

## Grievance Procedure

Capital District Board of Women's Basketball Officials, Inc.

It is recognized that in any group of individuals, differences and misunderstandings may arise. Successful resolution of differences depends on the willingness of the principal parties involved to communicate with one another. Every effort should be made to resolve disputes in an informal manner whenever issues arise within the organization. However, if issues cannot be resolved informally, it is the policy of the C.D.B.W.B.O. to provide an orderly and formal procedure to deal promptly and fairly with any serious differences of opinion which cause a member to believe that they have been dealt with unjustly.

A grievance is a complaint on the part of any member (herein after referred to as member) relating to an action taken by another member or association authority (herein after referred to as aggravator) that violates a provision of a published C.D.B.W.B.O. document including the Constitution, By-Laws, Policies and Procedures or Independent Contractor Contract that in any way adversely affects the member.

### Procedure

#### Informal Complaint Resolution

\*Member: Orally discusses the complaint with the aggravator and seek resolution as soon as practical (no longer than one calendar week). The member shall inform any member of the C.D.B.W.B.O. Executive Committee that a complaint is in progress.

\*Aggravator: Respond orally to the member's complaint within one calendar week. Initial responsibility for resolving a complaint lies with the aggravator.

#### Formal Complaint Resolution

\*Member: Submits a complaint to the C.D.B.W.B.O. Grievance Committee Chairperson in writing within one week of the aggravator's oral response if not satisfied with the aggravator's resolution of the complaint. The grievance shall state the alleged offense, the basis of the offense and the suggested resolution to the grievance.

\* The Grievance Committee Chairperson shall immediately notify the aggravator of the filed grievance. The chairperson will make the appropriate number of copies (one for each member of the committee and principals involved). The Chairperson shall convene the Committee and principals within one week after receipt of documentation. All parties involved may "convene" via email, phone conference call or in person. Should any of the parties involved be a member of the committee the board president will select a substitute to sit on the committee.

#### Grievance Committee Charge

The Committee shall determine whether the C.D.B.W.B.O. Constitution, By-Laws, Policies and Procedures or Independent Contractor Contract have been fairly administered and interpreted. Cases may involve financial payments, organizational advancement, adherence to professional standards, or

disciplinary actions. The Committee shall have the authority to hear grievances, and make recommendations to the President regarding their resolution. The Committee will not substitute its judgment on such matters for those of a regularly constituted C.D.B.W.B.O. authority.

At the initial meeting, the Chairperson shall ensure that the following procedures are followed:

\*Principals, or their designated representatives, may be present when evidence is introduced and each principal will be given the opportunity to make a final statement after the questioning of all persons is completed.

\*At the conclusion of the proceedings, a majority vote will constitute the findings of the Committee.

#### Grievance Committee Recommendation

The Chairperson shall provide in writing or by email a recommendation and forwarded to the principals and members of the Executive Committee within one week.

#### President's Decision

The President's decision shall be stated in writing or email within one week after receipt of the findings of the Grievance Committee, and shall be distributed to the principals and the Executive Committee of the C.D.B.W.B.O. The decision is final and binding. The decision may be made public within the organization by the principals or the President.

\*\*At no time shall a member attempt to discuss grievances during regular meetings or clinics.