

Military Pagan Network, Inc.
Standard Procedure

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Procedure No: MA-1

Subject: Grievance Procedures
Responsible Office: Members' Advocate

Date(s) of Revision: 3/18/98
Effective Date: 3/18/98

Coordinators Approval :

New Procedure X

Replacement

*Denotes Change

I. Purpose:

To establish policies and procedures concerning the voicing and redress of grievances within the Network. This shall include complaints against other members, complaints against Board Members, and complaints against the Board in general.

II. Scope:

Applicable to all members, directors and officers, without exception.

III. Policy:

All members have a right to have their grievances heard and redressed through proper submission to the Members' Advocate.

IV. Definition:

Grievance: A legitimate grievance shall be defined as a complaint against a fellow Member, Board Member, or the Board in general. Grievances shall include complaints of misuse of information, misconduct in conjunction with the Network, misrepresentation of information (such as could cause harm), failure to respond to previous requests, failure of Board to redress issues or complaints, as well as other complaints. Legitimate grievances do not include complaints based solely on rumor or gossip.

IV. Procedure:

A. Submission of Grievances

1. Grievances against fellow members, Board Members and the Board in general shall be made in writing to the Members' Advocate. This may be done by postal mail, electronic mail (e-mail), or submission of the proper form provided on the NETWORK website.

2. Grievances shall include the name of the member submitting the grievance, the name(s) of the member(s) subject of the grievance (if applicable) and all pertinent information.

B. Redress of Grievances

1. The Members' Advocate shall send a reply acknowledging the receipt of all grievances made. The acknowledgment shall be sent by postal mail or by electronic mail.
2. Grievances Against Members
 - a. Grievances shall be reviewed by the Members' Advocate for content. If any additional information is required, the Members' Advocate shall request it from the submitting party.
 - b. The Members' Advocate shall contact the Member(s) against whom the grievance has been made, stating the grievance leveled against him/her, and request that he/she give a written statement pertaining to his/her involvement.
 - c. The Members' Advocate shall review the statements from all involved and make a preliminary decision. This decision shall include if there is a legitimate grievance, the severity of any infraction, and all possible resolutions. This preliminary decision shall go to the Board for review and approval.
 - d. The final decision of redress shall be sent by certified mail to the parties involved. Any resolutions shall become effective as of the date stated by the final decision of redress.
 - e. If any of the parties involved believe the final decision of redress is unfair or inadequate, they may submit a statement outlining their reasons and requesting an appeal of the grievance. This statement must be addressed by the Board within thirty (30) calendar days. The Board must decide if there is sufficient reason to appeal the grievance or if the final decision shall stand. The Board shall inform all parties of the status of the grievance (whether it will be appealed or the final decision shall stand).
 - f. There shall be no further submission of the same grievance other than the original and one proposal of resubmission per each party involved.
3. Grievances Against Board Members
 - a. Grievances shall be reviewed by the Members' Advocate for content. If any additional information is required, the Members' Advocate shall request it from the submitting party. In cases where the Members' Advocate is the subject of the grievance, this information shall be passed on to another Board Member, who shall follow these procedures.

- b. The Members' Advocate shall contact the Member(s) against whom the grievance has been made, stating the grievance leveled against him/her, and request that he/she give a written statement pertaining to his/her involvement.
- c. The Members' Advocate shall review the statements from all involved and make a preliminary decision. This decision shall include if there is a legitimate grievance, the severity of any infraction, and all possible resolutions. This preliminary decision shall go to the membership for vote. The vote shall be sent to the Members' Advocate by postal mail or electronic mail. Members will be given sixty (60) calendar days to vote.
- d. At the end of sixty (60) calendar days, the Members' Advocate shall tally the votes. The final decision of redress shall be sent by postal mail or electronic mail. Any resolutions shall become effective as of the date stated by the final decision of redress.
- e. If any of the parties involved believe the final decision of redresses unfair or inadequate, they may submit a statement outlining their reasons and requesting an appeal of the grievance. This statement must be addressed by the Board within thirty (30) calendar days. The Board (excepting the member subject to the grievance) must decide if there is sufficient reason to appeal the grievance or if the final decision shall stand. The Board shall inform all parties of the status of the grievance (whether it will be appealed or the final decision shall stand).
- f. There shall be no further submission of the same grievance other than the original and one proposal of resubmission per each party involved.

4. Grievances Against the Board

- a. Grievances shall be reviewed by the Members' Advocate for content. If any additional information is required, the Members' Advocate shall request it from the submitting party.
- b. The Members' Advocate shall send a formal statement to the Board, stating the grievance leveled, and request that the Board make an official statement pertaining to its involvement.
- c. The Members' Advocate shall send a copy of all statements pertaining to the grievance to the membership, requesting a formal Board of Inquiry. The Board of Inquiry shall be comprised of no less than three and no more than seven members, the first three to seven who volunteer (excepting for Board members). If there is failure for the membership to provide a Board of Inquiry consisting of at least three members within thirty (30) calendar days of the mailings, the Members' Advocate shall proceed with redressing the grievance and shall notify the membership.
 - i. The Board of Inquiry shall be comprised of no less than three and no more than seven members; members shall be volunteers. Board of Directors are excepted from being on the Board of Inquiry.

- ii. The Board of Inquiry shall select amongst itself a President who will facilitate the activities of the Board of Inquiry and who will tally the final vote.
- iii. If there is failure for the membership to provide a Board of Inquiry consisting of at least three members within thirty (30) calendar days of the mailings, the Members' Advocate shall proceed with redressing the grievance and shall notify the membership
- d. The Board of Inquiry shall make a preliminary decision. This decision shall include if there is a legitimate grievance, the severity of any infraction, and all possible resolutions. This preliminary decision shall go to the membership for vote. The vote shall be sent to the Board of Inquiry by postal mail or electronic mail. Members shall be given sixty (60) calendar days to vote.
- e. At the end of sixty (60) calendar days, the Board of Inquiry shall tally the votes. The final decision of redress shall be sent by postal mail or electronic mail to the whole of the Membership. Any resolutions shall become effective as of the date stated by the final decision of redress.
- f. If any of the parties involved believe the final decision of redress is unfair or inadequate, they may submit a statement outlining their reasons and requesting an appeal of the grievance. This statement must be addressed by the Board of Inquiry within thirty (30) calendar days. The Board of Inquiry must decide if there is sufficient reason to appeal the grievance or if the final decision shall stand. The Board of Inquiry shall inform all parties of the status of the grievance (whether it will be appealed or the final decision shall stand).
- g. There shall be no further submission of the same grievance other than the original and one proposal of resubmission per each party involved, the Board being one party.

C. Resolution of Grievances

1. Grievances Against Members

- a. Dependent upon the severity of the situation, possible resolutions shall include: expulsion from membership in the Network, removal of POC status (Point of Contact), receiving a letter of warning, a formal report to the proper authorities, or whatever else may be deemed appropriate.
- b. Resolutions shall not contradict the policies and standards of the Network.

2. Grievances Against Board Members

- a. Dependent upon the severity of the situation, possible resolutions shall include: expulsion from membership in the Network, removal from the Board, receiving a letter of warning, a formal report to the proper authorities, or whatever else may be deemed appropriate.

b. Resolutions shall not contradict the policies and standards of the Network.

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