

Hearings Committee Procedures

Grievances or complaints arising between the Association Committees and an active member or members of the Association herein, with respect to matters dealing with interpretation or application of rules shall be resolved in strict compliance with this procedure.

- A. The offended member shall first discuss a written complaint with the chairman of the affected committee. If the member wishes, the member may be accompanied by outside representation. Grievances or complaints not brought to the attention of the chairman of the committee within 30 days of the occurrence shall be invalid and subject to no further processing.
- B. If the grievance or complaint is not resolved to the member's satisfaction in accordance with the preceding subsection, the member shall reduce to writing a statement of the grievance containing the following:
 - 1) The facts on which the grievance is based;
 - 2) A reference to the provisions of the rules being violated;
 - 3) The remedy sought.

The member shall submit the written statement of grievance to the Hearings Committee within 15 days following the discussion in Paragraph A above.

- C. The Hearings Committee chairman will convene a session within 15 days of receipt of the grievance to hear both sides of the controversy and the committee will have five days thereafter to render its decision.
- D. If no settlement can be reached between the member and the association committee, the member may appeal the decision to the Board of Directors.