

Grievances & Disciplinary Actions

At the beginning of a new reign, the Grievances and Disciplinary Committee shall be nominated and voted upon on or before the second board meeting of the new reign once the Board has been established. The Committee must include a committee chair (VP), one (1) other executive board member (Treasurer, Secretary, and or 2nd VP), the Dean of the College of Monarchs, and two (2) board members at large and or community elected seats.

The Committee serves for the duration of the reign, and a new committee shall be established when the new reign begins.

Committee member subject to discipline: If committee member(s) are subject to grievances or discipline, they must not participate as a member(s) of the committee. An alternative board member should replace the individual for the remainder of the process. If the grievance discipline action is against the committee chair, then the President will act as interim chair.

Grievance & Disciplinary Qualifications and Process:

Qualifications:

As specified in Section 8. Of the bylaws, All members of this organization may be considered for censorship, suspension, or expulsion for actions determined to be discreditable against the Court of the Great Northwest Imperial Empire, Inc.

Membership is defined as all current active dues-paying members of the General Membership, all current officers, members of the Board of Directors, all Current and Past Monarchs, Crowned Heads, and all past and present title holders.

If any member of the court or community at large observes that another member or members have behaved in a manner that would negatively reflect upon the organization. In that case, they may report a grievance in writing to the grievance committee through the designated email with a copy to the executive board members. All committee and executive board members will receive the initial grievance simultaneously.

Written Grievances must contain the following information upon submission.

- The name and contact information of the grievant and association with the organization or community.
- The name and contact information of the individual(s) against whom the grievance is being filed.
- A description of the alleged misconduct, including the date, time, and location, or social media platform where the incident occurred.
- Artifacts that can substantiate the incident (e.g., emails, posts, video, records, witnesses)
- The specific relief that the grievant is seeking.

The incident must have occurred during a board, court or ICC event or where the individual(s) representing the organization.

- Court or Board function in person or remotely
- Within or on any social media platform(s) or publicly viewable communication platforms where the profile or individual(s) are representing the organization
- Community gatherings where the individual(s) are representing the organization
- They represent the organization at other functions in person or remotely.

What can be considered a grievance;

- Misuse of title and or position within the organization to solicit free or at no cost products or services for personal use
- Misuse of title and or position within the organization to threaten action on behalf of the organization towards the current or former board or court members
- Any threat or perceived threat of physical harm to an individual or individuals
- Actions that are considered to be vulgar, explicit or fall under non-consent
- Egregious violations of the organization's bylaws, policies or procedures

What is not considered a grievance;

- Differences of opinion between two or more court or board members where the communication was not publicly viewable
- Grievances that are deemed retaliation
- Grievances that the disciplinary committee can not substantiate

Grievance Process

Qualifying the Grievance: within 5 days of receiving the initial grievance. The Disciplinary Committee will convene to review the grievance and determine if it is qualified.

If determined not to be a qualified grievance:

The Disciplinary Committee will email a written summary to the entire board. The summary will include a summary of the initial grievance(s), actions and/or steps taken to determine qualifications, the vote tallies (for or against, no abstentions) for the final determination of stuff, and a copy of the communication to be sent to the individual(s) outlining the disqualification.

Then the Disciplinary Committee will notify the indicator in writing of the disqualification, specifying why the submitted grievance does not meet qualifications.

If determined to be a qualified grievance, then the Disciplinary Committee will perform the following actions:

Provide notice of acknowledgment to the individuals who indicated the complaint. The review process may take up to 90 days, and they will be notified once completed. However, based on the nature of the grievance, the committee may limit information about the disciplinary actions if they are taken.

Notice: The individual against whom the qualified grievance was filed will be given 5 business days' advance written notice of the disciplinary procedure, including the date, time, and place of the meeting and the allegations against the individual(s). The information will be sent either by email or first-class or registered mail to the last address provided by the individual to the Board Secretary.

Disciplinary Meeting(s): The Disciplinary Committee will meet with all parties separately and allow them to present evidence and witnesses in their defense and to be heard, either orally or in writing.

Video Conference appearances will be allowed for all parties during the disciplinary procedure meeting.

If either party does not respond to the initial request to meet with the disciplinary committee, 2 additional contact attempts will be made by phone and the final by Email. In the absence of a phone number then, both attempts will be by email.

If the individual(s) who initiated the grievance fails to respond to requests to meet with the disciplinary committee, then the grievance will be closed without further action, and both parties will be notified by email.

Decision: Once all due diligence has been completed. A vote will be taken (for or against no abstentions) by the disciplinary committee to determine whether or not the allegations are substantiated and the appropriate corrective actions. A $\frac{2}{3}$ majority vote of the Disciplinary Committee members is required.

Disciplinary Actions considered: verbal warning, written warning, suspension of membership and duration, termination of membership, and/or removal of position/title.

The Disciplinary Committee will then provide a written summary to the entire board. The summary will include the initial grievance(s), actions and or steps taken to determine qualification, proposed disciplinary actions, the vote tallies for final determination, the proposed notification to the individual(s), and, if necessary, any notification to the public and or community at large regarding the incident and or board actions.

Board Review & Approval Period: Post delivery of the summary, a 3 business day period will be observed to allow for feedback and/or questions from board members not part of the Grievance Committee.

As stated in Section 8 of the Bylaws. Suspension and Expulsion from Membership.

Any charges brought against a member must be initiated by a majority vote of the Board of Directors and mailed to the party involved 30 days before a scheduled Closed session of the Board of Directors.

A simple majority vote by board members will be required to initiate any action of reprimand.

Final Communication: The final decision of the disciplinary committee will be communicated to the individual in writing by email or certified mail within 7 business days post the board review period.

Disclosure to the membership will be made available via a written statement and posted on official social media platforms and website pages from the Disciplinary Committee as prescribed by the Board of Directors.

Document Retention: All related documents, initial complaints, collected statements, evidence, summaries, communications, and final decisions must be stored digitally under the Secretary's files.

The policy was motioned and approved by the board of directors on 11/28/2023