - Grievance: A perceived wrong or other cause for complaint or protest.

B - Complainant: The member making the complaint.

C - Respondent: The member whose action is the basis of the grievance.

D - Grievance Committee: The three member panel who will investigate and deliberate a complaint and sanction if required.

E - Day: A standard business day, not including weekends or holidays.

3. Procedure

A - Time Limitations: Timely hearing and resolution of grievances is essential to the effective functioning of the Atheist Community of Tulsa. All parties are expected to meet deadlines established for the grievance process. Failure to adhere to deadlines may result in the complaint summarily being marked as closed.

B - Confidentiality: To the extent practicable, the grievance process shall be conducted in confidence. No person who is a party to the grievance or otherwise involved in its adjudication shall discuss the grievance with others.

C - Retaliation: The complainant shall not be subject to retaliation as a consequence of filing a grievance.

D - Initiating a Grievance: The complainant initiates the formal grievance procedure by submitting an initial written complaint to any member of the grievance committee. The complaint shall specify the action that is the basis of the grievance, together with specific reference to the "ACT Rule" they allege to have not been followed. The grievance must be submitted within fifteen (15) working days of the date on which the complainant knew or should have reasonably known about the act on which the grievance is based.

E - Informal Resolution: Prior to submitting a written complaint, or at any point during the formal grievance process, the complainant and respondent may agree to engage in informal resolution. If the formal grievance process has been initiated, both parties shall notify a member of the Grievance Committee of their intent to engage in informal resolution. Formal procedures shall be suspended until the parties notify a member of the

Grievance Committee either that the matter has been resolved or that efforts to resolve the matter informally have failed.

F - Grievance Committee: The chair of the Grievance Committee shall convene the Committee within ten (10) days of receipt of the complainant's written complaint. At its initial meeting, the Grievance Committee shall review the complaint and establish procedures for further deliberation. Procedures may include, but are not limited to, requesting additional information, soliciting a formal response from the respondent, and interviewing the parties. At its sole discretion, the Committee may at any time issue a finding that the grievance is without merit. Parties to the grievance shall provide information requested by the Grievance Committee without undue delay.

G - Grievance Committee Report and Decision: The Grievance Committee shall have twenty (20) days from its initial meeting to complete its deliberations and issue a written report. The report shall include both the committee's findings of fact and its decision.

H - Appeal: Within ten (10) days of the decision by the Grievance Committee the complainant or respondent may appeal to the Atheist Community of Tulsa Board for review of the decision. The appeal shall be submitted in writing and shall specify the basis of the appeal.

I - Conflict of Interest: Should a complaint be made against a member of the Grievance Committee, the investigation, deliberation and potential sanctioning of the member will be the responsibility of the ACT Board. If a member of the Grievance Committee has a conflict of interest regarding either the Complainant or Respondent then it is expected that the Member recuse themselves and a suitable replacement found to review the complaint.