

Lake County Sportsman's Club Grievance Policy

Policy 2019 – 01 GRIEVANCE PROCEDURE

A: PROCEDURE PURPOSE

This procedure provides a mechanism to enforce existing safety and other rules in a timely manner by providing a timely progressive corrective system, when needed. Although the goal is to handle most complaints informally, if a complaint is serious or cannot be resolved informally, the matter should be documented and referred to the Board President or a Board Member in the President's absence for consideration. The initiator and at least one witness are required to sign the grievance form. The Board President shall conduct a timely Board Meeting of not less than five board Members to identify a resolution to the grievance.

B: GRIEVANCE PROCESS

1. Grievance is submitted in writing to the President. (See attached Grievance Form). The Form's description shall provide adequate description of the grievance and shall be signed by the initiator and one witness.
2. President or Vice-President convenes a board meeting within 7 days to resolve the grievance. The affected parties may attend the meeting.
3. The board listens to any involved parties' information presentations(s) and determines a resolution on how to address the problem. The board may ask for a closed meeting to discuss the issue(s) and determine the resolution(s).
4. The board implements the resolution(s).

C: BOARD DECISIONS

1. The board's resolution to the grievance process is final.
2. If the grievance occurs on the range or any place weapons are available, any board member has the authority to direct the involved member(s) immediately offsite. If a member refuses to leave when directed by a board member, the board member is to call 911 and have the member removed. Then, involved board member initiates the above grievance process. Refusal to comply with a board member's request to leave the site shall result in immediate suspension of the offending member's membership and may result in permanent revocation of membership. Once removed from site, that member is not allowed back onsite until the board implements the resolution.

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D. MEMBER BEHAVIOR

1. A member's behavior shall remain non-disruptive to membership meetings at all times. All members input shall remain on subject and be presented in a professional manner, at all times.
2. During meetings the members are to remain seated, unless presenting a topic to the membership or asked to stand. If a member stands in anger, the member is to leave the room immediately. The officer in charge of the meeting is to monitor behavior and may direct offending members to leave the room when necessary. Members are to leave the room or site when directed by a board member.
3. All members must act responsibly and professionally at all times. If professional behavior cannot be maintained, the member is to leave the room or site before causing an incident.
4. Members are expected to use this grievance procedure in lieu of any other aggressive or other behavior to address the grievance.
5. Members shall not come to meetings or be onsite at the range while intoxicated. After the meetings and after the weapons are put away while on the range, members may consume intoxicants. But, member behavior must still meet the above behavioral requirements.

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Date: _____ Time: _____

Description of Grievance : _____

Name of Initiator: _____ Signature: _____

Name of Witness: _____ Signature: _____

Date of Board Meeting: _____ Board Decision: _____

President's Signature

Date

Second Board Member Signature

Date